



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

MCO P11000.22
LFF-3
14 Feb 91

MARINE CORPS ORDER P11000.22 W/CH 1-5

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS HOUSING MANAGEMENT MANUAL

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To promulgate policies and procedures for managing and administering Marine Corps Housing.
2. Cancellations. MCO P11000.15A, MCO P11000.18A, MCO 11101.51G, MCO 11100.6, MCO 11101.60, and MCO 11101.61.
3. Background. This Manual provides policy guidance for the acquisition, utilization and disposition of Marine Corps housing. It sets policy and procedures for operating housing referral services to assist eligible personnel to locate adequate, nondiscriminatory off-base housing; it outlines procedures for preparing reports and it provides the policy for operating and maintaining Marine Corps housing. This Manual defines Government and occupant responsibilities and criteria for conducting requirements determination for family and bachelor housing.
4. Recommendations. Recommendations concerning the contents of the Housing Management Manual are invited and should be submitted to the Commandant of the Marine Corps (CMC) (LFF) via the appropriate chain of command.
5. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.


R. J. WINGLASS
Deputy Chief of Staff
for Installations and Logistics

DISTRIBUTION: PCN 10211301900

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

MCO P11000.22 Ch 1
LFF-3
10 Feb 92

MARINE CORPS ORDER P11000.22 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS HOUSING MANAGEMENT MANUAL

Encl: New page inserts to MCO P11000.22

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
 - a. Remove pages 2-3 and 2-4 of the basic Manual and replace with corresponding pages contained in the enclosure.
 - b. Insert new section 8 of chapter 2 to the basic Manual.
3. Summary of Changes. To clarify any misconceptions/questions regarding billeting funds for transient quarters.
4. Change Notation. Significant changes in the reviewed pages for this Change are denoted by an arrow () symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

A handwritten signature in cursive script, appearing to read "R. J. Winglass".

R. J. WINGLASS
Deputy Chief of Staff
for Installations and Logistics

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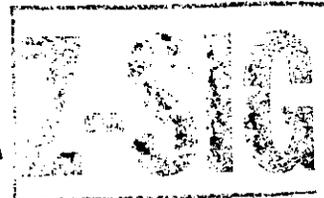
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CMC WASHINGTON DC//I-L/LF//

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UNCLAS //N11000//

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MSGID/GENADMIN/CMC LF//

SUBJ/MCO P11000.22 CH 2. MARINE CORPS FAMILY HOUSING ASSIGNMENT
/POLICY//

REF/A/GENADMIN/MARBKS SUBIC BAY RP/180507ZFEB92//

NARR/REF A REQUESTED GUIDANCE CONCERNING ENTITLEMENTS FOR DEPENDENTS
DEPARTING PHILIPPINES PRIOR TO SPONSOR.//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
102 058600 00 DISTRIBUTION.

2. REF A IDENTIFIED A SITUATION WHEREBY DEPENDENTS ARE ORDERED TO
DEPART CURRENT DUTY STATION ON PCS ORDERS PRIOR TO THE SPONSOR'S
DETACHMENT DATE. THE CONCERN WAS HOW THIS IMPACTS ON THEIR ABILITY
TO APPLY FOR BASE HOUSING AT THE NEW PERMANENT DUTY STATION.

3. TO ADDRESS THIS SITUATION, POLICY CONTAINED IN PARAGRAPH 1209 OF
THIS MANUAL IS MODIFIED AS FOLLOWS:

I-L{9}, GENDIST

P. A. ERHARD, LFF-3, 6-0860

PCN 10211301902

R. J. WINGLASS, LTGEN, L, 61028

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A. DEPENDENTS REQUIRED TO DEPART CURRENT OVERSEAS DUTY STATION ON PCS ORDERS PRIOR TO DETACHMENT OF SPONSOR MAY APPLY FOR HOUSING IF THEY ARE IN POSSESSION OF THE SPONSOR'S PCS ORDERS AND A POWER OF ATTORNEY. IF THEIR NAME COMES UP ON THE WAITING LIST PRIOR TO ARRIVAL OF THE SPONSOR, THEY MAY BE ASSIGNED TO HOUSING.

B. THE CONTROL DATE FOR THIS PURPOSE WILL BE ESTABLISHED AS THE DATE OF TERMINATION FROM GOVERNMENT QUARTERS AT THE PREVIOUS DUTY STATION. FOR THOSE FAMILIES WHO DO NOT RESIDE IN GOVERNMENT QUARTERS AT THE OVERSEAS DUTY STATION, THE CONTROL DATE WILL BE THEIR PORT CALL DATE.

4. POINT OF CONTACT FOR THIS HEADQUARTERS IS MR. PAUL ERHARD, DSN 226-0860.//

P. A. ERHARD, LFF-3, 6-0860

R. J. WINGLASS, LTGEN, L-61028

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FROM: CMC WASHINGTON DC//L//

TO: AIG ZERO ZERO EIGHT

INFO:

SUBJECT: MCO P11000.22 CH 3. MARINE CORPS HOUSING MANAGEMENT
MANUAL//

UNCLAS //N11000//

MSGID/GENADMIN/CMC LFF-3//

SUBJ/MCO P11000.22 CH 3. MARINE CORPS HOUSING MANAGEMENT MANUAL//

REF/A/CMC LTR 11103/LF EML/20MAY96//

AMPN/REF A IS BEQ CONSTRUCTION STANDARDS//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
10211280000 (FORMERLY DISTRIBUTION CODE CC). THIS CHANGE IS
EFFECTIVE AS OF 1 JUNE 1996.

2. PURPOSE OF THIS CHANGE IS TO REVISE THE MINIMUM STANDARDS OF
ADEQUACY FOR PERMANENT PARTY BACHELOR ENLISTED HOUSING AS CURRENTLY
OUTLINED IN FIGURE 2-1, PAGE 2-14, CHAPTER 2 OF THE SUBJECT MANUAL.
THIS CHANGE RAISES THE MINIMUM STANDARD OF ADEQUACY.

3. ACTION

A. NEW MINIMUM STANDARDS OF ADEQUACY (MSA) FOR PERMANENT
PERSONNEL AND PCS STUDENTS SHOWN IN FIGURE 2-1 SHOULD BE AMENDED AS
FOLLOWS:

- (1) SNCO (E6-E9) 270 NET SF/PRIVATE ROOM/PRIVATE BATH
OR THE ENTIRE 1X1 MODULE
- (2) SERGEANTS (E5) 180 NET SF/PRIVATE ROOM/SHARED BATH
WITH NOT MORE THAN 1 OTHER
- (3) CORPORALS (E4) 90 NET SF/2 PER ROOM/BATH SHARED WITH
NOT MORE THAN 3 OTHERS
- (4) PVT-LCPL (E1-E3) 90 NET SF PER PERSON/3 PER
ROOM (I.E., 3-2-1)/SHARED
BATH WITH NOT MORE THAN 3 OTHERS (I.E.,
2X2 IS THE MINIMUM)

B. ABOVE MSA PERTAINS TO QUARTERS ASSIGNMENT AND SHOULD NOT BE
CONFUSED WITH FACILITY PLANNING AND DEVELOPMENT. MARINE CORPS
INSTALLATIONS WILL CONTINUE TO RETAIN A LARGE INVENTORY OF VARIOUS
BEQ ROOM CONFIGURATIONS AND MUST MAKE BEST POSSIBLE USE OF THESE
FACILITIES UNTIL WE REPLACE THEM. REF A RECENTLY PROVIDED
INSTALLATIONS WITH NEW BEQ CONSTRUCTION STANDARDS FOR FACILITY
PLANNING AND DEVELOPMENT.

4. SUBJECT MANUAL CURRENTLY AUTHORIZED INSTALLATION COMMANDERS
TO APPROVE PAYMENT OF BASIC ALLOWANCE FOR QUARTERS (OWN RIGHT)
FOR SERGEANTS AND ABOVE WHO CANNOT BE PROVIDED BEQ ACCOMMODATIONS
MEETING MINIMUM STANDARD OF ADEQUACY.

5. THESE NEW MINIMUM STANDARDS OF ADEQUACY DO NOT APPLY TO
TRANSIENTS, STUDENTS, OR GEOGRAPHIC BACHELORS.//

BT

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MARADMIN 302/04

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Date signed: 07/09/2004MARADMIN Number: 302/04
Subject: MCO P11000.22 CH 4. MARINE CORPS HOUSING MANAGEMENT MANUAL
R 091800Z JUL 04
FM CMC WASHINGTON DC
TO MARADMIN
BT
UNCLAS
MARADMIN 302/04
MSGID/GENADMIN/ CMC WASHINGTON DC/LFF-3//
SUBJ/MCO P11000.22 CH 4. MARINE CORPS HOUSING MANAGEMENT MANUAL//
REF/A/MEMO/DASN (FMC)1500000ZMAY2002//
REF/B/LTR/CNO /2000000ZNOV2002/N467H1//
NARR/REF A VERIFIES THE AUTHORITY FOR SOME MINOR CONSTRUCTION
FINANCED BY FH (OPS) AND FOR THE SPECIFIC AMOUNT AND SCOPE TO BE
ESTABLISHED ON A CONSISTENT BASIS AMONG THE MILITARY DEPARTMENTS AND
PROMULGATED BY OUSD (C). REF (B) IS THE MOST RECENT ESTABLISHED
MINOR CONSTRUCTION AUTHORITY AND LIMITATIONS FOR THE NAVY//
POC/J.A. HACKWITH/1STLT/CMC WASHINGTON DC LFF-3/-/TEL:(703) 695-9447/
EMAIL:HACKWITHJA@HQMC.USMC.MIL//
RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
10211301900 DISTRIBUTION.
2. PER REF (A), MARINE CORPS FAMILY HOUSING WILL MATCH THE AMOUNT
AND SCOPE OF THE NAVY FOR MINOR CONSTRUCTION PROJECTS IN REF (B) TO
ESTABLISH CONSISTENCY WITHIN THE DEPARTMENT OF THE NAVY. THIS CHANGE
WILL ALSO TRANSFER THE APPROVAL AUTHORITY FROM INSTALLATION
COMMANDER (CMDR) TO THE COMMANDANT OF THE MARINE CORPS (CMC).
3. THIS CHANGE WILL BE EFFECTIVE IMMEDIATELY.
4. ALL REFERENCES IN THIS MANUAL TO "INCIDENTAL IMPROVEMENTS
(R-1)" WILL BE DELETED AND REPLACED WITH "MINOR CONSTRUCTION
(INCIDENTAL IMPROVEMENTS) (R-2(I))." THE FOLLOWING PARAGRAPHS ARE
AFFECTED:
5. ACTION
A. CHAPTER 1, SECTION 8, PARAGRAPH 1804.1D, PAGE 1-115, CHANGE
TO READ "MINOR CONSTRUCTION. MINOR CONSTRUCTION (I.E., INSTALLATION
OF DRYER VENT, SIDEWALKS, ELECTRICAL OUTLET, ETC.) WILL BE
ACCOMPLISHED WITH OPERATION AND MAINTENANCE FUNDS WHEN SUCH
ALTERATIONS AND ADDITIONS, EXPANSIONS, AND EXTENSIONS ARE APPROVED
BY THE CMC."
B. CHAPTER 1, SECTION 8, FIGURE 1-6, PARAGRAPH III, PAGE 1-118,
CHANGE TO READ
"III. MINOR CONSTRUCTION (INCIDENTAL IMPROVEMENTS) (R-2(I)) (BP 23)
1. MINOR CONSTRUCTION PROJECTS
2. PROJECTS BUDGETED FOR IN BP 23 IN ANNUAL BUDGET SUBMISSION
3. REQUIRE PROJECT DOCUMENTATION
4. MAY REQUIRE PLANS & SPECS REVIEW
5. MAY REQUIRE PROJECT SURVEY BY THE CMC REPS
6. PRIOR PROJECT IDENTIFICATION NOT REQUIRED
7. FUNDS MUST BE RESERVED
8. AUTHORITY TO ADVERTISE MUST BE APPROVED BY THE CMC"

PCN 10211301904

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO P11000.22 Ch 5
LFF-2

MARINE CORPS ORDER P11000.22 CH 5

02 SEP 2008

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS HOUSING MANAGEMENT CHANGES 1-5

Ref: (a) PL 110-28, "The U.S. Troops Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007," May 25, 2007
(b) PL 110-181, "National Defense Authorization Act for Fiscal Year 2008," January 16, 2008
(c) 32 C.F.R 199.2
(d) DOD 4165.63-M, "DOD Housing Management," September 30, 1993
(e) Architectural Barriers Act of 1968
(f) Memo for Secretaries of the Military Departments, DOD Housing Inspection Standards for Medical Hold and Holdover Personnel (NOTAL)

Encl: (1) New page inserts to MCO P11000.22

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. The change to the Order provides guidance and instruction on the new policy and requirements governing the Marine Corps Wounded Warrior Housing Standards. In order to ensure these housing standards are being met by the Marine Corps, the change to the Order also outlines the necessary inspections to be completed on those facilities housing Wounded Warriors.
3. Execution
 - a. Remove the Table of Contents and replace with corresponding Table of Contents contained in the enclosure.
 - b. Insert new pages 4-1 through 4-20 in the basic Order.
 - c. Insert Appendix P in the basic Order.
4. Filing Instructions. File this change transmittal page in front of the original Order.

E. G. USHER III
Deputy Commandant for
Installations and Logistics

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02 SEP 2008

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MCO P11000.22
14 Feb 91

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Subj: MARINE CORPS HOUSING MANAGEMENT MANUAL

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

ENCLOSURE (1)

MARINE CORPS HOUSING MANAGEMENT MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

0 2 SEP 2008

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MARINE CORPS HOUSING MANAGEMENT MANUAL

REPORTS REQUIRED

<u>REPORT TITLE</u>	<u>REPORT CONTROL SYMBOL</u>	<u>PARAGRAPH</u>
I. Family Housing Inventory Occupancy Report (DD Form 1410)	DN-11101-26 (External DD-P&L(A)1081)	1202.2d/ 1202.3/ Appendix C
II. Status of Funds Report	MC-11101-21	1607
III. Annual Family Housing Repair and Improvement Project Status Report	MC-11101-28	1700
IV. Bachelor Housing Inventory and Utilization Data (BHIUD) Worksheet	DD-11103-01 (External DD-P&L(A)1470)	2100/ Appendix M
V. Bachelor Housing Requirements Estimate	EXEMPT	2100/ Appendix L
VI. General and Flag Officer Quarters Management Report (DD Form 2405)	DD-11103-02 (External DD-P&L(A)1706)	3202/ Appendix O
VII. Family Housing Inventory Designation and Assignment Report (DD Form 1411)	DD-11101-27 (External DD-P&L(A)1082)	Appendix C

MARINE CORPS HOUSING MANAGEMENT MANUAL

INTRODUCTION

0001. PURPOSE. To promulgate policies and procedures for managing and administering Marine Corps Housing.

0002. STATUS

1. The policies and procedures in this Manual apply to all Marine Corps Installation Commanders who have management responsibility for Bachelor Housing, Family Housing or General Officers' Quarters.

2. The Manual contains guidance, information and procedures for Marine Corps Housing Management. Certain Marine Corps Orders and Bulletins are canceled by this Manual. Each former order/bulletin forms the basis of sections which are found in the new Manual. Portions of the Manual have been developed so as to be able to be extracted from the Manual to act as a stand alone order.

0003. SCOPE. This Manual provides policy guidance for the acquisition, utilization and disposition of Marine Corps housing. It sets policy and procedures for operating housing referral services to assist eligible personnel to locate adequate, nondiscriminatory off-base housing; it outlines procedures for preparing required reports and it provides the policy for operating and maintaining Marine Corps housing. This Manual defines government and occupant responsibilities and criteria for conducting requirements determination for family and bachelor housing.

0004. RESPONSIBILITY. The Commandant of the Marine Corps (LFF) is responsible for the accuracy, currency, modification, and distribution of this Manual. HQMC staffs and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

0005. ALLOWANCES

1. Submit requests for changes in allowances of this Manual to the Commandant of the Marine Corps (AR). Submit requests per MCO P5600.31, Marine Corps Publications and Printing Regulations.

2. Request missing pages by requisitioning the basic Manual or pertinent changes per MCO P5600.31.

0006. ORGANIZATION

1. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

2. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 3101.3a(2) refers to chapter 3, section 1, general major paragraph number 01; subparagraph 3a(2).

3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of chapter 2 is shown as 2-4.

0007. CHANGES. Printed changes are posted by following the instructions in the Marine Corps Directives System Manual. Interfile changes in the basic Manual in consecutive order and complete the Record of Changes page.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

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MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

1000. THE MILITARY FAMILY HOUSING PROGRAM. The policy of the U.S. Government is to rely on private community assets as the primary means for housing military families. This policy applies to both the continental United States and overseas. Construction programs are developed to offset existing and projected shortages. Construction programs are based on requirements for eligible military personnel who receive the basic allowance for quarters (BAQ) at the "with dependents" rate, and key or essential (eligible) civilian employees. New houses are programmed and constructed to satisfy deficiencies in specific categories. All family housing under the jurisdiction or assignment control of the Marine Corps is assigned to eligible personnel without regard to race, color, religion, sex, or national origin.

1001. PURPOSE. This Manual provides instructions and information on Marine Corps policy for the management, planning, utilization, maintenance, operation, and disposition of military family housing facilities at all Marine Corps installations under the command of the CMC.

1002. APPLICABILITY. This Manual is the source of information and guidance to promote and ensure uniform and coordinated management of all Marine Corps family housing facilities and programs. The provisions of this Manual are to be used as guidance in managing Marine Corps family housing facilities and programs. The installation commander may deviate from these provisions if necessary to react to local conditions. All correspondence, to include reports requested herein, shall be addressed to the CMC (LFF), Headquarters Marine Corps, Washington, DC 20380. This Manual will be the primary managerial guides for Marine Corps installations having military family housing responsibilities.

1003. AUTHORITY. The CMC derives general authority for family housing facilities and programs from DoD and Department of the Navy Regulations. Specific authority is derived from law and from delegation made by the Secretaries of Defense and Navy.

1004. POLICY ON PROVIDING FAMILY HOUSING

1. Objectives. The objective of the family housing program is to ensure that service members with accompanying dependents have adequate housing in which to shelter their families. The critical item is accompanying dependents; service members may be married or unmarried, divorced, separated, or widowed. The local communities shall be relied on as the primary source of family housing for military personnel.

a. Government-owned housing will not be programmed for construction (unless military personnel must live on a Government installation for reasons of military necessity) when the community has the capacity to provide satisfactory rental housing for military personnel.

b. Government-owned housing will be programmed for construction to meet valid requirements 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. No Government housing will be built in the United States, unless a valid need has been justified per established criteria. Although houses which have been purchased by free choice of the military occupant and certain other houses occupied by military owners are considered in determining the military need, vacant "for sale" housing will not generally be considered in making this determination.

2. Policy. For the purpose of advancing 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 and inadequate housing for Marine Corps military and certain key and essential civilian personnel per the preceding.

3. Right to Housing. The Marine Corps recognizes no inherent right to Government housing for any group or individual.

1005. BAQ AND VARIABLE HOUSING ALLOWANCE (VHA) TERMINATION AND REINSTATEMENT.

BAQ and VHA are monetary allowances a service member receives to offset the cost of housing when quarters are not provided by the Government.

1. Termination of BAQ/VHA Entitlement. The effective date for termination of BAQ/VHA is at 2400 hours on the day before the day that Government quarters are assigned. BAQ/VHA will not be terminated when a member cannot occupy family housing on the date scheduled because of delays incident to competent orders. For instance, BAQ continues until household goods are available for the dependents if the delay in arrival of household goods is due to circumstances beyond the member's control.

2. Reinstatement of BAQ. BAQ will be reinstated on the date of termination of assignment to Government quarters, unless dependents continue to occupy the quarters, in which case BAQ will start when the dependents physically depart the quarters pursuant to the sponsor's permanent change of station (PCS) orders.

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CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 1: FAMILY HOUSING ORGANIZATION, RESPONSIBILITIES, AND FUNCTIONS

PART A: ORGANIZATION

1100. GENERAL INFORMATION. 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. Items 1-7 below, contain a brief description of each of the echelons.

1. 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.
2. Secretary of Defense. The Secretary of Defense is the program sponsor to the Congress for military family housing for all of the military departments and DoD agencies. The Assistant Secretary of Defense (ASD) exercises direction through the Deputy Assistant Secretary of Defense (DASD).
3. Secretary of the Navy. The Secretary of the Navy 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 Installations and Environment is responsible for family housing.
4. The CMC. 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.
5. Installation Commanders. Installations 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.
6. Naval Facilities Engineering Command (NAVFACENGCOM). The NAVFACENGCOM is the construction agent for the DON, and assists the Marine Corps in design, acquisition, and construction.
7. Engineering Field Divisions (EFD). The EFD's assist the Marine Corps installations by providing technical, contractual, and design guidance.

1101. INSTALLATION FAMILY HOUSING ORGANIZATION. Each Marine Corps installation having family housing assets will have a family housing office headed by a housing manager who will be responsible for the centralized management of all aspects of family housing, including housing referral services. Family housing organizations will be staffed and operated by permanently assigned civilian personnel. Military personnel may be used in the family housing office at the discretion of the local commander to augment or assist; however, they will not

replace civilian personnel. The organizational set-up and staffing at the installation should be established to best provide the services required to operate and maintain the family housing assets.

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FAMILY HOUSING MANAGEMENT

SECTION 1: FAMILY HOUSING ORGANIZATION, RESPONSIBILITIES,
AND FUNCTIONS

PART B: RESPONSIBILITIES

1102. THE COMMANDANT OF THE MARINE CORPS. The CMC will:

1. Advise the Assistant Secretary of the Navy on matters concerning family housing.
2. Act as program sponsor, budget installation sponsor, and program coordinator.
3. Provide manpower plans and projected personnel strengths to commanding officers, area coordinators, and others concerned with determining requirements for construction, leasing, or other acquisition.
4. Establish policies for the use, designation, assignment, activation, inactivation, and disposal of family housing.
5. Determine proposed on-base sites when agreement cannot be reached by technical authorities within the command chain of an installation.
6. Coordinate, and establish functions for housing referral services.
7. Assign responsibilities, as necessary, for administering facilities and programs.
8. Forward Marine Corps programs and projects for construction, leasing, or other acquisition (to meet Marine Corps requirements) for submission to the Assistant Secretary of the Navy for inclusion in the total Department of the Navy Family Housing Acquisition Program.
9. Develop and justify the Marine Corps Six-Year Defense Plan and annual budget requirements for family housing.
10. Fund, manage, maintain, and operate family housing at all Marine Corps installations. The CMC furnishes such information and reports as required to maintain a complete, comparative, and integrated Department of the Navy (DON) system of property records and accountability for family housing operations.

1103. THE COMMANDER, MARINE CORPS BASES (MCB), PACIFIC. The Commander, MCB, Pacific shall:

1. Act as the principal CMC representative at all functions pertaining to Marine Corps family housing under the cognizance of the Commander, MCB's, Pacific. This housing includes that which is under the cognizance of the installation commander at Marine Corps Air Station (MCAS), Iwakuni, Japan.

2. Establish and promulgate organizational functions and procedures and conduct inspections, as necessary, to properly administer the family housing program.
3. Advise the CMC on all housing matters of command concern and submit recommendations for changes or exceptions to policy and to terminate exceptions granted where conditions are no longer valid.
4. Control, coordinate, and recommend necessary changes, concerning submission of budgetary requirements and the execution of funds allocated under the Family Housing, Navy, and Marine Corps (FH,N&MC) appropriation.
5. Consolidate and establish priorities on all family housing programs. The Commander, MCB's, Pacific, has been provided a housing director to assist in administering the family housing functions.

1104. THE COMMANDERS, MARINE CORPS AIR BASES (MCAB) (EASTERN AND WESTERN AREAS) (COMCABEAST AND COMCABWEST) AND MARINE CORPS LOGISTICS BASES (MCLB). The COMCABEAST, COMCABWEST, and MCLB's shall:

1. Provide necessary control, coordination, and recommendations regarding submission of budgetary requirements and the execution of funds allocated under the FH,N&MC appropriation for air installations under this cognizance.
2. Consolidate and establish priorities on all family housing programs under their purview.

1105. THE INSTALLATION COMMANDER SHALL. The installation commander shall:

1. Provide attractive living conditions for all military personnel and their families.
2. Provide housing referral service to help DoD personnel and their dependents locate acceptable, affordable, and nondiscriminatory housing in the local community, and to provide an orientation to the local community.
3. Provide housing statistics for on-base and off-base housing availability to the nearest Relocation Assistance Center as needed to update the automated Relocation Assistance Program which is interactive with all DoD Relocation Assistance Centers worldwide.
4. Ensure that maintenance contracts allow for self-help work performed by housing occupants.
5. Operate, maintain, repair, and improve Marine Corps housing.
6. Ensure occupants move into clean housing.
7. Ensure that accessible housing is available upon assignment to persons with special health or physical disability requirements.

3. 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 temporary and permanent housing in the community or on base.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 1: FAMILY HOUSING ORGANIZATION, RESPONSIBILITIES, AND FUNCTIONS

PART C: FAMILY HOUSING OFFICE

1106. FUNCTIONS. The responsibilities of a family housing office should include but not be limited to:

1. Preparation and analysis of family housing surveys, management reports, and studies.
2. Planning and programming for acquisition and improvement of family housing.
3. Planning, programming, and budgeting for operation, maintenance, repair, and improvement of family housing.
4. Acquisition, disposition, and diversion of family housing facilities.
5. Execution of the family housing program authorized and appropriated by Congress and allocated by the CMC.
6. Assignment and termination of quarters.
7. Promotion of occupant relations.
8. Implementation of a family housing self-help program.
9. Implementation of housing referral services per section 5 of this chapter.
10. Implementation of rental charges.
11. Location and inspection of leased housing.
12. Control of issue, repair, and procurement of furnishings (including appliances). See appendix B.
13. Establishment and maintenance of facilities history.
14. Developing and executing maintenance plans (short- and long-term) for family housing facilities.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 2: FAMILY HOUSING DESIGNATION, APPLICATION, ASSIGNMENT, OCCUPANCY, AND TERMINATION

PART A: POLICY

1200. INFORMATION

1. Policies and procedures governing Marine Corps family housing assignment, occupancy, and termination are applicable to the Marine Corps without regard to geographic location. The Marine Corps manages the family housing assets on its plant accounts per guidelines established by the DoD and the Secretary of the Navy. The principle objective of the Marine Corps Family Housing Program is to ensure that Marines with dependents are suitably housed. To achieve this, it is DoD policy to rely on the local civilian housing market in communities near military installations as the primary source of housing for military families. A BAQ is paid to eligible members to help defray the costs of obtaining civilian housing where adequate military family housing quarters are not assigned. A VHA is paid to eligible members in areas in the CONUS. A similar allowance is paid in overseas areas where the cost of housing exceeds BAQ. Military family housing is constructed only in those locations where the civilian housing market cannot meet the needs of the local military community, and then only with Secretary of Defense approval and Congressional appropriation. Assignment procedures and utilization criteria are derived from DoD policy to provide an opportunity for occupancy by the greatest number of eligible personnel.

2. All military members with dependents must report to the housing referral office at their new installation prior to making living arrangements to reside in the civilian community. When issuing or endorsing PCS orders of personnel being transferred, the installation commander shall include the following statement on the orders:

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

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PART B: DESIGNATION

1201. GENERAL INFORMATION. "Designation" is the classification of family housing into the categories of adequate public quarters or inadequate Government-owned quarters. That which is classified as adequate generally shall be occupied by military personnel within the grade category for which it was programmed, constructed, or otherwise obtained. Grade categories are: flag and general officers (O-7 through O-10), senior grade officers (O-6), field grade officers (O-4 and O-5), company grade officers (O-1 through O-3 and W-1 through W-4), senior NCO enlisted personnel (E-6 through E-9), junior NCO enlisted personnel (E-4 through E-5), and junior enlisted (E-1 through E-3). Such housing is generally classified as married officer quarters (MOQ) and married enlisted quarters (MEQ) for inventory purposes. When civilians are assigned family housing on a rental basis, quarters do not lose their grade category designation. Specific billet designations may be made by the installation commander when it is desired to specify particular family housing units for occupancy by key and essential military or civilian personnel.

1202. REDESIGNATION BY INSTALLATION COMMANDERS

1. Policy. Family housing which was constructed for one grade category may be redesignated for occupancy by personnel of other grade categories without prior approval of the CMC, subject to the following instructions:
 - a. In any redesignation of quarters, efforts shall be made to affect the maximum practicable degree of separation between quarters designated for officers and those designated for enlisted personnel.
 - b. When it is necessary to redesignate or reassign public quarters, current occupants should not be required to vacate such accommodations until their normal tours are completed, except in unusual cases.
 - c. Redesignation will remain in effect for a minimum of 1 year prior to change.
 - d. General officers quarters will only be designated or redesignated by Headquarters Marine Corps.
 - e. The installation commander may designate and redesignate public quarters for the specific occupancy of installation commanders, executive officers, chiefs of staff, sergeants major of predominant organizations, other key and essential military personnel, and (on a rental basis) key and essential civilians whose residence on station is required.

2. Redesignation Procedures

a. Strength-Asset Imbalance Method. Initially, an attempt will be made to ensure that an equal opportunity exists for different grade categories to obtain onbase housing. This should be done by balancing percentages of onboard grade category married personnel strengths with percentages of housing assets for like grade categories.

b. Waiting List Imbalance Method. If the aforementioned strength-asset imbalance fails to balance waiting lists to a manageable degree, an artificial readjustment may be made based on waiting list imbalances.

c. Survey Impact. Caution should be exercised to ensure that deficits reflected in the market analysis are not made significantly more disparate as a result of redesignations.

d. Reporting Redesignations. All redesignations shall be reflected on the next submission of the Family Housing Inventory and Occupancy Report (DD Form 1410). Marine Corps Report Control Symbol DD-11101-26 (External RCS DD-P&L(A)1081) has been assigned to this report. (See appendix C.)

3. Conversion. Facilities constructed as family housing units, or permanently converted to that use, shall not be diverted to uses other than family housing without approval. Permanent diversions must be approved by the CMC (LFF). During periods of temporary or permanent diversion or conversion, the costs of maintenance and operation will be charged to the account normally financing the resultant facility. All diversions and conversions will be reported on the next regular submission of the Family Housing Inventory and Occupancy Report. Marine Corps Report Control Symbol DD-11101-26 (External RCS DD-P&L(A)1081) has been assigned to this report.

1203. ADEQUACY AND INADEQUACY

1. Adequate Public Quarters. Adequate public quarters are those family housing units not specifically designated as inadequate by congressional legislation. Adequate public quarters are occupied on a full-forfeiture of entitlement to BAQ and VHA basis when used by members of the uniformed services and/or their dependents. Rents and charges for quarters occupied by nonmilitary personnel and/or their dependents will be collected from the occupants. (See appendix D.)

2. Inadequate Government-Owned Quarters

a. Inadequate Government-owned quarters are all substandard military housing, including Government-owned housing, as determined or designated per statutory authorization. These units are occupied on a partial forfeiture of entitlement to BAQ basis when occupied by members of the uniformed services and/or their dependents. Occupancy is voluntary (subject to appropriate regulations), unless otherwise directed. Rents and charges for inadequate quarters occupied by personnel other than members of the uniformed services and/or their dependents will be collected from the occupants.

b. Efficient and economical operation of Marine Corps inadequate quarters is essential if such housing is to be retained. Inadequate quarters will be retained only when the units are economical to operate and when a bona fide need exists. Unneeded and/or uneconomical inadequate quarters will be recommended for excess or demolition.

c. When an individual is no longer eligible for occupancy of inadequate quarters (by virtue of grade/promotion or availability) and chooses to relocate to adequate quarters, then said relocation will be accomplished within 3 working days after the availability of an appropriate set of quarters. Final inspection will be included during this period.

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CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 2: FAMILY HOUSING DESIGNATION, APPLICATION, ASSIGNMENT, OCCUPANCY, AND TERMINATION

PART C: APPLICATION FOR GOVERNMENT QUARTERS

1204. GENERAL INFORMATION

1. Assignment is the formal provision of Government quarters to an individual. All eligible personnel will be afforded an equal opportunity for those Government quarters designated for their applicable grade category and bedroom requirement. Assignment will be made on a nondiscriminatory basis without regard to race, color, religion, gender, or national origin.
2. No family shall be discriminated against in the assignment of Government family housing because of special health or physical disability requirements. When such needs exist, modifications to housing will be accomplished on a high priority basis to ensure assignment of housing at least as soon as it would have been otherwise available. At least 5 percent of the total military family housing inventory (no less than one house) of an installation shall be accessible to and usable by persons with disabilities. Modified housing units shall be either designed and constructed to be accessible, or readily and easily modifiable to be accessible, but in any event, modification of individual units will be accomplished on a high priority basis when a requirement is identified.
3. Military members have no legal or inherent entitlement to public quarters and it is not mandatory by law that Government quarters be provided. However, where the local communities cannot support our housing requirements, the Marine Corps will pursue the military construction of family housing. Marine Corps installations which operate and maintain family housing units are listed in table 1-1.
4. 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 Government quarters managed by the installation.

Table 1-1.--Marine Corps Installations which Operate
and Maintain Government Family Housing.

Activity	Remarks
Marine Corps Recruit Depot/ Western Recruiting Region San Diego, CA 92140-5001 (A) 524-4827 (Comm) 619-225-4827	Limited billet designated quarters only.
Marine Corps Recruit Depot/ Eastern Recruiting Region Parris Island, SC 29905-5001 (A) 832-2583 (Comm) 803-525-2583	
Marine Corps Logistics Base Albany, GA 31704-5001 (A) 567-5962 (Comm) 912-439-5962	
Marine Corps Logistics Base Barstow, CA 92312-5001 (A) 282-6706 (Comm) 619-577-6706	
Marine Corps Air Station Beaufort, SC 29904-5001 (A) 832-7706 (Comm) 803-522-7706	
Marine Corps Finance Center Kansas City, MO 64197-0001 (A) 463-2461 (Comm) 816-348-2461	
Marine Barracks 8th & I Streets, S.E. Washington, DC 20390-5001 (A) 288-3683 (Comm) 202-433-3683	Limited billet designated quarters only.
Marine Corps Air Station Yuma, AZ 85369-5001 (A) 951-3639 (Comm) 602-726-3639	
Marine Corps Combat Development Command Quantico, VA 22134-5001 (A) 278-2711 (Comm) 703-640-2711	
Marine Corps Air Station Cherry Point, NC 28533-5001 (A) 582-4345 (Comm) 919-466-4345	
Marine Corps Air Station El Toro, Santa Ana, CA 92709-5001 (A) 997-2262 (Comm) 619-726-2262	CG MCAS, El Toro also manages housing for MCAS, Tustin

Table 1-1.--Marine Corps Installations which Operate and Maintain Government Family Housing--Continued.

Marine Corps Base Camp Lejeune, NC 28542-5001 (A) 484-2895 (Comm) 919-451-2895	CG MCB, Camp Lejeune also manages housing at MCAS, New River
Marine Corps Base Camp Pendleton, CA 92055-5001 (A) 365-5217 (Comm) 619-725-5217	
Marine Corps Air-Ground Combat Center Twentynine Palms, CA 92278-5001 (A) 952-6611 (Comm) 619-368-6611	
Marine Corps Mountain Warfare Training Center Bridgeport, CA 93517-5001 (Comm) 916-495-2156	CG MCB, Camp Pendleton manages MCMWTC Bridgeport housing.
Marine Corps Air Station Iwakuni, Japan FPO Seattle, WA 98764-5001 (A) 236-5541	

NOTE: Military family housing located in Hawaii and in Okinawa, Japan is managed under the single service central management system. Military family housing in Hawaii is managed by the U.S. Army, and in Okinawa by the U.S. Air Force.

Hawaii

Oahu Consolidated Family Housing Office
Headquarters, U.S. Army Spt Cmd
(Attn: APZV-OHK)
Fort Shafter, HI 96858-5000
(Comm) 808-477-9498

Okinawa

Consolidated Family Housing Office
18 CSW/DEH
APO San Francisco, CA 96239
(A) 634-1346

1205. DD FORM 1746. DD Form 1746 (Application for Assignment to Housing, figure 1-1) will be used for application for, and assignment to, Government quarters. Submission of DD Form 1746 with a copy of orders by applicants for Government 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, applicants must physically report to the housing office before their name will be permitted to advance into the freeze zone.

1206. DD FORM 1747. DD Form 1747 (Status of Housing Availability, figure 1-2) will be used to provide an equitable system of furnishing military personnel with prior information as to the availability of military housing at the installation to which the member is to be assigned. Upon receipt of DD Form 1746, the receiving installation will immediately place the applicant's name on the appropriate waiting list and mail the applicant DD Form 1747 explaining the current housing situation as well as any pertinent information which will be beneficial to the service member applying for housing. Upon receipt of DD Form 1747, indicating quarters will not be available for assignment, military members are eligible to request, through their current appropriate chain of command, permissive temporary additional duty orders for the purpose of obtaining community housing.

1207. DETACHING INSTALLATION. Upon receiving PCS orders for a member of the command eligible for housing, the detaching commanding officer shall:

1. Require the individual to inform the housing office at least 30 days prior to the member's planned date to terminate quarters assignment. At the same time, the individual should complete DD Form 1746 to make application for family housing at any installation to which assigned.
2. Be responsible for mailing the completed application with a copy of the PCS orders, preferably 30 days or as soon as practicable prior to the individual's date of detachment, to the housing officer of the installation to which the service member is to be assigned. If a housing officer is not on the table of organization (T/O) at the receiving command, the application will be forwarded to the commander of the installation to which assigned. The leave address and telephone number will be noted, if applicable.
3. Counsel the 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 and that even though the member's name may be on the waiting list, the name will not advance into the freeze zone until the military member physically reports to the housing office.

1208. JOINING INSTALLATION. The joining command performs as follows:

1. The housing office will use the effective date of change in duty station to determine a tentative control date. However, the applicant must physically

report to the housing office with a verified endorsement from the previous command before advancing to the freeze zone.

2. In the event the member does not report to the housing office by the date the members's name would enter the freeze zone, then the member will remain stationary on the waiting list for 30 days or until the member does physically report to the housing office. After 30 days, the housing officer 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 spot just below the freeze zone from where it was originally removed, provided the individual reports to the housing office within 30 days of reporting to the member's new duty station.

3. When an individual reports to the housing office without having submitted DD Form 1746, the housing officer will use the military member's detachment date from the last permanent duty station to determine the individual's control date. The military member's name will be placed on the appropriate waiting list provided the individual reports to the housing office within 30 days of reporting to the new duty station. The control date will be the date of application for all military members who do not report to the housing office within the 30-day requirement.

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and instructions on reverse)</small>						1. TYPE HOUSING DESIRED <small>(x one or both)</small>		
						a. MILITARY		b. COMMUNITY
SECTION A - APPLICANT IDENTIFICATION AND FAMILY DATA								
2. NAME <small>(Last, First, Middle Initial)</small>			3. SSN		4. DOD COMPONENT			
5. ADDRESS <small>(Street, City, State, Zip Code)</small>			6. PAY GRADE	7. MARITAL STATUS		8. RACE	9. ETHNICITY	
			10. TELEPHONE NUMBER		11. STATUS <small>(x one)</small>			
			a. HOME <small>(Area Code)</small>	b. DUTY <small>(Autovon)</small>	a. MILITARY MEMBER	b. MILITARY SPOUSE	c. CIVILIAN	
12. MILITARY CAREER INFORMATION <small>(CIVILIANS SKIP TO QUESTION 13.)</small> <small>(Enter dates in YYMMDD order)</small>						13. INSTALLATION / ORGANIZATION TRANSFERRED FROM		
a. EFFECTIVE RANK/RATE DATE								
b. ACTIVE DUTY SERVICE COMPUTATION DATE								
c. TIME REMAINING ON ACTIVE DUTY <small>(Months)</small>						14. INSTALLATION / ORGANIZATION TRANSFERRED TO		
d. ESTIMATED ROTATION DATE								
e. REPORT DATE								
f. ESTIMATED ARRIVAL DATE						15. I AM SEPARATED FROM MY DEPENDENTS <small>(x one, if applicable)</small>		16. I REQUEST HOUSING FOR <small>(x one)</small>
g. DEPARTURE COMUS DATE <small>(Overseas)</small>						a. VOLUNTARILY		a. SELF ONLY
h. EFFECTIVE CHANGE IN DUTY STATION						b. INVOLUNTARILY		b. SELF AND DEPENDENTS LISTED IN ITEM 17
17. DEPENDENTS RESIDING WITH ME <small>(If more space is needed, continue on plain paper.)</small>								
a. NAME <small>(Last, First, Middle Initial)</small>		b. DATE OF BIRTH <small>(YYMMDD)</small>	c. AGE	d. SEX	e. RELATIONSHIP	f. DEPENDENCY AUTHORITY <small>(DD Form 137) (YYMMDD)</small>	g. REMARKS <small>(Handicap, health problems, expected additions to family, etc.)</small>	
					SPOUSE			
SECTION B - HOUSING DATA								
18. TYPE SERVICE DESIRED <small>(x as applicable)</small>			19. DATE HOUSING NEEDED <small>(YYMMDD)</small>		20. LOCATION PREFERENCE <small>(Community Housing)</small>		21. PRICE RANGE <small>(Community Housing)</small>	
a. MILITARY HOUSING								
b. HOUSING REFERRAL SERVICES								
22. HOUSING DESIRED <small>(x (1)-(12) as applicable, write in number in (13) and (14); write Yes or No in (15))</small>								
(1) HOUSE / PURCHASE		(4) ROOM		(7) SUBLET		(10) FURNISHED		(13) NO. BEDROOMS
(2) HOUSE / RENT		(5) ROOM & BOARD		(8) TRANSIENT		(11) UNFURNISHED		(14) NO. BATHS
(3) APARTMENT		(6) SHARE		(9) MOBILE HOME		(12) MOBILE HOME PARK		(15) PETS <small>(Yes/No)</small>
23. REMARKS								
24. MANDATORY HOUSING CERTIFICATION <small>(Military Only)</small> in the event assignment to housing becomes mandatory, this is to certify that I <small>(x one)</small> → desire a waiver to reside in community housing.				a. DO		25. SIGNATURE OF APPLICANT		26. DATE SUBMITTED <small>(YYMMDD)</small>
				b. DO NOT				
SECTION C - DISPOSITION <small>(To be completed by Family Housing Office.)</small>								
27. MILITARY HOUSING				28. COMMUNITY HOUSING				
a. APPLICATION RECEIVED <small>(YYMMDD and hour)</small>		b. APPLICATION EFFECTIVE <small>(YYMMDD)</small>		c. APPLICANT NOT PLACED ON A HOUSING WAITING LIST <small>(x as applicable)</small>			d. ACCEPTABILITY VERIFICATION	
				(1) Applicant ineligible for Military Housing				
c. DD FORM 1747 SENT OR GIVEN TO APPLICANT <small>(YYMMDD, Military Only)</small>		e. HOUSING AVAILABILITY <small>(Indicate the applicable box(es) marked in Item 4, DD Form 1747.)</small>		(2) No response after initial application <small>(No award)</small>				
				b. LOCATION OF HOUSING <small>(Number, Street, City, State, Zip Code)</small>				
f. APPLICANT PLACED ON THE FOLLOWING HOUSING WAITING LIST: <small>(If not applicable, complete Item 28a.)</small>		f. EFFECTIVE PLACEMENT <small>(YYMMDD)</small>		e. IF HOUSING ACQUIRED IS UNACCEPTABLE, INDICATE REASON(S) <small>(x as applicable)</small>				
				(1) TOO EXPENSIVE				
g. BEDROOMS REQUIRED		h. DATE ASSIGNED <small>(YYMMDD)</small>		(2) NO ELECTRICITY				
				(3) NO HOT WATER				
				(4) NOT ENOUGH BEDROOMS				
				(5) UNSAFE				
				(6) NO HEAT				
				(7) UNSANITARY				
				(8) NO SHOWER OR BATH				
i. HOUSING UNIT ASSIGNED <small>(Address)</small>				(9) NO POTABLE WATER				
				(10) NO FLUSHABLE TOILET				
				(11) TOO FAR FROM BASE <small>(One way commute)</small>				
				MILES MINUTES				

DD Form 1746, APR 86

This form supersedes all editions of DD Form 1668 and all previous editions of DD Form 1746

Figure 1-1.--Application for Assignment to Housing.

STATUS OF HOUSING AVAILABILITY (DoDI 4165.44)			
1. FROM: Family Housing Office a. Installation Name		2. TO: Applicant's Name (Last, First, MI)	
b. Phone (Autovon) (Commercial)		3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE (Day, Mo, Yr, Hour)	
4. YOU ARE ADVISED THAT: a. You can expect military family housing to be available			
(1) Immediately upon your arrival		(3) Within 12 months of your arrival	
(2) Within approx. 30 days of your arrival		(4) After 12 months or more, or not at all	
b. Considering the availability of family housing you should make alternative housing arrangements that will be <input type="checkbox"/> Temp <input type="checkbox"/> Semi-Perm <input type="checkbox"/> Permanent		c. It is anticipated that occupancy of family housing will be <input type="checkbox"/> Mandatory <input type="checkbox"/> Voluntary	
d. Because of your particular circumstances, you will not be mandatorily assigned to military family housing		e. Although not anticipated at this time, mandatory assignment to military family housing may be required if there are not enough voluntary occupants	
f. Comments			
5. HOUSING AVAILABILITY IN THE COMMUNITY IS: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Limited			
6. YOU MUST CONTACT THE FAMILY HOUSING OFFICE (housing referral) UPON ARRIVAL BEFORE YOU MAKE HOUSING ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE ABOVE.			
7. SIGNATURE (Family Housing Office Representative)		8. DATE (Day, Month, Year)	

DD Form 1747, OCT 85

84 FEB edition may be used.

• USGPO 1986-491-203/5028

Figure 1-2.--Status of Housing Availability.

4. It is of prime importance that DD Form 1746 be submitted in a timely manner by the detaching installation to assist the receiving installation in the orderly management of family housing assets and to provide the detached Marine maximum support at the new duty station. The use of DD Form 1746 enables the receiving installation to return DD Form 1747 in a timely manner. Section B (DD Form 1746) can be used by the receiving installation to make assignments to Government quarters in writing.

1209. ASSIGNMENT CONTROL DATES

1. Control dates are used to determine an individual's date of eligibility for Government quarters. This date is based on the military member's detachment date from the previous command. Applicants for Government family housing are placed on the appropriate waiting list based on their control dates.

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

3. When individuals choose to remove their names from a waiting list and then subsequently desire to reapply for Government housing, the control date will be the date of the second application.

4. When an individual, who is already on a waiting list, becomes eligible for a different waiting list due to promotion or increase in the number of dependents, that individual shall be moved to the appropriate waiting list, using the original control date.

1210. WAITING LISTS

1. Waiting lists for military personnel will be established by grade categories (i.e., senior grade officers, field grade officers, company grade officers, senior noncommissioned officers (staff sergeants and above), junior noncommissioned officers (sergeants and corporals), and junior enlisted personnel (privates through lance corporals)) and bedroom composition. The waiting lists will be maintained by the installation's family housing office. The location of a military member's name on a waiting list is predetermined, based on the individual's control date. The top 10 percent or top 3 applicants, whichever is greater, on each waiting list comprise the stabilized portion or the freeze zone of that list.

2. Waiting lists will be publicly posted or otherwise made available to applicants at the housing office during normal working hours. Waiting lists will be updated at least every 15 days.

3. During the period when an applicant's name is on a waiting list for a family dwelling unit of a particular size, the applicant may request a change to a listing for a unit of different size, if circumstances justify the change. The applicant's place on the new list may be as of the date of the original application or such other position as the installation commander determines appropriate.

4. 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:

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

b. When unusual circumstances warrant, as determined by the installation commander. In cases involving hardship, determination for priority assignment will be based on written documentation that verifies the need for military, vice civilian, family housing.

5. The freeze zone may be extended to include more than 10 percent of the individuals on the waiting list if recently constructed or rehabilitated units are about to come on line. The revised freeze zone may include only those personnel who it is anticipated will be assigned housing within 60 days.

6. Personnel arriving at MCAS, Iwakuni on a consecutive overseas tour may be entered at the bottom of the freeze zone.
7. In those cases when personnel are selected or frocked for promotion they may be assigned and occupy housing designated for their new pay grade.
8. Installations with both 1- and 2-bedroom units may combine the waiting lists into a single 2-bedroom waiting list for assignment purposes. As a 1-bedroom unit becomes available, the first 1-bedroom requirement applicant on the waiting list will be offered the quarters if there are no 2-bedroom requirement applicants that are higher on the waiting list that want the housing unit.
9. Two- and 3-bedroom waiting lists will not be combined to compensate for a shortage of 2-bedroom units.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 2: FAMILY HOUSING DESIGNATION, APPLICATION, ASSIGNMENT, OCCUPANCY, AND TERMINATION

PART D: ASSIGNMENT TO GOVERNMENT QUARTERS

1211. GENERAL INFORMATION

1. Normally, married officers, married enlisted personnel, and eligible service members who are unmarried, divorced, separated, or widowed with accompanying dependents will be assigned public quarters per their precedence on the family housing waiting list without regard to billet assignment.

2. A service member with imminent marriage plans is eligible to apply for family housing 30 days prior to marriage. The service member must provide evidence of the planned marriage date to the housing manager on the date of application. The member's name will not be allowed to enter into the 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 the housing manager.

3. The assignment to public quarters and Government-owned housing under the jurisdiction of the Marine Corps will be made by the installation commander having cognizance over the quarters or the installation commander's duly authorized representative.

4. Service members will be provided no less than a 31-day advance notice of housing assignment, unless unusual circumstances prevent it, so that proper notice and release from civilian housing can be made.

1212. KEY AND ESSENTIAL PERSONNEL

1. 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 or civilian personnel.

2. The installation commander may assign precedence to eligible personnel who are considered key and essential to be quartered on the installation. A listing of key and essential billets must be published by the installation commander and reviewed for continued validity on an annual basis. Prospective assignees to

these billets should be informed of the requirement to live in Government quarters through the use of DD Form 1747.

3. Key and essential civilians in CONUS may occupy adequate family housing on a rental basis. However, prior approval of the CMC (LF) is required. Special circumstances pertaining to the assignment must be fully described in the justification accompanying the request.

1213. PRIORITY OF ASSIGNMENT

1. Priority 1: Key and essential military personnel/civilian employees.
2. Priority 2: Service members and eligible civilians 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 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.
3. Priority 3: Eligible military personnel and eligible civilian employees of all military services assigned to duty in the areas of the particular installation. Students on the Law.
4. Priority 4: Unaccompanied families of eligible personnel who currently do not occupy family housing at the installation.
5. Priority 5: Ineligible civilian employees.

1214. DURATION OF ASSIGNMENT. Quarters are 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 of short duration. A reasonable minimum occupancy period of at least 6 months is recommended, depending on the individual circumstances.

1215. ASSIGNMENT OF QUARTERS BY GRADE CATEGORIES AND BEDROOM COMPOSITION

1. Quarters are constructed and shall be designated as senior officer quarters, field grade officer quarters, company grade officer quarters, senior NCO enlisted quarters, junior NCO enlisted quarters, and junior enlisted quarters. It is the policy of the CMC that physical separation will exist between categories insofar as possible.

2. The following occupant bedroom eligibility guidelines are established; however, they may be modified by the installation commander to meet local requirements:

- a. Sponsor or sponsor and spouse, and married dependents (e.g., parents) normally should be assigned 1 bedroom.

- b. Each dependent should normally be assigned one bedroom. The service member may choose to be assigned to a unit where more than one dependent shares a bedroom. No more than two dependents should share a bedroom unless the installation commander determines the bedroom is large enough to accommodate more than two persons.
3. The installation commander may stipulate two dependents of the same sex share a bedroom for equitable allocation of the inventory.
4. Colonels and above should normally be assigned a minimum of 4 bedrooms. Field grade officers, CWO-4's, and enlisted members with the rank of first sergeant/master sergeant and above should normally be assigned a minimum of 3 bedrooms.
5. When the sponsor or spouse is pregnant, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.
6. Unmarried pregnant service members without dependents may apply for family housing but shall not be assigned quarters until the birth of the child. The member's name shall be allowed to rise up to the top of the waiting list, but will not enter the freeze zone until after the birth of the child.

1216. SPECIAL ASSIGNMENTS

1. Temporary Duty Assignments

a. An individual reporting for temporary duty, when accompanied by dependents at the member's own expense, may be assigned to public quarters at an installation where all public quarters are not needed for assignment to personnel on permanent duty.

b. Normally, a minimum occupancy period of at least 6 months is recommended to reduce costs attributable to change of occupancy.

2. Unaccompanied Chaplains. Unaccompanied chaplains may be assigned military housing when it is determined that such housing is essential to the performance of their professional and pastoral duties. Diversion of family housing for use by unaccompanied chaplains shall conform to the policy outlined in paragraph 1202.3 of this Manual.

3. Bachelor and Unaccompanied General Officers

a. Bachelor general officers will normally be assigned to designated GOQ's. These quarters must first be temporarily diverted to bachelor quarters following the guidance outlined in paragraph 1202.3 of this Manual. The quarters will revert to family housing upon vacancy of the bachelor resident. This policy shall also apply to installation commanders for whom command quarters have been designated.

b. General officers serving an accompanied tour, but who are unaccompanied by their dependents, will not be assigned to designated GOQ's or other family

quarters without prior approval of the CMC (LF). In this instance, unaccompanied shall be construed to mean that the dependents 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 installation commanders for whom command quarters have been designated.

4. Intrastation Reassignments

a. Once assigned to a set of adequate quarters, an occupant will not normally be reassigned to another set of quarters during the tour of duty at that installation.

b. Circumstances such as an increase in the number of dependents, ages of children, promotion to a higher grade category, etc., may be considered as justification for reassignments considered on a case-by-case basis by the installation commander.

c. In those circumstances where an occupant becomes eligible for reassignment to another category of quarters, the service member may apply for reassignment, and after approval by the installation commander, be placed on the bottom of the waiting list for the new category with a new control date determined by the date of the circumstance upon which the service member's entitlement to the new category occurred.

d. Intrastation reassignments are authorized only when at least 6 months occupancy of the new quarters can be expected, thereby minimizing change of occupancy costs.

5. Assignment of Public Quarters When Both Members of a Family Unit are Members of the Uniformed Services

a. Without Dependents. When both husband and wife are members of the uniformed services, with no other dependents, and are stationed at the same or adjacent military installation, the eligibility for assignment to public quarters rests with either member. When both members concerned are precluded by distance from living together, both are considered as members without dependents for the purpose of determining entitlement to BAQ/VHA and are, therefore, not eligible for assignment to public quarters except as noted herein.

b. With Dependents. When both members concerned are in the uniformed services and either or both have dependents other than the spouse, the eligibility for assignment to public quarters for the member and the dependents rests with either member.

c. Male Enlisted - Female Officer, or Vice Versa. Assignment to public quarters under these circumstances is not considered to be in the best interest of the Marine Corps. Accordingly, such assignments will not normally be made. Assignments to public quarters under this circumstance will be considered on a case-by-case basis. Submit request via the normal chain of command to the CMC (LF). Approval of such requests is not normally granted.

d. Continued Occupancy. If one member is separated from the other as a result of assignment to a dependent restricted tour, the other member may request permission to retain quarters under the continued occupancy policy.

6. Excess Leave Program Students

a. Students on the LAW may retain currently occupied quarters or apply for military family housing.

b. When students on LAW occupy military family housing, they will be charged a rental fee equal to the BAQ and applicable VHA rate 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.

7. Foreign Nationals. Where a specific agreement exists between the foreign government and the United States regarding provision of family housing, personnel of that government will be provided family housing per the terms of that agreement. Where military family housing is made available for other foreign nationals including foreign students, rental rates will equal the "fair market value." If a "fair market value" has not been determined, then the installation commander will charge a cost equal to the BAQ and applicable VHA rate for a comparable ranking U.S. military member.

1217. ASSIGNMENT CONSIDERATIONS

1. Assignment to Quarters at Another Command. When a military member is assigned for duty at an installation different from the installation which has cognizance over the Government quarters the military member is occupying, that military member's installation commander is responsible for notifying the installation commander who has cognizance over the quarters, of the transfer date and name of the new installation that the service member is being transferred to. The commander responsible for the quarters will then decide whether the service member is entitled to continue the occupancy of those quarters and, if not, will take the necessary action to terminate the occupancy.

2. Assignment to More Than One Set of Quarters

a. When a family's composition/bedroom requirement dictates a need for occupying adjoining quarters (duplex) and there is an excess of public quarters at an installation, the installation commander may authorize such an occupancy. Such additional occupancy will be regarded as temporary. Any modification of buildings must have the installation commander's approval.

b. Assignment/occupancy of more than one set of public quarters 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 public quarters at the old duty station. 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 BAQ plus applicable VHA rate (at that particular installation).

3. Assignment Presumed Adequate. Any public quarters voluntarily accepted shall be conclusively presumed to be adequate for that occupant. For the purpose of this paragraph, substandard quarters are excluded.

4. 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.

a. Eligibility for housing will be determined based on physical custody of dependents. Eligibility for housing is not dependent upon BAQ status. Appropriate BAQ forfeiture should be determined by the disbursing office as a matter under their cognizance.

b. Sponsors assigned housing should normally have custody of dependents for over 6 months. If both divorced parents are assigned to the same installation, only 1 will normally be eligible for housing.

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

1218. INSPECTION AND ACCEPTANCE OF QUARTERS. Upon assignment of quarters and prior to occupancy, a joint inspection of the quarters and an inventory of property will be made by a representative of the housing office and the prospective occupant. The housing representative will fill out the inspection and inventory forms indicating the condition of the property. If the prospective occupant has comments on the condition of items noted during inspection, those comments will be entered on the appropriate form. After completing the inspection, the occupant will be required to sign the forms indicating agreement with the inventory and condition of the house and property as noted on the form.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

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SECTION 2: FAMILY HOUSING DESIGNATION, APPLICATION, ASSIGNMENT, OCCUPANCY, AND TERMINATION

PART E: OCCUPANCY OF FAMILY HOUSING

1219. GENERAL INFORMATION. Housing is assigned primarily for use by the dependents of the sponsor, and the sponsor to whom it is assigned. Social visits, such as might occur in private housing, are acceptable so long as guests meet standards of conduct prescribed for residents by the installation commander.

1220. DOUBLE OCCUPANCY BY FAMILIES OF TWO SPONSORS. Double occupancy of a single set of quarters by the families of two service members in excess of 90 days is considered to be assignment to quarters for both sponsors and will cause both sponsors to forfeit their BAQ and VHA, if applicable.

1221. EXTENDED VISITATIONS BY NONDEPENDENTS

1. A guest is defined as a person who is present at the invitation of the military sponsor and does not contribute directly or indirectly to any of the household expenses that the sponsor must bear because of such a visit.
2. All requests for extended visitations (visits in excess of 30 days or as determined by the installation commander), regardless of the duration, are within the approval/disapproval authority of the installation commander.
3. The installation commander is responsible for establishing local procedures for guest visitations, to include identification of the guest(s) by name, home address, social security number, housing unit, and duration.

1222. SEMIPERMANENT RESIDENCE OF COURT APPROVED WARDS, FOSTER CHILDREN, AND PERSONS WHO HAVE STOOD IN LOCO PARENTIS. Requests for extended (semipermanent) occupancy privileges for court approved wards, foster children, and nondependent relatives who have stood in Loco Parentis of the service member, may be approved by the installation commander. 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) Who Have Stood in Loco Parentis. Person(s) (such as parents) upon whom the service member or spouse was dependent for at least 5 years prior to entry into the service, but who are not dependent on the service member for at least 50 percent of their support, may be permitted residence in Government family quarters 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.

1223. SUBLETTING OF QUARTERS. Public quarters, including substandard quarters, mobile home spaces, and leased housing may not be sublet by the occupant or used in any manner for which the member might be compensated.

1224. HOME ENTERPRISES. Commercial activities, and/or self-employment from Government quarters may be authorized as provided below:

1. Requests for permission to conduct a home enterprise such as childcare, tailoring, tax preparation, dressmaking, merchandise sales, etc., in military family housing should be made in writing to the installation commander or designee who should ensure that each request is expeditiously answered in writing. Such issues as local government licensing requirements, potential Government liability, 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 tranquillity or safety. Utility costs associated with home enterprises should be recouped when such collections are practical.

2. When feasible, commanders should allow occupants to make minor modifications to housing units at the occupant's personal expense. Any request to perform minor modifications must be approved by the installation commander. The occupant should be advised that they will be required to return the house to its original condition prior to vacating quarters, unless the installation commander desires to leave the modification intact.

3. The provisions of current directives for standards of conduct concerning solicited sales apply. Authorization of family member employment in Government quarters should be conditioned upon agreement by the family member to comply with these provisions and regulations prohibiting solicited sales to subordinates and governing solicitation in general. Home businesses will be restricted to the sale of merchandise and the provision of service that is not

normally available in a commercial retail environment; i.e., Avon, Mary Kay, Amway, and other personalized services. In other words, home enterprises should not duplicate the sale of merchandise and service readily available through the installation's officially sanctioned commerce.

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

1225. SPECIAL RETENTION OF QUARTERS

1. Authority to Remain in Quarters After Separation. In certain hardship cases, personnel discharged, released from active duty, or retired may remain in public quarters for up to 60 days after the effective date of such orders for a rental fee. The installation commander may approve requests for extensions beyond 60 days when unusual circumstances warrant consideration. A "fair market rental value" will be charged per appendix I of this Manual. If such a value has not or cannot be determined, the installation commander will charge a cost equal to the BAQ plus VHA at the former service member's rate of allowances. The following situations are deemed worthy of favorable consideration to remain in quarters beyond the 60-day authority:

a. Illness of a member of the immediate family wherein the attending physician predicts a short life expectancy.

b. Illness of spouse or child where retention at the present duty station is necessary for treatment to ensure recovery, as substantiated by the physician.

c. Situations which impose a severe problem on the Marine or the Marine's immediate family, the solution of which can be achieved only by remaining in the assigned quarters.

d. Service members otherwise qualified for continued service, but involuntarily separated under honorable conditions during the 5-year period beginning on 1 October 1990, may be permitted to remain in military family housing or housing leased by DoD, for not more than 180 days after separation.

2. Members in a Nonpay Status. Assignment to quarters will not be contingent on the right to receive pay. Military and/or dependent members may be authorized to remain assigned to quarters while in a nonpay status under the following conditions:

a. LAW. Students on the LAW may retain currently occupied quarters. However, students will be charged a rental fee equal to the BAQ and VHA of active duty personnel of comparable rank.

b. Unauthorized Absence. For a period not to exceed 60 days from the first day of absence, occupancy of quarters may continue by the service member's dependents at no cost to the dependents under the following conditions:

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

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

(3) No positive information has been received that the dependent(s) is residing with, or has joined, the member at the place of absence.

(4) No payment of BAQ/VHA may be made.

c. Military Members in a Confinement Status. The family of a military member sentenced to confinement may be permitted to remain in quarters per paragraph 1231.11 of this Manual.

3. Continued Occupancy/Retention of Quarters by Dependents of Absentee Sponsors. The dependents of an absentee sponsor (sponsor serving on an unaccompanied dependents restricted tour of duty) may retain quarters during the sponsor's absence. Marine Barracks, Washington, DC, and Marine Corps Recruit Depot (MCRD) WRR, San Diego, are excluded from this policy. Dependents 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 public quarters during the sponsor's absence.

a. This policy is not applicable to leased public quarters or to quarters outside CONUS.

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

c. Requests for retention under this policy shall be submitted to the installation commander at least 30 days prior to departure. Requests shall contain the following statements of understanding:

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

"I agree to notify the housing officer and move my dependents immediately if my marital status changes to make them ineligible for occupancy of public quarters."

"I agree to notify the housing officer immediately in the event I am discharged from the service while my spouse occupies public quarters."

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

"I have been counseled that, should I lose my entitlement to occupy quarters due to a change in my marital status, my spouse may be required to vacate quarters. Should my spouse decline to vacate quarters on a date specified, action may be initiated through the U.S. district attorney for eviction of the spouse by court order."

d. To be eligible for retention by dependents, the sponsor must have been assigned in writing to the quarters prior to the date of departure from the installation.

e. Personnel retaining housing under this policy and who are reassigned to the same installation upon completion of their dependents restricted tours may continue to occupy quarters upon their return.

f. Personnel retaining housing under this policy but who are reassigned following their dependents restricted tour to another installation are required to clear quarters within 90 days after their return to CONUS or Hawaii pursuant to PCS orders. Requests for extension beyond this period may be approved or disapproved by the installation commander when unusual circumstances warrant such consideration.

g. A sponsor whose family remains in quarters 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 quarters 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 public quarters will be automatic in such cases.

h. At the discretion of installation commanders, quarters occupied by dependents under this policy may be terminated when dependents are involved in misuse or illegal use of quarters, or other misconduct contrary to safety, health, or morale, or when marital status changed to make dependents ineligible for occupancy of public quarters. Refer to MCO P1751.3 for information pertaining to changes in marital and dependency status.

i. Installation commanders should strongly encourage service members to execute a limited power of attorney prior to their departure for overseas when they take advantage of this policy. This will permit dependents to act in their behalf in matters pertaining to housing, transportation entitlement, auto registration, etc. This service is provided free of charge by the installation's legal assistance office.

j. This policy concerning retention of quarters also applies to a sponsor serving an "all others" unaccompanied dependents restricted overseas tour.

k. Families awaiting dependents entry approval to Adak, Alaska; Guantanamo Bay, Cuba; Keflavik, Iceland; or Midway Island, who currently occupy military housing at the installation, may remain in quarters until such time that military quarters are available at the new duty station.

4. Continued Occupancy/Retention of Quarters by a Marine's Family in CONUS While the Marine is Awaiting Assignment to Government Housing in WestPac and those Locations Listed in Paragraph 1225.3k Immediately Preceding. Subject to the following provisions, dependents of Marine personnel who are ordered on an accompanied tour to those locations identified above, may retain Marine Corps Government quarters in CONUS until family housing is available at the overseas location.

a. This policy is not applicable to leased public quarters or to quarters outside CONUS.

b. General officer and billet-designated quarters are excluded from the provisions of this policy.

c. Requests for retention under this policy shall be submitted to the installation commander at least 30 days prior to the effective date of the PCS orders.

d. To be eligible for retention by dependents, the sponsor must be in Government housing at the time of the submission of the request.

e. Requests shall contain the following statements of understanding and advisement of counseling:

"I agree to notify the housing office having jurisdiction over the quarters my dependents are occupying and to move my dependents immediately if my marital status changes to make them ineligible for occupancy of public quarters, or in the event I am discharged from the service."

"I have been counseled and understand that quarters retained by my dependents may be terminated if my dependents are involved in misuse or illegal use of the quarters or conduct themselves to the detriment of community safety, health, or morale."

"I have been counseled and understand that if I lose my entitlement to occupy Government quarters due to a change in my marital status, my spouse may be required to vacate quarters. If my spouse declines to vacate quarters on the date specified, then eviction procedures may be initiated."

"I have been counseled and understand that my failure to notify the housing officer in the event of a legal separation or divorce may result in disciplinary action."

"I have been counseled and understand that every effort will be given to provide me advance notice of when housing will become available in WestPac to allow time for my dependents to terminate quarters in CONUS prior to being assigned quarters in WestPac. If, however, for any reason I am assigned to WestPac housing prior to my dependents vacating CONUS Government housing, I will be required to pay for both quarters."

"I have been counseled and understand that if I am assigned quarters in WestPac prior to my dependents vacating CONUS Government housing I will be charged for both quarters by forfeiture of the applicable housing allowances for the WestPac quarters plus a daily rental fee for the unvacated CONUS quarters. The rental charge for the CONUS quarters will be equal to my respective housing allowance (BAQ/VHA rate) for my applicable rank at that CONUS duty station."

"I have been counseled and understand that once I have been notified that Government housing will be available for me and my family in WestPac, it is my responsibility to make the necessary arrangements for vacating the CONUS Government housing and the travel requirements to WestPac for my dependents."

"I have been counseled and understand that a limited power of attorney may be required for my dependents to make arrangements in my absence in matters pertaining to housing and transportation entitlement. 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, then a copy of it will be submitted with the request for retention of quarters."

"I have been counseled and understand that this authority for my dependents to remain in quarters can only be authorized for a 1-year period. Requests for beyond 1-year will only be considered for hardship cases."

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

"I have been counseled and understand that if I refuse Government housing in WestPac, I must immediately notify the housing office which has charge of the CONUS quarters, and I will have 30 days to vacate my dependents from Government quarters."

"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 effect my dependents continued eligibility for quarters."

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

g. The Marine should be counseled that all efforts will be made to provide sufficient advance notice for assignment to WestPac Government housing. In this respect, a 30-day advance notice of quarters availability can be anticipated.

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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 dependents to vacate CONUS quarters and travel to WestPac. The 30-day notice should allow the Marine sufficient time to accomplish this so the assignment of two quarters simultaneously will not be required. It should be noted that if the assignment of these quarters overlaps, the Marine will be charged for both sets of quarters.

1226. SUBSTANDARD GOVERNMENT-OWNED QUARTERS. It is Marine Corps policy that assignment of Marine Corps managed substandard quarters generally should be restricted to junior enlisted personnel on a voluntary basis. However, installation commanders may make substandard quarters available to all enlisted personnel on a voluntary basis, according to their bedroom requirements on a first-come-first-served basis regardless of rank. Officers and eligible civilians may occupy substandard housing on an equal basis only after the enlisted waiting list has been exhausted. Substandard quarters will not be used as temporary housing while awaiting assignment to adequate quarters or when vacating adequate quarters. If a Marine declines to occupy a substandard set of quarters that have been offered, the Marine's position on the waiting list for adequate quarters is not affected.

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SECTION 2: FAMILY HOUSING DESIGNATION, APPLICATION,
ASSIGNMENT, OCCUPANCY, AND TERMINATION

PART F: TERMINATION OF ASSIGNMENT

1227. GENERAL INFORMATION. Quarters assignment is normally terminated within 30 days of the effective date of PCS orders, except where continued occupancy by dependents of overseas absentee sponsors is authorized or otherwise provided for within this chapter.

1228. TERMINATION INSPECTIONS. Regardless of the reasons for termination, the quarters are to be inspected prior to releasing occupants from the quarters.

1229. PRETERMINATION INSPECTION

1. The pretermination inspection should be accomplished as soon as possible after receipt of the occupant's notice of intent to vacate and should be jointly conducted by the housing representative and the occupant of the unit. The pretermination inspection serves two purposes. One is to tactfully but firmly alert occupants to the deficiencies they must correct and the degree of cleanliness to be achieved prior to vacating. This will allow the occupant sufficient time to prepare the unit for the termination inspection. Secondly, the pretermination inspection will allow time to identify maintenance deficiencies and to plan and coordinate the scheduling of the required work to be accomplished prior to reoccupancy of the unit.

2. This inspection must be conducted equitably, and sound judgment must be exercised by the housing representative in determining deficiencies caused by normal wear and tear versus deficiencies attributable to occupant negligence. As a minimum, the inspection should include the following:

a. Mutually discussing the existing conditions compared with those conditions noted during the check-in inspection.

b. Mutually scheduling the termination inspection and informing the occupant that all occupant-caused deficiencies must be corrected prior to the termination inspection.

c. Identifying and scheduling maintenance work required for the interior, the exterior, supporting structures, and surrounding grounds. Normal change of occupancy maintenance should be accomplished immediately after a dwelling is vacated.

d. Informing occupants that they continue to be responsible for the condition of the unit at final checkout inspection even though they may use a private contractor to correct a deficiency which was the occupant's responsibility.

1230. TERMINATION INSPECTION. The termination inspection will be conducted jointly by a housing representative and the occupant after quarters are vacated and prior to the formal cessation of assignment. It should result in a mutual understanding that both the occupant and the Marine Corps have fulfilled their respective responsibilities defined during check-in and pretermination inspections. Avoidance of an unreasonable "white glove" inspection is emphasized and equitable treatment of all occupants is imperative.

1231. SITUATIONS WHERE THE TERMINATION OF ASSIGNMENT TO QUARTERS IS FOR REASONS OTHER THAN PCS. Unless otherwise specified in this Manual, 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/dependents may continue to occupy the Government quarters while making moving and resettlement arrangements. If a loss of entitlement to BAQ at the with dependents rate is involved, then an applicable "fair market rental fee" will be charged, unless otherwise specified in this Manual. Termination of quarters assignment shall normally occur:

1. When public quarters have been assigned to personnel at an installation where they are serving on temporary additional duty (TAD) orders, and it becomes necessary to use these quarters for another member legitimately entitled to them. When this is the case, it is necessary to dispossess the member assigned quarters on the basis of the TAD orders. When more than one such assignment has been made, the member serving on TAD orders who is junior in grade will be dispossessed.
2. When there is a change in the marital status upon which an individual's eligibility rests, including divorce or legal separation, as defined in MCO P1751.3 when dependents leave the sponsor for more than 90 days, except in cases of severe hardship as outlined in paragraph 1227, or when alleged entitlement to BAQ at the with-dependents rate is later determined to be fraudulent or erroneous.
3. Upon discharge, when 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, at the discretion of the installation commander, be allowed for such former military personnel to vacate quarters. Occupancy will be on a rental basis. The installation commander will charge the "fair market rental value" of the housing unit. (See appendix D.) If a "fair market rental value" has not or cannot be determined, then the installation commander will charge a cost equal to the BAQ plus applicable VHA at the former service member's rate of allowances. The installation commander has the authority to approve/disapprove requests for extension beyond 60 days.

5. Upon death of sponsor. Installation commanders will allow dependents of a member of the armed forces who dies in the line of duty and whose dependents are occupying Government family housing, other than on a rental basis, on the date of the member's death, to continue to occupy such housing without charge for a period of 90 days. The dependents also have the option to retain quarters for a portion of the 90 days and collect BAQ/VHA for the balance of this period. (For example, stay in quarters for 40 days and collect 50 days of BAQ/VHA.) Installation commanders may approve requests to remain in quarters beyond 90 days in cases of demonstrated hardship, however, this extension should not exceed 60 days and the dependents will be charged a "fair market rental value." If a "fair market rental value" has not or cannot be determined, then the installation commander will charge a cost equal to the BAQ plus applicable VHA at the former service member's rate of allowances. Should a sponsor's death be determined to have occurred while "not in the line of duty", the installation commander may allow the dependents to continue occupying Government quarters for normally not more than 60 days at a "fair market rental value" equal to the former service member's rate of allowances.
6. When a temporary duty is completed and the military member is then detached from the installation.
7. When due to particular circumstances, such as the necessity for urgent major repair, or overhaul of quarters, and when the installation commander who assigned the quarters considers it necessary that the quarters be vacated to properly accomplish the necessary work.
8. At the discretion of the installation commander when a person requests termination and there is another person who is eligible for and desires immediate assignment to the quarters. No set of quarters should be permitted to remain vacant for an extended period for this reason.
9. When quarters are 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.
11. 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 members'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 quarters); or does not require the actual service of 90 or more days of post-trial confinement (after applying credit for pre-trial confinement). In these cases should the member's sentence of confinement in excess of 3 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 quarters, and desires to again

occupy Government family quarters, 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.

a. The installation commander may authorize the member to retain quarters when the member is expected to return to useful service at the installation, or until civilian housing is available. Generally, this period will not exceed 3 months but may be extended in cases of severe hardship.

b. During any grace period before the dependents vacate family housing, the installation commander will charge the "fair market rental value" of the housing unit per appendix D of this Manual. If a "fair market rental value" has not or cannot be determined, then the installation commander will charge a cost at least equal to the BAQ plus applicable VHA at the confinees' rate of allowances.

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

1232. ABSENCE FROM QUARTERS

1. When sponsors are serving on TAD, deployment, or an unaccompanied tour which causes them to reside away from assigned quarters, and dependents desire to absent themselves from quarters at the same time, local installation commanders at their option may permit retention of quarters for periods not normally to exceed 90 days of nonoccupancy. Absence from quarters beyond 90 days will be authorized only in cases of extreme hardship, for humanitarian reasons, or where medical reasons are demonstrated. Requests for nonoccupancy beyond 90-days will be made in writing to the installation commander who has approval/disapproval authority. Circumstances must be of such severity as to present a personal problem that is more severe than those normally encountered by Marines and their families in the normal course of military service. The following situations are deemed worthy of favorable consideration for retention of quarters when periods exceeding 90 days of nonoccupancy are requested:

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

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

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

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

2. Installation commanders are encouraged to establish guidelines to ensure ready access to, and maintenance of, the nonoccupied Government quarters/property in question, to include the following:

a. A limited power of attorney should be provided to the installation's housing office permitting access to quarters for required maintenance.

b. Arrangements will be made by the occupant for grounds care, etc. The name of the individual performing the service(s) will be provided to the housing office.

c. The installation's provost marshal should be informed of the period of nonoccupancy.

d. Pets should be boarded or otherwise accommodated.

e. Delivery of mail, newspapers, etc., should be stopped or rerouted.

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

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SECTION 3: FAMILY HOUSING MOBILE HOME SPACE ASSIGNMENTS, OCCUPANCY, UTILIZATION, TERMINATION AND MOBILE HOME SPACE RENTAL CHARGES

PART A: ASSIGNMENTS

1300. GENERAL INFORMATION

1. Personnel will apply for mobile home spaces in essentially the same manner as for family housing.
2. Mobile homes shall not be of a smaller size than 10 by 40 feet and must be in a good state of repair and appearance. The installation commander may make exceptions to this minimum size on an individual basis based on their determination that the particular mobile home provides adequate living space for the size of the family involved and meets the standard for condition and appearance. Appropriate fire and sanitation inspections of mobile homes shall be made. No mobile home will be permitted aboard a Marine Corps installation unless the unit is equipped with a smoke detector.

1301. MOBILE HOME SPACE ASSIGNMENTS, OCCUPANCY, UTILIZATION, AND TERMINATION

1. Personnel desiring space in the mobile home park must complete the DD Form 1746 (Application for Family Housing).
2. A single waiting list will be maintained for mobile home space assignments. Assignments will be on a first-come, first-served basis irrespective of grade or rate.
3. Prospective occupants will be advised that mobile homes should be maintained in a good state of repair and appearance and that they are subject to periodic inspection for compliance with safety and health standards.
4. Mobile home spaces are subject to the make-ready, check-in, pretermination, and termination inspections, where applicable, as discussed in section 2 of this chapter.
5. Special instructions for mobile home space should be developed at each installation and provided to occupants upon assignment of space. Regulations should cover smoke detectors, tie-down and skirting requirements, privately-owned storage sheds, patios, porches, fences, parking, maintenance, services, pets, self-help, and so forth. Occupants should also be informed of the procedures governing the collection of rent, and the services which may be an additional or separate charge, such as telephone installation.

6. When military members are assigned to Government controlled mobile home spaces, within CONUS, the handling necessary to move their personally-owned home from an off-station mobile home site to the assigned Government controlled mobile home space is authorized at Government expense. A local move at the Government expense of a mobile home must be for the individual military member who personally owns that mobile home and is being assigned to a Government controlled mobile home space. When a member requests termination of the Government controlled mobile home space for personal reasons, such as a desire to occupy a civilian mobile home space in the local community, the necessary movement costs will be at the member's expense.

7. When vacating a mobile home site, the occupants will be required to correct any deficiencies noted in the pretermination inspection and leave the area ready for reoccupancy.

8. Mobile homes shall normally be moved prior to sale incident to termination of assignment to mobile home spaces, unless retention is authorized by the installation commander.

a. Such authorization might be made in the case where the mobile home is sold to another eligible military member who desires to live in that mobile home park.

b. Generally, if a member wishes to sell his mobile home in place, and this action is approved by the installation commander, the next person on the waiting list should be given the opportunity to purchase the home. Refusal to purchase the home will not affect the individual's placement on the waiting list. However, this may result in a member lower on the waiting list purchasing the home and moving into the park prior to the first individual on the list.

9. If there are no military families currently on the waiting list for mobile home spaces, a military bachelor may be assigned to the mobile home space under the same rental agreement as military families. Therefore, a second waiting list may be kept for bachelor members who desire to reside in the mobile home park. Under no circumstances should a bachelor be assigned if a military family desires to occupy a mobile home space at that base. This also applies to the regulations regarding sales of mobile homes in place.

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PART B: RENTAL CHARGES

1302. GENERAL INFORMATION. Monthly rent and charges for each space will include shelter rent (which is computed by dividing the total cost of construction by 300 as indicated below), plus charges for actual cost of services, maintenance, improvements, repairs, utilities, and management. Collections will be effected per the tenant and landlord contractual agreement and the NAVCOMPT Manual, Volume 3.

1303. MOBILE HOME SPACE RENT AND CHARGES

1. Space Rent. The cost for construction of mobile home park facilities is to be amortized from rental charges over a period of 25 years. The cost of subsequent major repair or improvement projects must also be included in the space rent. The costs of such projects will be divided by 300 (25 years times 12 months per year) and added to the existing space rent. For a repair or improvement project costing \$300 or more per space, rents will be increased when the project is completed. For less costly projects, space rent will be increased when the total accumulated cost of projects reaches a total of \$300 or more per space.

2. Charges. Monthly charges will recoup the cost to the Government for utilities, services, operations, project managements, and maintenance including common grounds, streets, and other real property serving the mobile home park exclusively.

a. Utilities may be individually metered or metered at the park boundary and prorated to occupants, based on cost to the Government. If utilities are not metered, consumption may be computed by engineering estimate according to the services provided. Charges for each utility must be separately identified.

b. Installations will make a detailed review of existing charges and projected costs at least annually to ascertain their adequacy. When a rate increase has been approved, the occupant will be given a minimum of 30 day's advance written notice prior to the effective date of the rate increase.

3. Formula for Determining Rents and Charges. The formula for determining rents and charges for mobile home spaces is provided below:

EQUATION: $\frac{a + b}{300} + \frac{c}{d} =$ monthly rent and charge

Space rent + utilities = monthly rent and charges for services, operation, maintenance, and project management

- Where:
- a = initial cost of project plus total costs of improvement and repair projects to date
 - b = total number of spaces
 - c = cost of utilities, services, operation, maintenance, and project management 1/
 - d = projected average number of occupied spaces

1/ Where utility charges are metered, they will be excluded from the formula and added to other monthly rents and charges or, if billed directly to the occupant, omitted.

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SECTION 4: OCCUPANT RELATIONS, RESPONSIBILITIES AND LIABILITIES

PART A: OCCUPANT RELATIONS

1400. BACKGROUND. Occupant-related programs are designed to promote an amicable atmosphere among occupants and a close relationship between the occupants and the housing organization, to enhance the safety and welfare of the occupant, to provide for community activities, and to ensure a common flow of information. Additionally, occupants of Marine Corps family housing can reasonably expect the existence of a normal social environment into which they can bring their families. This should include the preservation of family privacy, the provision of security and protection, and the availability of community services.

1401. TYPES OF OCCUPANT RELATED PROGRAMS

1. Occupant Orientation Plan. Installations will develop and implement an occupant orientation plan. Each occupant must be thoroughly oriented to the local installation within 30 days of assignment to quarters. The occupant orientation plan should incorporate the distribution of occupant handbooks and local regulations, a self-help program indoctrination, an introduction to the local community and the services provided, and a discussion of local procedures and points of contact in the housing organization.

2. Community Associations. Community associations provide channels of communication among occupants, which may lessen the likelihood of misunderstandings, bickering, or personal or group antagonisms. The housing organization, through means such as the occupant orientation plan, should ensure the wide dissemination of information regarding the existence of local community associations or installation policies concerning their formation, so that all occupants may have the opportunity to participate. Community associations offer an important channel of communication between the installation and occupants, therefore the housing organization should maintain an active interest in association activities. A housing representative should attend association meetings to answer questions, be made aware of problems, and offer any assistance which might be requested. The formation of community associations is subject to the approval of the installation commander prior to authorization for use of any facilities provided by the Marine Corps.

3. Use of Government Facilities by Organized Groups. When permission is granted to an occupant group to use Government facilities, there must be a definitive written understanding of the nature of the activities permitted; responsibility for the custody of Government space and property; observation of fire, safety, and sanitation regulations; security; and compliance with local rules and regulations set by management.

4. Mediation of Occupant Complaints. The housing organization has the responsibility for mediating occupant complaints regarding family housing. Housing representatives must handle complaints with the strictest impartiality. Comments implying guilt or responsibility must be avoided until a thorough inquiry has been made. Complaints requiring an investigation must be made in writing, signed by the complainant, and submitted to the family housing office for initiation of appropriate action. An investigation or inquiry will not be initiated until the initial information has been received, screened, and evaluated. In instances where more than one occupant is involved, the housing representative must have an understanding of all positions. In cases which cannot be resolved among the individuals concerned, it may be advisable to discuss the problem with all the parties involved and the installation commander. Belligerent tenants who are unwilling to resolve problems and who are a continual source of conflict, disturbing the peace and harmony of the neighborhood, should be terminated from their assignment to quarters. A report of the investigation, results, and action will be made a matter of record.

5. Energy Conservation. The family housing energy conservation program is designed to reduce the consumption of energy in family housing units through the combined efforts of the occupants and the Marine Corps. Energy awareness is the responsibility of family housing occupants and the installation commanders.

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. Family housing occupants are to be aware of and understand local policies and instructions concerning civil defense measures and are to participate actively in the protection of life and property in case of an emergency. Instructions for occupant responses to natural disasters, such as earthquakes, hurricanes, and typhoons, must be in consonance with local directives and information given in the occupant handbook.

7. Self-Help. Self-help is a program which allows for the voluntary participation of family housing occupants in the maintenance and improvement of Marine Corps facilities. It is designed to enhance the environment, expedite the accomplishment of maintenance and improvements, and promote "prudent homeowner" attitudes among the occupants. The self-help program is explained in detail in appendix E of this Manual.

8. Publications. Publications are an excellent vehicle for transmitting information to occupants of Government housing. A family housing newsletter relating items of interest to occupants could be developed and distributed on a scheduled basis by the installation family housing organization.

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SECTION 4: OCCUPANT RELATIONS, RESPONSIBILITIES, AND LIABILITIES

PART B: OCCUPANT RESPONSIBILITIES

1402. GENERAL INFORMATION. Installation commanders having Marine Corps-owned or -controlled family quarters under their cognizance shall designate the housekeeping tasks to be performed by occupants of family public quarters. Occupants shall be responsible for those routine, recurring housekeeping tasks normally performed by tenants in private housing of similar type and value. Those tasks requiring the skill of an artisan or specialized mechanic or which are considered to involve danger shall be performed by the installation's maintenance forces or under a contract. The prospective occupant shall be informed of the occupant's responsibilities for housekeeping and services during occupancy and of the occupant's accountability for noncompliance. (See appendix F.) The occupant shall be provided with adequate instructions as to the proper care and maintenance of property and equipment placed in that person's custody during tenancy.

1403. VACATE NOTICE. Occupants must notify the housing office of intent to vacate Government quarters 60 days prior, or upon receipt of permanent change of station orders. Failure to do so could result in a delay of the final inspection and subsequent release from quarters.

1404. CLEANING. Occupants of military family housing are expected to care for the assigned unit and to keep it clean. As a minimum, occupants are responsible for cleaning the following:

1. Interior surfaces of windows.
2. Exterior surfaces of windows readily accessible from the ground.
3. Inside walls, woodwork, floors, and venetian blinds.
4. Stoves, refrigerators, ovens, sinks, tubs, toilet fixtures, washing machines, dryers, and similar household equipment.
5. Carpets, rugs, draperies, and similar items.
6. Carports, garages, storage spaces, porches, steps, walks, driveways, and exterior walls readily accessible from the ground.

1405. MINOR MAINTENANCE

1. Occupant Work. Occupants will, at a minimum, be responsible for the following.

- a. Furnishing and replacing electric light bulbs and fuses.
- b. Practicing good sanitary housekeeping to control pests, including rodents, and periodic spraying, using common household pesticides.
- c. Replacing disposable-type furnace or air-conditioning filters.
- d. Cutting, trimming, and watering the lawn adjoining the quarters.

(1) Occupants of Marine Corps family housing will normally have the same responsibility for grounds care as occupants of comparable civilian community housing.

(2) Grounds Care Exceptions. Exceptions for the responsibility of grounds care may be made with the specific approval of the CMC for those occupants to whom the assignment would be unreasonable. In no case will it exceed care of more than 1/2-acre; and, wherever possible, landscaping will be designed to allow mechanized maintenance by gang mowers. The assignment of gardeners to individual quarters is prohibited. Official records of the approved excepted quarters and related additional funds expended for grounds care shall be maintained at the installation for review by authorities upon request.

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

f. Conservation of water and utilities.

2. Occupant Skill Consideration. In no instance will occupants be responsible for maintenance or repair beyond those tasks normally undertaken by tenants in private housing possessing minimum skills and equipped with simple handtools.

1406. ENERGY CONSERVATION. The housing manager should develop a program to achieve a significant reduction in energy consumption and coordinate it with the station's conservation program as outlined in the family housing energy conservation handbook. The program should include but not be limited to the following measures:

1. Consumption. During the check-in inspection, the occupant shall be shown how to operate equipment in the most efficient manner and shall be advised to conserve all utilities.

2. Literature. The housing manager shall use newsletters, the installation's newspaper and any other available means to provide up-to-date methods for reducing energy consumption.

3. Monitoring Consumption. When in the project areas, housing office personnel shall watch for unnecessary utilities consumption and notify the occupant of any discrepancies.

1407. THERMOSTAT SETTINGS. At change of occupancy, hot water tank temperatures will be checked and reset if necessary to comply with the following:

1. Those units having dishwashers will have the hot water temperature setting of 140°.
2. Those units not having dishwashers will have the hot water temperature setting of 120°.

1408. PEST CONTROL

1. The Government is responsible for all change of occupancy pest control measures in family quarters and will perform pest control measures during occupancy on an as-required basis in buildings housing two or more families. Occupants of such buildings are responsible for the conduct of minor pest control practices consistent with good housekeeping and sanitation.
2. The occupants of Government-owned single family dwellings are responsible for pest control measures during their occupancy.

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PART A: GENERAL INFORMATION

1500. PURPOSE. It is Marine Corps policy to provide a personal, convenient housing referral service to assist military personnel of all services and their dependents 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 on off-base housing as outlined in MCO P5354.1 and is not intended to intrude on the normal business relations between real estate brokers, rental agents, sales agents, and their customers.

1501. PROGRAM REQUIREMENTS. The Housing Referral Program comprises the following responsibilities and functions:

1. Marine Corps installations having 500 or more assigned military personnel shall establish housing referral offices when such services are not available from a larger installation in the area. Installations with fewer than 500 assigned personnel shall provide housing referral services to the extent required and feasible and shall take full advantage of the services offered by larger installations in the area.
2. The housing referral office organization shall be staffed with permanently assigned personnel. Each housing referral office shall offer complete referral service and a full range of related personal assistance to all personnel and their dependents who are authorized or required off-base housing, regardless of pay grade, number of years' service, or marital status. The policy of equal opportunity in off-base housing as outlined in MCO P5354.1, shall be strictly observed.
3. The housing referral office will provide current information regarding on-base and off-base housing availability, both permanent and temporary, as required to update the automated Relocation Assistance Center.
4. Civilian employees of the DoD who are transferred, or recruited for job opportunities away from their current places of residence, shall be authorized and encouraged to use the referral services at their new locations. Housing referral offices will provide the same services to DoD civilians, who so desire, as are provided military personnel.
5. Referral services shall be financed with funds in the FH,N&MC. Financial support requirements shall be estimated and included in budget requests for that fund source.

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6. Installation commanders shall ensure that all personnel with PCS orders report to the housing referral office as a part of the check-in procedures prior to executing any commitment for private housing. When issuing or endorsing PCS orders, the installation commander shall include the following statement on the orders:

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

7. Personnel on temporary duty who elect to reside in off-base housing at their own expense will be provided housing referral services in the same manner as personnel on PCS orders. Paragraph 1501.5 also applies in such cases.

8. Every effort shall be made to obtain the maximum number of available suitable listings of property within the commuting area. A system will be developed and used by the housing referral office which will ensure that the entire area of responsibility is physically surveyed by housing referral personnel at least semiannually. Continuous liaison with real estate interests and community agencies concerned shall be maintained to inform them of military housing needs, encourage open housing for military personnel, and stay abreast of housing activity in the community and the community services available. In addition, liaison should be maintained with other Government agencies regarding the availability of housing assets to satisfy DoD housing needs; housing listings should be exchanged with other installation housing referral offices.

9. Before referring prospective tenants, available dwelling units for rent or sale should be verified and a clear understanding reached with owners or managers as to current rental policies, practices, and rates. Information as to the race of prospective tenants shall not be provided to owners or managers.

10. A point of contact should be provided so that conflicts, if any, between landlords and DoD tenants can be resolved.

11. Housing offices providing housing referral services should be located in a building that is accessible to, and useable by, physically disabled persons. If this is not feasible, or if modification of a facility would be an undue hardship, arrangements will be made, upon request, to provide all services in an accessible location to meet the needs of the physically handicapped.

1502. JOINT AND COORDINATED HOUSING REFERRAL OFFICES

1. Joint 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 situated so as to create a minimum of personal inconvenience and maximum effectiveness. A joint referral office may be manned jointly, or as locally agreed; however, one installation shall be responsible for all functions and responsibilities. The CG MCB, Camp Pendleton, shall operate housing referral offices for the Naval Weapons Station, Fallbrook.

2. Coordinated Referral Officer

a. When two or more military installations depend on the same community housing support and a single (joint) office is not feasible, one installation shall act as the central coordinator and shall be the prime contact between the military and community, State, and Federal officials. A coordinated office may be operated in one of the following ways:

(1) The geographic area between the installations may be divided to permit each installation commander to perform all of the functions and responsibilities of a referral office for their part of the area.

(2) The central coordinator may be operated similarly to a joint office, being responsible for all referral functions, including obtaining and disseminating consolidated listings to other offices acting either as branches of the central coordinating office or as a separate office. In either case, the central coordinator will act as the prime contact and will provide consolidated referral information to each office.

b. The following installation commanders shall be central coordinators for other listed military installations:

(1) CG MCRD/ERR, Parris Island, South Carolina for: MCAS, Beaufort, South Carolina.

(2) Commanding Officer, MCAS, Yuma, Arizona for: United States Army, Yuma Proving Ground.

c. The Housing Manager, Marine Corps Housing Facility, Richards-Gebaur, Missouri, shall operate a housing referral service for all DoD personnel in the Kansas City area. This function shall come under the general cognizance of the Commanding Officer, Marine Corps Support Activity (MCSA), Kansas City, Missouri.

d. The housing referral office at the Public Works Center, San Diego, will serve as central coordinator and will provide housing referral services for the MCRD/WRR, San Diego, California.

e. 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.

1503. HOUSING REFERRAL SERVICES. As a minimum, the installation should offer the following family housing referral services.

- a. Nondiscriminatory listings of rental and for-sale housing.
- b. Counseling for applicants on the Equal Opportunity in Off-Base Housing Program.
- c. Vacancy status of as many listings as possible.
- d. Assistance in resolving tenant/landlord disputes.
- e. Preliminary inquiries to validate housing discrimination complaints.
- f. Liaison with community and Government officials and organizations.
- g. Housing data exchange with other DoD housing offices.
- h. Transportation to inspect community housing when public transportation is not convenient.
- i. Assistance with rental negotiations and review of leases.
- j. Assistance with understanding procedures and resolving problems with utility connections, fees, deposits, and billings.
- k. Language interpretation in dealing with landlords.
- l. Rental agreements in English and the national language in foreign areas.
- m. Entitlement briefings and certification of housing related costs for temporary lodging allowances and overseas housing allowances in foreign areas.

1504. COMMANDER'S RESPONSIBILITY

1. Installation commanders of Marine Corps activities with Marine Corps managed family housing, except those noted in paragraph 1502 as under the housing referral cognizance of another housing referral office, shall establish and operate housing referral as prescribed in this chapter.
2. Where housing referral services are available, they will be provided to bachelor as well as married personnel.

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PART B: HOUSING REFERRAL OFFICE PROCEDURES

1505. HOUSING LISTINGS

1. Three separate lists shall be maintained by the housing referral office:

a. Listed Facility. A suitable facility listed with the housing referral office as available to DoD personnel without regard to race, color, religion, national origin, or sex. (See paragraph 1506.)

b. Restrictive Sanctions. Facilities which have been found by the installation commander, per MCO P5354.1, to discriminate against DoD personnel. The DoD personnel shall not enter into a new rental, lease, or purchase arrangement for or otherwise move into such facilities. Restrictive sanctions are effective against the agent and the facility and remain in effect a minimum of 180 days prior to command review.

c. Nonapproved List. Those units which, as determined by the installation commander, are not considered desirable for occupancy by military personnel. Conditions which determine a unit's undesirability are generally those of the adequacy standards contained in this Manual. However, other conditions may, in the eyes of the installation commander, also determine a unit's undesirability.

2. Separate rental and sales listing of housing units, including shares, sublets, transient quarters, and trailer courts, shall be obtained from owners, their representatives, or real estate agents.

a. Detailed information should be obtained for those listings which owners wish to place on the referral list. These listings should provide information regarding the number of bedrooms, bathrooms, style of house, and list any amenities. These listings should be used by the housing referral office to assist families in locating adequate, affordable off-base housing.

b. The information provided by the listing should be reviewed at least annually to ensure it is still valid.

c. The housing office should request those listing homes on the referral (whether handled by the owner, agent, manager or agent) to notify the housing office when they have rented the unit or it is no longer available for rent.

1506. 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.

1507. HOUSING REFERRAL COUNSELING AND ASSISTANCE

1. All 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. Each member shall be informed they are not authorized to rent or lease a housing unit which is on the restrictive sanction list and would take specified risks when renting or leasing a unit on the nonapproved list. The command should obtain the member's signature on a statement indicating they have been counseled on the restrictive list and have been provided a list of all restricted facilities.

2. If an individual does not desire assistance, they should sign a statement to that effect. If the member requests assistance, they should be provided with the following:

a. A complete file or list of rentals or sales offerings in the size, location and price range which the applicant has indicated shall be made available to him/her.

b. Assistance in locating, by mapping the listing the member has chosen. When appropriate, the map should be annotated denoting high crime areas as well as those areas restricted for reasons of discrimination and sanitation. Each applicant shall be offered a class A telephone to check selected listings to ensure their availability. When telephone verifications are made, a record shall be maintained.

c. Written guidelines covering standards of conduct for military personnel residing off the base which are contained in DoD Form FS-46 (The Military Tenant) (NAVMC 2673). The member shall be tactfully counseled concerning these standards of conduct when occupying non-Government housing and of the availability of assistance in resolving complaints with landlords, tenants' rights, the desirability of inclusion of a military release clause in all rental contracts, and the availability of legal assistance in the review of proposed leases and sales contracts to protect the interests of military personnel.

1508. HOUSING REFERRAL RESPONSIBILITIES

1. Geographic Area Information. Each referral office shall compile information concerning schools (public, private, and parochial), shopping areas, recreational facilities, transportation, churches, emergency services, and other community facilities and services in the geographic area and shall assemble this information as handout material to personnel seeking off-base housing.

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2. Complaints. Discrimination complaints in off-base housing will be handled per the instruction outlined in MCO P5354.1. Complaints of off-base housing problems, other than discrimination, from military personnel or from owners and managers of off-base housing facilities, must be immediately investigated for validity. When possible, complaints shall be made to, and adjudicated by, the housing referral office. When complaints are of a serious nature or when there are indications that the command should become involved, the facts shall be reported to the installation commander for further investigation or necessary action.

3. Inspections. Inspection of rental property is for the protection of the military family moving into the community. Property should be inspected when there is a reason to question the suitability of housing based on environmental conditions, including health and safety considerations. Inspections shall also be made of restrictive sanctioned facilities to be sure that no military members have occupied them since the sanction was imposed. When, in the opinion of the command, housing is unsuitable for occupancy of military families, it may be removed as a listing or not accepted for listing.

4. Community Liaison. Continuous liaison with local community officials and organizations which have an interest in community housing in their geographic area should be maintained. Every effort shall be made to publicize the need for military family housing in the community on the basis of availability to all military personnel. Contacts should include, but not be limited to, real estate boards, fair housing boards, and representatives of the FHA and VA.

5. Department of Housing and Urban Development (HUD) Low Income Rent Subsidy (Section 8) Housing. Local Public Housing Authorities (PHA's) have total cognizance over administration of the portion of the 1974 Housing Act pertaining to low-income, rent-subsidy housing. This portion of the Act known as "Section 8"; and, while it replaced previous legislation known as "HUD" 236 housing, Section 8 contains no provisions for military preference housing (MPH) as in the previous laws.

6. Approval of and Solicitation for Advertising. Consistent with established command procedures, housing referral offices shall assist, as required, to insure that no advertising or discriminatory rental or sales property appears in official media controlled by the command. Installation commanders will comply with the prior approval procedures of the Federal Acquisition Regulation, 4-803, before entering into any agreements for paid advertising which are soliciting listings for the housing referral office in newspapers, trade journals, and similar publications. Requests for such advertising will be forwarded to the CMC (LF) on DD Form 1535 (Request/Approval for Authority to Advertise).

1509. HOURS OF OPERATIONS. Hours of operation of the housing referral office should be established to meet the needs of, and provide convenience for,

military families who desire assistance in obtaining suitable off-base housing. The hours of operation should be widely publicized in order that personnel will know when the service is available. During hours when the office is not open, arrangements will be made (e.g., duty officer) to furnish sufficient housing referral information.

1510. STANDARDS OF CONDUCT

1. 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 which might give rise to any suspicion of partiality.
2. All military and civilian personnel connected with housing referral office activities are cautioned to avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:
 - a. Using public office for private gain,
 - b. Giving preferential treatment to any person or housing facility,
 - c. Making a Government policy decision outside official channels,
 - d. Affecting adversely the confidence of the public in the integrity of the Government.

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PART C: THE FAMILY HOUSING DOMESTIC LEASING PROGRAM

1511. GENERAL INFORMATION

1. The Marine Corps is authorized to lease housing facilities for assignment, without rental charge, as family housing to eligible military personnel. Leasing is authorized at or near a military installation if there is a substantiated shortage of adequate housing at or near the installation and one of the following conditions is met:

a. The requirement is temporary.

b. Leasing would be more cost-effective than construction or acquisition of new housing.

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

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

e. A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at the installation.

2. Approval authority for domestic leased family housing is vested in the CMC. However, the Commander, NAVFACENCOM, executes and will provide technical expertise to the Marine Corps with appropriate reimbursement for manpower, administrative, and overhead costs.

1512. DOMESTIC LEASING POLICY

1. In support of the CMC objective to assure that the military have adequate, affordable housing for their families, privately owned family housing may be leased. Eligibility is restricted to those military members who are accompanied by dependents and thereby entitled to BAQ at the with dependent rate.

2. Leased units shall be operated as public quarters for eligible personnel and their dependents.

3. Statutory lease cost limitations will be published by separate correspondence and shall not be exceeded. Total charges, including utilities

(excluding telephone service), maintenance, and operating costs, shall not exceed the statutory maximum per month for any one unit.

4. The travel time from the leased housing to the normal place of duty by privately owned vehicle must be no more than one hour during normal rush hours.

5. The units leased must be located in residential areas meeting acceptable standards for health and sanitation; free of offensive fumes, industrial noises and other objectionable features.

6. The leased unit shall meet the bedroom requirements which will accommodate the family composition of the occupant.

7. Block leasing of two or more units of single ownership is authorized providing each individual unit is specifically identified, the amount of the monthly rent is specifically quoted for each unit, and the Government reserves the right of termination of any unit or units, together with a corresponding reduction in the amount of the total monthly rental payable under the contract.

8. All family housing leased under this program shall be available for use as public quarters by military personnel regardless of race, color, sex, creed, or national origin. This policy shall be clearly stated to all prospective landlords prior to execution of leases.

9. Consideration shall be given to leasing repossessed property insured by the Federal Housing Administration (FHA) or Veteran's Administration (VA), if available at locations where leasing is authorized.

10. The leasing program is subject to annual changes in criteria by the Congress and in quotas and maximum allowable housing costs (MAHC) by the Office of the Secretary of Defense. Accordingly, there may be occasions when the CMC must cancel leases at certain locations because of new, more restrictive criteria or reduced quota. If this occurs, the program must be brought within the new criteria or quota in a logical and orderly manner and not through an arbitrary cancellation of leases or eviction of occupants prior to completion of their current tours of duty. Reductions in the number of units under lease must be by attrition (canceling leases when the current occupant is transferred on PCS orders).

1513. PROGRAMMING

1. The quota available to the Marine Corps each fiscal year depends on the total number of lease points authorized by Congress for the DoD and on the allocations made by the Office of the Secretary of Defense to the military departments. The Marine Corps allocation is specified within the Department of the Navy quota. Quotas within the Marine Corps are determined by the CMC. Requests for changes in the assigned lease quotas shall be submitted, as necessary, to the CMC.

2. A requirement for leased family housing must be substantiated by a completed market analysis depicting need.

3. Quotas, 25 or less in number, may be shifted within the 4thMarDiv, 4thMAW or MCD's between previously approved locations. For those locations presently without approved quotas, a completed personnel data sheet which justifies leasing must be submitted prior to the execution of a lease for that location.

1514. FUNDING. Funding for leasing under this program is authorized by the Congress in the FH,N&MC.

1515. RESPONSIBILITIES OF COMMANDERS/DIRECTORS OF INSTALLATIONS HAVING LEASE QUOTAS

1. Prior approval of the CMC is required for leasing family housing quarters.
2. Control lease costs (rent plus utilities) to remain within the designated statutory maximum ceiling.
3. Assign leased family housing in writing only to eligible Marine personnel.
4. Maintain appropriate market analysis for each location where leasing has been authorized.
5. Forward to the CMC (LFF) the following:
 - a. A copy of any correspondence concerning leasing which is not considered to be routine.
 - b. Current copies of domestic leased housing management documents, in duplicate, as well as duplicate copies of all changes thereto.
6. All unused lease points may be reallocated by the CMC at any time.

1516. ADMINISTRATION

1. Leasing Units in Single Ownership. As a rule, the entire quota for leasing units authorized an installation should not be executed for units from a single owner.
2. Negotiation of Leases. EFD's are responsible for negotiating, executing, administering, and terminating leases. Negotiations will be conducted by the EFD after reviewing requests and recommendations of the cognizant Marine Corps commanders/directors. An EFD representative will ascertain that the rental consideration cited is fair and reasonable, conduct negotiations, obtain signature of the lessor or authorized representative thereof, and will have the lease executed on behalf of the Government. The EFD representative will prepare

a condition report for each housing unit and will take all further actions necessary relating to the administration of the lease.

3. Leasing for Dependents of Members of Unaccompanied Overseas Tours. Leased quarters may not be occupied by unaccompanied families. Families residing in leased quarters when the sponsor departs on an unaccompanied tour may remain in leased quarters for a period of time not to exceed 60 days from the date of the sponsor's departure or until the expiration of the lease, whichever occurs first. Waivers will generally not be granted by the CMC.

4. Conversion of Occupant Leases to Marine Corps Leases. Conversion of a member-leased unit to a Marine Corps lease is permissible and desirable where the occupant is eligible for public quarters, the dwelling unit meets the standards of adequacy, then the lease costs including utilities, etc., exceeds the occupant's MAHC, and the units can be leased within the prescribed dollar limits.

5. Leasing of FHA or VA Properties. The FHA and VA have given assurance that leases to the military departments under this program, covering single family units, will be continued during the tours of military occupants. If they desire to withdraw any units in order to proceed with a sales program, the leases will be phased out as the occupants are transferred to other areas. The FHA has also assured the continuation of military occupancy of leased units in multifamily structures during a tour of duty even if the property is sold.

6. Terms of Lease Agreements. The initial lease term shall be restricted to the fiscal year within which the lease is executed. Automatic renewal privileges are not authorized. Funding for the leasing program flows solely from annual FHMA, N&MC appropriations with no "carry-over" authority to use any unobligated funds in a follow-on fiscal year. It is beneficial to the Government (Marine Corps) to include a provision in a lease giving the Government the right to terminate when the property is no longer needed. The usual period for providing notice of termination by the Government (Marine Corps) is 30 days. The approval of the CMC must be obtained before a provision may be included in the lease contract for a Government (Marine Corps) termination notice period in excess of 90 days.

7. Termination of Leased Units. When leases cannot be revalidated for continuation, they will be canceled upon termination of the current occupant's tour of duty, within the contract terms of the lease. Also, if vacant unit(s) cannot be occupied by eligible personnel assigned to the installation for which leasing was authorized, the lease contract shall be canceled at the earliest date permitted under the terms of the contract.

8. Utilization. Full utilization of leased units is required to avoid losses to the Government. During a normal change of occupancy, a unit should not remain vacant for more than 2 workdays. However, if complete interior painting, floor refinishing or a major repair is required, 3 to 4 days may be justified.

9. Management Operations. Except as otherwise stated in this chapter, assignment, occupancy, and termination policies and procedures, including inspections in connection therewith, are the same for leased housing as for all other public quarters. However, in addition to those instructions on occupant responsibility given to all occupants of public quarters, those terms of the lease relating to occupant responsibility should be made the subject of a special brochure to be given to each occupant upon being assigned to a leased unit. Also, as a minimum, there should be incorporated advice to the occupant concerning the following:

a. Conservation of Utilities. The occupant should be advised that, because of statutory limitation on costs, excessive utilities consumption could result in contract charges increasing the lease cost to the statutory lease cost ceiling, possibly resulting in cancellation.

b. Agreements Between Occupant and Landlord. No unilateral agreements between occupant and landlord are permitted. The occupant must understand that in all matters concerning the leased quarters, they must deal with the Government unless specifically advised otherwise. Problems with landlords or their representatives in this regard shall be immediately reported to the local commanding officer/officer in charge. Once a Government lease has been executed with an effective date, no money transactions will occur between the lessor and the occupant. Both parties will be informed of this prohibition prior to execution of the lease.

10. Liability for Loss and Damage. Under the lease, the Government is responsible for loss or damage beyond normal wear and tear caused by the occupant. However, the occupant may be given the opportunity to replace or repair the property or reimburse the Government for the repair or replacement. Further, the occupant may be prosecuted under the Uniform Code of Military Justice for damage to Government property. The commanding officer of an installation having cognizance of housing shall ensure prospective occupants of leased quarters are advised of their responsibilities and liabilities as are occupants of base housing. The commanding officer will also ensure action is initiated to collect all claims for reimbursement for damage or loss to leased quarters on a voluntary basis when necessary. Guidance regarding liability of occupants of public quarters (base quarters or leased units) is addressed in appendix F.

a. A voluntary consent to checkage of pay can be obtained only after it has been established that the occupant should be held responsible for loss or damage.

b. When military personnel do not voluntarily consent to checkage or otherwise make payment for damage or loss, the matter will be referred to the Judge Advocate General.

c. Military personnel occupying public quarters may file claims with the Secretary of the Navy for any loss or damage affecting their personal property located at such quarters, provided such loss or damage is not caused by the occupant's own negligence. Entitlement to payments is subject to certain exceptions generally covered in most commercial homeowners insurance policies. Occupants of leased quarters should be advised or reminded that they are exempt from coverage and encouraged to make their own arrangements for personal property insurance.

11. Inventory and Occupancy Reports. Information concerning family housing inventory and occupancy reports is contained in appendix C. Copies of reports required are only to be submitted to the Commandant of the Marine Corps in cases of leasing at installations having Government-owned family housing.

1517. MOVEMENT OF HOUSEHOLD GOODS. The policy governing the cost of moving a member's household goods is the same for leased public quarters as for any other public quarters. The FHMA, N&MC will not be charged.

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SECTION 6: FAMILY HOUSING BUDGETING AND FINANCIAL MANAGEMENT

PART A: GENERAL POLICY

1600. BUDGETING

1. General Information. The annual family housing operation and maintenance budget must reflect accurate requirements, properly planned distribution of the resources requested, and fully documented justification. The primary data sources for the budget preparation shall be historical data, updated history files, deficiency listings, short- and long-range maintenance plans, and family housing maintenance and repair deficiencies. Budgets will be prepared and submitted per guidance contained in MCO P7100.8 and field budget guidance bulletins in the 7100 series.

2. Responsibilities. The installation commander is responsible for the preparation of the family housing operation and maintenance budget. Normally, this task is delegated to the housing manager/officer who acts as the final coordinator for the budget. When so, the manager should be prepared to defend all budget estimates, including the short- and long-range maintenance plans and all deficiencies.

3. Obligations. The appropriate family housing account funds will be expended exclusively for family housing program requirements. Family housing expenditures must be authorized by the installation commander, the field activity housing manager, or the CMC (LFF-3), prior to fund obligation. Current year appropriated funds expended will be applied to the same functional accounts for which they are budgeted. Prior year funds can only be expended for changes to service or maintenance contracts obligated in that fiscal year. Guidance on change order to maintenance accounts is contained in chapter 1, section 8 of this Manual. The installation commander has the authority to realign prior year funds within all operations and maintenance budget projects. Prior year subaccount realignments are not restricted.

1601. FAMILY HOUSING, NAVY AND MARINE CORPS ACCOUNT (FH,N&MC)

1. The FH,N&MC is the uniform account system or structure used by the DoD as the management vehicle for financing all family housing programs. The FH,N&MC includes funds for new construction, post acquisition construction design, debt payment, leasing, operation, and maintenance provided through the annual Military Construction Appropriation Act. The FHMA has two basic types of funds:

a. Multiyear Funds (5 years)--construction, improvements and design.

b. Funds in an annual account which expire on 30 September each year--Family Housing account operation and maintenance (O&M).

2. Family housing costs will be programmed, budgeted, and accounted for by the DoD component having responsibility for the installation's housing, regardless of the occupants' service affiliation. Marine Corps family housing will neither remit reimbursements to, nor receive reimbursements from, other DoD components for occupancy of Government family housing by members of a DoD component other than that providing the quarters. The uniform account structure used in programming, budgeting, and financing is designed to:

- a. Maintain separate financial subaccounts for:
 - (1) Construction, post acquisition construction and design.
 - (2) Debt Payments.
 - (3) Operation and maintenance, and leasing.

- b. Provide for program and financial administration.

- c. Provide controls to ensure that FHMA funds are used only for the purposes for which they are appropriated.

3. Budget Projects (BP's). Financial subaccounts are subdivided into BP's for administrative purposes; i.e., funding and management control of specific family housing programs. The following paragraphs depict the BP's in the O&M account.

- a. Budget Project 11 (BP-11). The management, direct costs of the family housing office; indirect administrative support; programming, studies, housing referral services, training, travel, and management.

- b. Budget Project 12 (BP-12). Furnishings, to include control, moving, handling, maintenance, repair, replacement, and initial issue. (See appendix H.)

- c. Budget Project 13 (BP-13). Services, to include refuse collection and disposal, fire and police protection, pest control, custodial, snow removal, and street cleaning.

- d. Budget Project 15 (BP-15). Family housing utility costs.

- e. Budget Project 16 (BP-16). Family housing leasing costs.

- f. Budget Project 21 (BP-21). Family housing recurring maintenance and repair.

- g. Budget Project 22 (BP-22). Family housing projects (major and minor).

- h. Budget Project 23 (BP-23). Family housing alterations and additions.

i. Budget Project 96 (BP-96). FHMA funded costs of work or services provided occupants of military family housing or mobile home parks for which reimbursements to be utilized within the FHMA account will be realized.

j. Budget Project 99 (BP-99). Foreign currency fluxuations.

1602. REIMBURSEMENTS. Collections from individuals or organizations in connection with the family housing program are separated into two elements: (1) reimbursements utilized to finance family housing expenses, and (2) collections to treasury miscellaneous receipts. NAVCOMPT Manual, volume 3, includes specific collections and deposit guidance.

1. Reimbursements Used to Finance Family Housing Expenses. Reimbursements to the FHMA will be made to the annual transfer account at the installation level, and include the following:

a. Proceeds received from sale of utilities and services furnished tenants occupying housing on a cash rental basis, including mobile homes and mobile home spaces.

b. Charges for locating or removing privately owned mobile homes on or from Government owned mobile home spaces, and charges for hooking up and disconnecting utility service when accomplished by the Government.

c. Proceeds from reimbursable work or services performed for the convenience of occupants of Government quarters (excluding authorized transfer from one unit to another).

d. Operation and maintenance charges levied against non-DoD agencies sponsoring an occupant of Marine Corps family housing; e.g., Coast Guard personnel.

e. Net proceeds from handling and disposal of excess family housing.

2. Collections to Treasury Miscellaneous Receipts. Such collections generally include all reimbursements for family housing rents or services other than those described in the preceding paragraph, specifically including the following:

a. Earned rentals of family housing property (shelter rent).

b. Collections to cover costs of restoration of loss or damage to family housing facilities caused by occupants.

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PART B: PLANNING, PROGRAMMING, AND BUDGETING

1603. GENERAL INFORMATION. Financial management within family housing is a continuing, cyclical process integral to the overall management of the family housing program. This process requires early identification of desired goals, objectives, and products (planning); determination of priorities for these various products and formation of a more specific approach for accomplishment (programming); and the translation of these programs into a financial plan, specifying resource requirements (budgeting). These planning, programming, and budgeting functions, together with execution, reporting, and review form the elements of the family housing financial management cycle which must be performed by each installation.

1604. PLANNING. Planning is the initial step in the financial management process. Each element requires somewhat different planning considerations.

1. Operations. Operations planning consists of the identification of the appropriate level of service or support to be undertaken in each of the major functional areas; i.e., management, services, utilities, and furnishings.

a. Planning considerations for the management area include, but are not limited to, conformance with authorized staffing criteria; potential civilianization of any military billets; extent of referral services to be provided; potential facilities service contract initiatives which will impact upon housing office responsibilities for quality assurance evaluation; or laborsaving investments, such as word processing equipment; includes training, travel, market analysis, and plans and studies.

b. Planning for services should include an examination of each type of service provided and a determination of the optimal level of support; for instance, proper frequency of trash removal, sufficient entomological protection, and adequate provision of police and fire protection.

c. Planning for utilities should be directed to ensure that, as a minimum, mandated energy conservation goals are realized. This requires a detailed examination of various means of achieving consumption decreases (some of which affect planning in other program areas) such as energy conservation, investments, examination of the feasibility of alternative energy sources, and implementation of aggressive energy awareness programs for family housing occupants.

d. Planning for furnishings should include a replacement inventory of stoves and refrigerators.

2. Maintenance. Maintenance planning will include management cost associated with the maintenance program, such as salaries, transportation, comprehensive inspections, historical data, and a knowledge of the physical condition of the facilities. Chapter 1, section 7 of this Manual includes specific guidance regarding planning considerations for maintenance management.

1605. PROGRAMMING. Once the planning phase has identified the desired goals and objectives of each facet of family housing O&M (i.e., where are we going?), the programming phase requires that these various ends be integrated by priority with other installation programs into a specific approach for accomplishment (i.e., how do we get there?).

1. Operations. Formulation of operations programs is concerned with the development of specific remedies for deficiencies identified in the planning process.

a. In the management area this will involve identifying staffing implications of the assessment of the functional responsibilities of the housing office; formulation of a schedule for civilianization of military billets; identifying and quantifying the support, direct or indirect, which may be received from other installation offices, such as comptroller, maintenance control, etc; and programming management initiatives which are undertaken in housing referral or other areas.

b. Programming for furnishings should consider the purchase of movable equipment (such as, stoves and refrigerators), moving and handling, repair of existing inventory, furnishings for students, and the official entertainment areas of GOQ.

c. Programming for services should consider quality, quantity, frequency, and source of those services required in family housing and identified in the planning process.

d. Utilities programming will identify annual energy consumption decreases which must be achieved to reach mandatory conservation goals with a specific plan for how those consumption decreases will be achieved. Programs must include assessment of conservation to be realized annually from energy conservation investments, improved administrative procedures, and programs to enhance voluntary occupant conservation. Necessarily, utilities programming takes into account initiatives in the management and maintenance areas relating to energy conservation.

2. Maintenance. Maintenance programming coincides with the formulation of the short- and long-range maintenance plans. These plans depict requirements and methods of accomplishment and identify whether work will be performed by contract, station forces, or some combination thereof.

3. Reimbursements. Programming for reimbursable collections should consider housing inventory, to include mobile homes.

1606. BUDGETING. Budget estimates, in consonance with the biennial budget years, will be prepared for the following fiscal years:

Current Year -- the operating fiscal year which began last 1 October and ends next 30 September

Budget Year -- the fiscal year which starts next 1 October and ends the following 30 September, and for which funds are being requested

Budget Year + 1 -- the fiscal year following the budget year

1. If the planning and programming functions have been properly accomplished, budgeting becomes a matter of pricing a previously formulated program in each functional area. It also includes preparation of various budget exhibits which serve to justify the funds requested. Budget estimates should be based on actual current year obligations, increased housing inventory, and financial limitations as identified by CMC (LEF-3). The installation commander is responsible for accurate budget forecasts.

2. The importance of accurate budget forecasts for the budget year is readily apparent; it is used as the basis for funding decisions. However, the importance of accurate budget year + 1 estimates are less readily recognized. They form the basis for the preparation and justification of budget requests for the DON family housing budget submission through the DoD and Congressional budget processes.

3. The budget should function as both a planning document and evaluation tool for funding execution. As a planning document, the approved funding allocation compared to the funding requirements identified in the budget becomes a formalized financial plan to aid in the prioritization of goals and objectives within the prescribed limitations. As an evaluation tool, it provides a basis for comparing execution to plan, as well as, a historical data tool for further budget submissions.

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PART C: BUDGET EXECUTION, FINANCIAL REPORTING AND EXECUTION REVIEW

1607. GENERAL INFORMATION

The housing manager is responsible to the installation commander for authorizing all obligations of the FH,N&MC operation and maintenance funds. An accounting system should be maintained by budget project by fiscal quarter to preclude over obligation or over expenditure. Completed work tickets, job orders, cost reports, master job order numbers, reports, and NAVCOMPT Forms 2025 should be reviewed for accuracy and compared to the approved budget to gauge performance and ensure accomplishment of planned work. In this regard, the manager should perform spot checks periodically to ensure that work is performed as charged, time charged is accurate, and the quality of workmanship and materials meets specifications. The Status of Funds Report should be submitted to the CMC (LFF) annually by 31 October. Use the format shown in figure 1-3. Report Control Symbol MC-11101-21 has been assigned to this report.

1608. BUDGET EXECUTION. The translation of the planning, programming, and budgeting into an executed program demands the daily attention of the housing management organization. Analysis and interpretation of variances between the budget and actual obligations and costs is essential and will indicate whether variances are due to poor planning, unforeseen circumstances, or inadequate program execution.

1. Allocation of Funds. Allocations of funds are based upon the installation's historical obligations status, funding requirements submitted in the budget and the congressionally approved Marine Corps Family Housing Appropriation. All unfunded requirements and excess funds allotted should be identified to the CMC (LFF-3) by written correspondence.

a. Allotments. Allotments are authorizations issued by CMC to installations to incur obligations within specified amounts pursuant to an appropriation or other statutory provision. The granting of an allotment reduces the available balance of the appropriation but does not constitute an obligation. Funds authorized by allotment are available for use only during the availability for obligation period, usually during the initial fiscal year of the appropriation. Funds authorized for the FHMA,MC are allotted by CMC to the installations by use of official correspondence. This action is confirmed by the issuance of a NAVCOMPT Form 372, Allotment/Suballotment Authorization. The quarterly authorization will be picked up by the allottee on the first day of each quarter per NAVCOMPT Manual, volume 2, chapter 3. FHMA,D funds for improvements, minor construction, and planning are also allocated by CMC to installations via COMNAVFACENGCOM by use of official correspondence. These actions are then confirmed by including the allocation in the authorization accounting system and issuing a NAVFAC Form 7300/7, Allocation of Funds.

Report Symbol: MC-11101-21		
<u>Status of Funds Report</u>		
<u>Unobligated Funds</u> <u>As of 31 Aug</u>	<u>Projected Obligations</u> <u>1 Through 30 Sep</u>	<u>Balance</u> <u>Excess/(Deficit)</u>
BP 11 (Management)		
BP 12 (Furnishings)		
BP 13 (Services)		
BP 15 (Utilities)		
BP 21 (Recurring Maintenance and Repair)		
BP 22 (Major Repair and Maintenance)		
BP 23 (Alterations and Additions)		
BP 96 (Reimbursable)		

Figure 1-3.--Status of Funds Report.

b. Realignments. Realignments of current fiscal year funds between budget projects (BP's), except maintenance (BP 21-23) are accomplished by CMC (LFF-3). Installations can request realignment of funds by forwarding a request in written form to CMC (LFF-3) with rationale for the request. Installation commanders have the authority to realign prior year unobligated funds for maintenance change orders for projects obligated for that fiscal year and/or outstanding charges and expenditures incurred during the obligational fiscal year.

c. Project Orders. Project Orders, NAVCOMPT Form 2053, are specific orders placed for the manufacture of materials or performance of work or services. Project orders serve to obligate appropriations. A project order is a legal obligation after acceptance by the performing installation. Funds authorized by this means are available for use until completion of the project or expiration of appropriation, whichever occurs first. An installation accepting a project order must be substantially in a position to perform the work, per the NAVCOMPT Manual, volume 2, chapter 3. Processing is per procedures outlined in the NAVCOMPT Manual, volume 3, chapter 5.

2. Funding Adjustments. Adjustments can be requested in the form of a message, NAVGRAM or letter for requirements due to emergency or disaster, or reevaluation of requirements. Adjustments must be submitted with justification to

the CMC (LFF-3). Written requests are recommended to maintain appropriate audit trails. The installation will treat amended funding document in the same manner as initial authorizations. Increases or decreases to funding authorizations are issued in the same manner as the initial allocation for the fiscal year.

3. Mid-Year Review. To ensure efficient utilization of available resources, adjust for unbudgeted rate and price changes, and accommodate unplanned circumstances, an annual midyear review of family housing budget execution is due March 15, each year. The midyear review is not to be used as a vehicle for submitting major program changes to approved budgets. Justification material submitted with midyear review requests must describe each requested adjustment at "budget submission" level of detail; that is, the justification should serve to adequately describe each requested adjustment.

4. End of Fiscal Year Execution Management. FHMA operation and maintenance funds are provided under an annual appropriation and are available for obligation for a period of 1 year. Accordingly, funds not obligated by 30 September lapse. Family housing operation and maintenance funds will be obligated for valid requirements during the fiscal year for which appropriated.

a. Each installation should develop and maintain an "unfunded requirements" list. Equipment procurement and repair projects "on-the-shelf" and ready for advertisement are examples of this kind of management foresight.

1609. FINANCIAL REPORTING

1. Installation Reports. The four financial reports which describe the installation's utilization of family housing funds received are as follows:

a. Housing Cost Report. The family housing cost reporting system is established on an accrual accounting basis. Accrual accounting is the method of accounting whereby:

(1) Costs are accounted for in the fiscal period during which the benefits are received (costs of resources consumed or applied).

(2) Costs for which benefits are applicable to future periods are deferred and considered as assets.

(3) Liabilities for unpaid costs are recorded in the accounts when goods or services are received.

(4) Income for work or services performed on a reimbursable basis is recorded in the accounts when reimbursable expenses are incurred.

b. All installation level requirements of the Family Housing Program shall be funded from the FHMA (except military labor), costed to family housing, and reported in the Housing Cost Report. This report shall measure costs on an accrual basis as defined above, in the NAVCOMPT Manual, volume 3, chapter 7. In

short, this means that costs are recognized and reported in the period when the work is performed, the materials and supplies are delivered, or the service is received. Care must be taken to ensure that costs incurred for work performed or services received for which prior year resources were obligated (e.g., major repairs) are accurately reported in the Housing Cost Report. Commitments, obligations, and disbursements are not costs, and the Housing Cost Report is not designed to collect such information. Preparation and submission procedures for the Housing Cost Report are described in detail in the NAVCOMPT Manual, volume 3, chapter 7.

c. General and Installation Commander Quarters (G&ICQ) Cost Reports. A separate cost report for individual general officer's quarters or quarters of senior officers (O6) designated installation commander quarters will be prepared quarterly on a cumulative fiscal year to date basis in the same manner as the Housing Cost Report. This report will be furnished to the quarters' occupants to ensure continuing awareness of costs incurred for operation and maintenance.

d. Report on Reimbursable Orders. The Report on Reimbursable Orders (NAVCOMPT Form 2193) provides a uniform format for reporting the status of family housing funds provided on reimbursable orders. Complete preparation and submission instructions for NAVCOMPT Form 2193 are contained in the NAVCOMPT Manual, volume 3, chapter 9, part F.

e. Status of Fund Authorization. Each, as holder of an allotment of FHMA funds, must submit a Status of Fund Authorization, NAVCOMPT Form 2025 to HQMC (FD) on a monthly basis. This report describes authorizations, commitments, obligations, and disbursements of FHMA funds, by budget project. Detailed preparation and submission procedures are described in the NAVCOMPT Manual, volume 3, chapter 9, part F.

1610. EXECUTION REVIEW. The family housing financial management cycle culminates in review analysis of actual program execution. Program review is an essential element of the planning and programming which begins another financial management cycle. Review must encompass all functional areas, and should concentrate on identification of variances from plans, programs and budget, formulation of explanations for such variances, and appropriate adjustment in subsequent planning.

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PART D: FAMILY HOUSING CONSTRUCTION FUNDING

1611. CONSTRUCTION. The construction subaccount includes the following BP's:

1. Budget Project 10 (BP-10) (Construction account). FH,N&MC funded construction, installation, assembly, relocation, or replacement of single or multifamily dwelling units; related land acquisition, site preparation, excavation, filling and landscaping, or other land improvements.

a. The initial outfitting during construction of a dwelling unit with fixtures and other requirements which are either integral components or movable items of major equipment thereof, including major appliances; architectural and engineering supervision and inspection of construction is also included.

b. The construction of mobile home facilities and new nondwelling buildings, directly associated with family dwelling units or a family housing area; roads, driveways, walks, and utility systems which primarily serve the family housing units; and community facilities which are integral to a family housing area and are available for use only by family housing area residents and their guests.

c. Acquisition of housing projects through purchase of the sponsor's equity and the acquisition of utility distribution systems and personal property associated with those dwelling units is also included in this BP.

2. Budget Project 33 (BP-33) (Construction account). FH,N&MC funded major improvement projects to include:

a. Conversion of existing facilities to public quarters.

b. Alterations, additions, expansions, and extensions to existing family housing facilities.

c. Construction of family housing real property other than dwelling units, required subsequent to and because of, previously acquired dwelling units.

d. Upgrade of inadequate quarters and rental housing to adequate.

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SECTION 7: FAMILY HOUSING MAINTENANCE PLANNING

PART A: MAINTENANCE, STANDARDS, AND CRITERIA

1700. INTRODUCTION. Maintenance is the recurring, periodic, or scheduled work required to preserve real property facilities and furnishings in such condition that they may be effectively used for their designated purpose. Maintenance includes work undertaken to prevent damage to facilities and furnishings which otherwise would be more costly to restore. Maintenance is normal change of occupancy type work and other work usually scheduled annually or seasonally. Preventive maintenance is the correction of incipient failures before they develop into major defects requiring costly correction, such as oiling of furnace fan bearings, replacement of filters, painting, and so forth. Deferred maintenance comprises the validated deficiencies which must be corrected to bring facilities to a state of proper condition but have not been accomplished due to lack of resources. All family housing maintenance/repair deficiencies and all required improvements will be identified on the Annual Family Housing Repair and Improvement Project Status Report, due to the CMC (LFF) by 31 October. Use the format outlined in figure 1-4 to submit the report. Report Control Symbol MC-11101-28 has been assigned to this report. The CMC will use this report for Long-range planning. This planning process is intended to provide support of budgetary requirements to reduce backlogs of essential maintenance to acceptable levels and to provide a systematic approach to improving family housing.

1701. MAINTENANCE, STANDARDS, AND CRITERIA FOR MILITARY FAMILY HOUSING

1. Family housing shall be maintained to provide adequate and habitable accommodations, protect the facilities from deterioration, and ensure economical maintenance costs. Such maintenance is to be at least equivalent to that provided by prudent management of civilian rental housing of similar type and value.
2. Family housing maintenance funds shall be applied primarily to recurring maintenance, major repair projects, and incidental improvements. Maintenance funds shall be expended on facilities only where there is a valid requirement and will not be used on the basis of the occupant's grade or billet.
3. Job orders shall include only authorized work. Work shall not include painting, refinishing, repairs, alterations, and improvements to living units or support facilities on the family housing plant account which are outside the normal scope of the maintenance standard. It shall not include housekeeping and related services which tenants in civilian rental housing normally would be expected to perform for themselves. Housing managers must ensure that maintenance department personnel assigned to family housing job orders shall accomplish maintenance in the most expeditious, effective, and economical manner.

4. The quality of materials and workmanship for the maintenance and repair of family housing shall be consistent with the planned utilization of the housing. Materials and equipment more durable than those provided by the original construction may be used in order to reduce future maintenance and operating costs if the increased cost can be justified.
5. Exterior painting of masonry, wood, and ferrous metal shall be accomplished only when necessary to protect surfaces and maintain water tightness.
6. Interior painting shall be accomplished only when necessary to maintain sanitary conditions, protect finished surfaces, and correct unsightly appearance. Painting solely or primarily for the purpose of redecoration is not authorized unless accomplished at occupant expense and with the approval of the activity housing director. Wallpaper, or paint other than off-white, may be purchased and applied by the occupants if approved in advance by the housing director. Occupants should be cautioned, however, that they may be required to return the walls to the original off-white color prior to termination of quarters.
7. Normally, refinishing and major repairs shall be performed at change of occupancy. Wood floors shall be sanded only when general deterioration has occurred and normally should not exceed more than once every 10 years.
8. Service calls will be performed in the most feasible, economic manner. Valid emergency work should be done immediately.
9. Grounds and landscaping shall be laid out and planned for minimal maintenance as well as erosion control, screening, and attractiveness.
10. Lawn areas beyond the yards for which occupants are responsible (normally not more than 50 feet from dwellings) should be designated for gang mowing. Clipped hedges, flowerbeds, and other highly manicured planting should be eliminated and replaced by other attractive but less demanding plant materials. Residents of family housing should be expected to take the same reasonable care of their yards as would be expected of residents of similar units in the civilian community. Residents of multiplex-type units; i.e. apartment or townhouse style where there is no specific area designated for exclusive use of individual residents, or where all the yard area is common ground, should not be required to maintain the grounds.
11. When an economic analysis indicates an advantage to the Government, without impairment to the quality of maintenance, or when maintenance or special projects are beyond the capabilities of Government maintenance personnel, services should be provided by contract.
12. Occupants of family housing shall be responsible for the same routine housekeeping and related servicing of living units, their immediate grounds, and Government-owned equipment, furniture, and furnishings as would be expected of occupants of private housing. Upon vacating units, occupants shall be required to turn over the units and the immediate environs in a clean and orderly condition. Occupants may be prosecuted under the Uniform Code of Military

Justice for loss or damage as a result of negligence. Occupants may be charged for loss or damage as a result of abuse or negligence by the member, their dependents, or guests.

13. Work performed for the convenience of the occupant (i.e., alternative utility outlets, name signs, etc.) shall be charged to the occupant. Collections shall be processed per the instructions contained in NAVCOMPT Manual, volume 3, paragraph 043113. BP 96 will be used. Occupant name signs are not required for identification purposes, therefore, the occupant will bear all associated expenses if they desire a name sign. The FH,N&MC funds will not be used for obtaining, installing, or maintaining occupant name signs.

14. During change of occupancy, the normal downtime for maintenance should not exceed 1 working day when the dwelling unit, appliances, and environs have been left in proper condition by the previous occupant and only touchup/partial painting is required. If extensive interior painting, floor refinishing, or major repair is needed, 2 to 3 days may be required; but downtime should not exceed this period. Every effort should be made to ensure maximum occupancy of all units.

15. Perimeters of housing areas should only be fenced if required for safety reasons, such as to prevent children from reaching high speed highways, drainage canals, etc., or to prevent vandalism. Perimeter fencing will not be installed merely to define Government property or to separate commercial housing from military housing. Perimeter fencing should be aesthetically accommodating to the surrounding area and should not be obtrusive or excessive. The fence should be kept to the minimal height and type which would accomplish its intended purpose.

16. All family housing real property assets including dwelling units, garages, carports, grounds, and other facilities identified on the Family Housing Property Account are to be maintained to a standard that prevents deterioration beyond that which results from normal wear and tear and which corrects deficiencies in a timely manner to ensure the full life expectancy of the facilities. The level of maintenance shall ensure that all family housing facilities are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with the design. Replacements shall match existing components in dimensions, materials, quality, finish, color, and design. During the performance and on completion of the work, debris shall not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job or at the end of each day work is in progress. Upon completion of work, any fingerprints, stains, or other unsightly marks shall be removed.

17. The following standards of maintenance should be maintained.

a. Structural Exterior. The following are standards of maintenance for the exterior of family housing facilities:

(1) Exterior Walls. An exterior wall is any wall that is exposed to the weather. All exterior walls shall be maintained in a structurally sound, weathertight condition, and in a good state of repair. The walls shall be free of noticeable pitting and corrosion, algae or fungus, deteriorated siding and trim, discoloration and graffiti, or other unsightly defects.

(2) Roofing. All roofing, flashing, and gravel stops shall be maintained in a manner which preserves a weathertight seal and prevents corrosion and abnormal deterioration of individual components. Missing pieces shall be replaced to retain the original whole condition of the roof system.

(3) Gutters, Downspouts, and Splash Blocks. Drains shall be maintained to function as originally designed to effectively channel run-off water away from the housing unit. Gutters and downspouts shall be properly aligned and secured to the house with splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts shall be kept free of debris or any obstruction.

(4) Overhangs. Overhangs will be maintained in an aesthetically pleasing state of repair with fascias and soffits properly secured. Bird screens and vents shall be maintained intact and free of corrosion.

(5) Windows, Doors, Screens, and Shutters. Windows, doors, screens, and shutters will be maintained to operate smoothly and properly without binding, sticking, or other defects which would prevent their functioning per the design. Exterior doors, windows, and shutters shall be maintained in a manner which preserves the weathertight seal with caulking, glazing, and weatherstripping fully intact.

(6) Miscellaneous Roof Structures. Chimneys, vent stacks, roof ventilators, or other items which pierce the roof shall be maintained to function as originally designed. Flashing shall be maintained to prevent leaking. All metal surfaces shall be maintained free of noticeable pitting and corrosion.

b. Structural Interior. The following are standards of maintenance for the interior of family housing facilities:

(1) Interior Walls. Interior walls shall be maintained free of damage, deterioration, cracks, or defective materials. The aesthetic appearance shall be free of noticeable discoloration or other defects which would render an unsightly appearance to the interior walls.

(2) Concrete Floors. Concrete floors shall be maintained in such a way so as to present a pleasing appearance and shall be in a usable and safe condition, free of cracked, spalled, or broken areas, or cracks which adversely affect the structural integrity of the floor.

(3) Subflooring. Subflooring and structural members shall be maintained in a safe and usable manner. Deteriorated subflooring members shall be repaired or replaced to retain the original whole condition of the floor.

(4) Hardwood Flooring. All hardwood floors shall be maintained in an acceptable state of repair and with a smooth, glossy finish, free of damage, deterioration, or buckling.

(5) Floor Coverings. All tile floor coverings shall be maintained free of cracks, chips, and torn or excessively worn material to provide floor coverings which are usable and pleasing in appearance. Carpeting will be maintained per the manufacturer's instructions.

(6) Ceramic Tile. All ceramic tile floors shall be maintained free of loose, damaged, broken, missing, or cracked tiles and with joints properly sealed to provide the intended watertight surface.

(7) Stairways. Stairway treads, risers, nosings, balustrades, handrails, and other structural members shall be maintained in a state of repair which provides a safe and usable system and presents an aesthetically pleasing appearance.

(8) Ceilings. All ceilings and framing members shall be properly secured. The ceiling shall be free of holes or cracks. Badly soiled, defaced or water damaged surfaces, or other defects which would render an unsightly appearance to the ceiling are to be repaired to restore surfaces to a good condition.

(9) Venetian Blinds, Miniblinds, and Shades. All blinds and shades shall be maintained to operate smoothly and properly, and kept free of damaged slats, deteriorated tapes, cords, hardware, or rails.

(10) Interior Trim. All interior trim shall be free of unsightly appearances. Surfaces shall be maintained smooth, free of chipped or peeling paint, exposed nails, warps, cracks, rot, or termite damage.

(11) Built-In Cabinetry. Cabinets, shelving, countertops, and similar items shall be maintained in a fully usable condition and with a pleasing appearance. Missing or inoperative hardware shall be replaced. The countertops shall be free of warped, marred, burned, or damaged areas.

(12) House Accessories. Accessories such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets, venetian blind brackets, curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and so forth, shall be maintained free of defects and in a satisfactorily functioning condition.

c. Electrical. Preventive maintenance of the electrical equipment and distribution system within each unit begins with the weatherhead. The electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures shall be maintained in a safe and usable condition. Receptacles and breakers with ground fault sensors shall be capable of properly detecting faults.

d. Plumbing. All plumbing systems and fixtures intrinsic to each housing unit and other housing real property facilities shall be maintained in a good and safe operating condition, free of leaks and drips.

e. Heating, Ventilation, and Air Conditioning (HVAC). The required standard includes inspecting and maintaining heating, air-conditioning, and ventilating systems in good operating condition. All materials and equipment furnished shall be of the same grade, quality, and size as the original construction. All filters will be cleaned or replaced at least twice each year, prior to the heating season and prior to the air-conditioning season. All filters will be of the size and type recommended by equipment manufacturers. Heating and air-conditioning systems shall provide room air temperature consistent with Government energy conservation guidelines.

f. Appliances and Equipment. The maintenance, repair, or replacement of Government-owned household equipment and appliances are authorized by and subject to the restrictions, limitations, and approvals set forth in appendix B of this Manual. Appliances and equipment shall be maintained in good operating condition and will have a pleasing appearance. Appliances and equipment which cannot be adjusted, repaired, or which have exceeded their usable life shall be replaced.

g. Grounds Maintenance. The following standards have been established for the maintenance of grounds.

(1) Improved Areas. Grass should be maintained at a height of approximately 2 to 4 inches. After cutting, grass shall have a uniform height throughout, free of grass clippings in windows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Joints in all paved areas including streets should be maintained free of vegetation.

(2) Semi-Improved and Unimproved Areas. Grass should be trimmed to a height of approximately 7 inches. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have adjacent areas to such obstruction trimmed to the same general height as the open areas. Cuttings shall not be allowed to build up to the extent of possible damage to the undergrowth.

(3) Hedges and Shrubs. Hedges and shrubs shall be trimmed or pruned. All clippings should be removed and disposed of.

(4) Weed and Brush Control. Measures will be undertaken to control excessive growth of unwanted weeds, brush, or fungi in improved and semi-improved areas.

(5) Grasses and Ground Cover. Provisions shall be made for routine fertilizing, seeding, liming, and top dressing as necessary to maintain improved grass areas with a thick, uniform growth and uniform green color.

(6) Irrigation. Grounds maintenance care includes the periodic watering of grass areas, shrubs, trees, and other vegetation to maintain growth during

hot, dry periods. Watering may also be required when assisting new growth or directly after fertilizing, liming, or seeding.

(7) Leaf Collection. Fallen leaves shall be removed from all grass or paved areas and shrubbery.

(8) Plant Disease and Insect Control. All infestations of diseases or insects in grassed areas, trees, or shrubbery shall be treated by means of applying approved control measures. After the infestation is brought under control, steps will be taken to return any damaged vegetation to its condition prior to the infestation.

(9) Policing of Grounds. Policing of improved and semi-improved areas shall be maintained to ensure the removal of debris such as paper, tree limbs and branches, refuse, cans, bottles, and other trash prior to each mowing and routinely during the nongrowing season. Areas to be policed include grass, sidewalks, streets, parking lots, athletic fields, and all other areas within the housing complex.

(10) Drainage Systems. Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, and headwalls shall be maintained free of debris, obstructions, brush, and weeds to provide a system that functions as originally designed and to effectively channel runoff water away from the housing area. Exposed areas shall be maintained free of missing or damaged grills; curb inlets or manhole covers; spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.

(11) Concrete Surfaced Areas. All concrete surfaced areas such as patios, sidewalks, garbage can pads, or any other areas not receiving vehicular traffic shall be maintained in a structurally sound and safe condition and in a good state of repair, at the original alignment and elevation free of damage, spalls, and major cracks.

1702. MANAGEMENT OF GENERAL OFFICER QUARTERS. The cost of operating and maintaining general officers quarters are closely scrutinized by Congress, the Office of the Secretary of Defense, and the Marine Corps. Therefore, annual operation and maintenance financial ceilings for GOQ's as well as the long-range maintenance plans will be in strict compliance with current regulations. Refer to chapter 3, Operation and Maintenance of General Officer Quarters.

1703. APPLICABILITY

1. Repair work will be scheduled in the recurrent maintenance program when the need for it is discovered. It should not be deliberately deferred until it has grown into a special project, the cost of which exceeds the installation commander's approval authority as defined in section 8 of this chapter.

2. Maintenance will be projected with an acceptable degree of accuracy, using engineering life expectancy standards and installation experience factors. The projected maintenance will form the basis for preparation of budget estimates for the maintenance and repair for family housing.
3. Family housing will be upgraded periodically through improvement projects to provide amenities common to modern private sector housing.
4. Repairs and improvements to the same quarters will be scheduled simultaneously if possible to minimize vacancy time and occupancy disruption.

1704. MAINTENANCE AND IMPROVEMENT PLANNING

1. Each installation commander must develop a plan adapted to the local situation and organizational structure. The objective of this plan is to identify maintenance deficiencies and potential improvements, formulate a schedule of accomplishment, determine methods of performance, and develop funding requirements.
2. Wherever possible, the maintenance, repair, and improvements required to bring Marine Corps family housing units up to DoD standards as contained in MIL-HDBK-1190 and MIL-HDBK-1035, should be planned under the whole house rehabilitation concept. Installation commanders will develop a systematic approach to maintaining their housing assets to include the neighborhood amenities and appurtenances as well as support facilities. The goal of the Marine Corps Whole House Rehabilitation Program for family housing is to support and facilitate the mission of the base. Achievement of this goal will be accomplished by providing housing units comparable in design and amenities with contemporary private sector housing and ensuring that this housing is in aesthetically pleasing neighborhoods.
3. Identification of Requirements. Maintenance requirements are identified by three fundamental means: management observations and projections, specific inspections, and occupant observations.
 - a. Management observations and projections are developed from several sources, such as visual assessment of facilities on a frequent and informal basis; analyses of age and life expectancy of facilities and furnishings; facility history records; emergency/service (E/S) records; manufacturers' recommendations; and outside influences.
 - b. Specific inspections include, but are not limited to, the Modernization and Repair Inspection Program (MODRIP), which is the primary source; occupancy inspections; technical inspections; engineering or management studies and programs; and other comprehensive inspections performed on a random basis.
 - (1) The MODRIP is a formal means of identifying maintenance and repair deficiencies and potential improvements in facilities on the Family Housing Property Account and provides a basis for formulation of repair projects, improvement projects, short- and long-range maintenance management plans, and the annual operations and maintenance budget. The costs for the conduct of the MODRIP will be prorated to the categories of housing undergoing inspection.

Complete details on the development and implementation of the MODRIP are contained in NAVFACINST 11101.94.

(2) MODRIP inspections are comprehensive examinations of all facilities on the Family Housing Property Account. Inspections of a minimum sample of 25 percent of all facilities, except other public quarters (OPQ), will be performed on a 3-year cycle. Specific facilities included in one inspection should be avoided in the next inspection. Complete mechanical, electrical, structural, and other real property inspections will be conducted. Inspections may be performed by contract or by installation and EFD personnel.

(3) Inspection reports will be reviewed at the installation to purge all maintenance items which are expected to be corrected in the current year and for which funds are held, all improvements, and all approved or budgeted but unaccomplished maintenance work. The remaining items listed on the inspector's report will be identified to the CMC (LFF-3) on the Annual Family Housing Repair and Improvement Project Status Report or the installation's annual budget submission.

c. Occupant observations are an important source of identifying maintenance requirements and can be transmitted to management in many ways; e.g., personal contacts, E/S calls, community associations, or complaints to the commander or the housing organization.

1705. FORMULATION OF THE MAINTENANCE PLAN. Effective management of family housing maintenance, repairs, and improvements requires a comprehensive short-range management plan and a sound long-range management plan.

1. Long-Range Management Plan. The long-range management plan shall be developed and maintained for each housing project per MCO P11000.7. Where applicable, use the expertise of the base maintenance organization. The MODRIP should be used to generate the maintenance, repairs, and improvements identified on the long-range management plan. This plan is a time chart showing the year in which maintenance and improvements will be accomplished and replacement of any components will be necessary. This plan is subject to the review and approval of the housing manager.

2. Summary Short-Range Management Plan

a. The summary short-range plan, by housing category, is a detailed expansion of the long-range plan covering the current and budget years. The short-range plan for the current year will be within the currently assigned budget ceiling. The plan for the budget year will be unconstrained; i.e., it will show all work required to conform to maintenance standards regardless of costs. The housing manager is responsible for the development of the summary plan in cooperation with the maintenance department and will maintain and update the plan on a continuing basis.

b. Development of the summary short-range management plan is as follows:

(1) Validate annually the engineered life expectancies of all installed equipment and appliances.

(2) Inspect all areas, and schedule correction of work in the current year or budget year plan.

(3) Transfer from the long-range plan validated requirements previously scheduled for work in the current and budget years.

(4) Project occupancy turnover and identify the scope of work normally accomplished during the vacancy.

(5) Standing job orders should list seasonal services, winterizing, off-season furnace or air-conditioner preventive maintenance, and drainage or erosion control.

(6) Project scope of interior and exterior painting requirements, expressed in square feet of painted surfaces for touchup painting, and expressed in number of units for more extensive painting.

(7) Determine the scope and frequency of maintenance to be performed on common grounds areas. Identify the total acreage of such grounds to be maintained.

(8) Identify the maintenance required for other real property on the family housing plant account, such as surfaced areas, community facilities, playgrounds, etc.

(9) Identify types of items required for issue to occupants under the self-help program, as well as projected manpower costs involved in inspection of occupant self-help projects.

(10) Identify the work required to maintain exterior utilities in a satisfactory state of repair.

c. Figure 1-5 is the recommended format for the summary short-range maintenance management plan. All work and estimated costs should be distributed by fiscal quarter to ensure optimum utilization of funds and maintenance personnel.

1706. FACILITIES SERVICE CONTRACTS. Frequently it is beneficial to the installation to have the maintenance of family housing facilities performed by contract. This generally occurs when there is an economic advantage to the Government or specific requirements are beyond the capability of Government work forces. When maintenance is performed by contract, the Government must ensure that the stipulations of the contract are satisfied prior to the authorization of payment to the contractor. Care must be exercised to distinguish the nature of these contracts in terms of construction, major repair work, and painting.

which is subject to provisions of the Davis-Bacon Act, versus services not within the scope of the Davis-Bacon Act, such as maintenance, janitorial services, or trash removal. Comprehensive facilities service contracts may include some of both types of work, but the construction or repair work must be incident to the maintenance work of the contract. The installation must also ensure that work considered to be a responsibility of the occupants is not included in the terms of a facilities service contract. Contracts which span more than a 1-year period, in many instances, can result in significant advantage to the Government through reduced costs, increased competition, and improved performance, and should be considered where it is clearly demonstrated to be to the Government's advantage. When there is a reasonable possibility of advantage to the Government, multiyear contracting will be solicited at least as an alternative. Multiyear contracts require the prior approval of the CMC.

ACTIVITY		UIC		REPORT DATE: 30 SEP									
POINT OF CONTACT:													
PROJECT PRIORITY	PROGRAM YEAR	PROJECT NUMBER	PROJECT DESCRIPTION	NUMBER UNITS	CWE	AWARD	DESIGN REQUIRED	YEAR REQUIRED	OBBLIGATED DSGN AMT	PERCENT DESIGNED	NETWORKS		

Figure 1-4.--Annual Family Housing Repair and Improvement Projects Status Report (RCS MC-11101-28).

Housing Site	# Units 200											
	Current Year					Budget Year					Category of Housing C	
	Item	Quant	Cost \$	Method	Quant	Cost \$	Method	Quant	Cost \$	Method	Budget Year + 1	Budget Year + 2
Dwelling units	1,200	33,390	Facilities Service Contract	1,200	35,000	Facilities Service Contract	1,200	37,000	Facilities Service Contract	1,200	40,000	Facilities Service Contract
Service calls	95	24,125	Station Forces	95	25,000	Station Forces	95	28,000	Station Forces	95	32,000	Station Forces
Routine M&R	200	20,000	Facilities Service Contract	200	20,000	Facilities Service Contract	200	24,000	Facilities Service Contract	200	27,000	Facilities Service Contract
Change of Occupancy	95	25,000	Facilities Service Contract	95	28,000	Facilities Service Contract	95	31,000	Facilities Service Contract	95	33,000	Facilities Service Contract
Preventive Maintenance	25 acres	10,400	Facilities Service Contract	25 acres	10,800	Facilities Service Contract	25 acres	11,300	Facilities Service Contract	25 acres	12,000	Facilities Service Contract
Painting	114	102,800	Contract HR-3-81	3 areas	4,000	Self-help	86	60,000	Contract HR-1-83	100	42,500	Contract Project
Interior	1,800 sq ft	18,000	Contract									
Exterior												
Other real property												
Grounds-8 mowings												
Major repair												
Replace roof												
Replace rec eqpt												
Replace furnaces												
Repair sidewalk												

Figure 1-5.--Format for the Short-Range Maintenance Plan for Family Housing.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 8: FAMILY HOUSING MAINTENANCE, REPAIR AND IMPROVEMENT PROGRAMS

PART A: GENERAL INFORMATION

1800. INFORMATION

1. Policy. The CMC recognizes the continuous need to provide improvements and maintain adequate family housing and necessary support facilities to sustain military morale and to protect Government investments in family housing properties.
2. Six-Year Program. To assist in the planning and programming of improvements and major repairs, a 6-year management plan will be established to provide long-range forecasts and permit a realistic determination of the order of priority for projects. Housing managers will identify all known and anticipated repair, maintenance, and improvement work for the 6-year maintenance plan.
3. Project Formulation. Family housing projects are a means of correcting deficiencies or improving facilities to ensure family housing assets and supporting facilities/grounds on the Family Housing Property Account are maintained at a high standard which provides adequate and habitable accommodations consistent with preservation of plant investments. Projects are segregated into three categories: maintenance/repair, improvement, and minor construction (incidental improvement). Once the type of project has been determined, the formulation will be per the guidelines contained in this Manual.

1801. WHOLE-HOUSE REVITALIZATION CONCEPT

1. Recognizing the connection between adequate housing and the warfighting capability of our Marines, installation commanders shall develop a systematic approach to the improvement, repair, and unfunded maintenance of their family housing assets. Whole-house revitalization (rehabilitation) includes the concept of concurrently improving neighborhood amenities and appurtenances as well as support facilities. The ultimate goal of this process is to better support and facilitate the mission of the base and the Marine Corps. Achievement of this goal will be accomplished by providing housing units comparable in design and amenities with contemporary private sector housing and situating this housing in aesthetically pleasing neighborhoods that have appropriate infrastructure and family support services integrated with the Base Master Plan. To the greatest extent possible, installation commanders will develop their major repair and improvement projects using this concept.
2. Determining the revitalization requirements involves looking at the installation's mission, total family load, available adequate community housing, and existing family housing assets, and comparing each to a 5-year forecast of projected changes in growth or shrinkage. This process will justify

the need for the family housing being considered for revitalization. Next, determine the objectives of the revitalization. Old unfunded maintenance, repair, and improvements required for the units should be incorporated into the project. Completion of the project should ideally extend the useful life of homes by 25 years. Examples of some of the objectives could be:

- a. Increase the number of three-bedroom units and decrease the number of four-bedroom units.
- b. Upgrade plumbing and electrical service to conform to current building standards and codes.
- c. Alter street patterns to reduce automobile traffic in residential areas.
- d. Improve neighborhood outdoor recreation areas and facilities.
- e. Improve thermal protection of housing units to reduce energy consumption and increase occupant comfort.
- f. Improve landscaping to enhance neighborhood appearance as well as reduce erosion damage.
- g. Construct sidewalks and install street lighting.
- h. All Marine Corps family housing construction, which includes whole-house rehabilitation, will include residential sprinkler systems and rangehood extinguishing systems.

3. Activities may desire to use a formal architectural and engineering study to assist in developing the objectives of the whole-house rehabilitation (rehab). Project development occurs once the objectives are determined. The activity forwards the project documentation to the CMC (LFF-3), and following project validation, LFF will program for project design and execution.

4. Rehabilitating, as test units, one of each type or style home contained in the whole-house project, prior to execution of the main project, is recommended. These "model" units will help identify unknown problems or forgotten objectives before the main project is executed.

1802. PROJECT SCOPE

1. The improvement program and major repair program apply to one-time funding of projects. Funds in the appropriation FH,N&MC, earmarked for construction, support the improvement program; funds in the appropriation FH,N&MC, earmarked operation and maintenance, support the major repair program and demolition. Although improvement projects normally are supported with family housing construction funds, incidental improvements in conjunction with repair work may be authorized by the CMC for accomplishment with operation and maintenance funds. Marine Corps-owned housing facilities supported by the repair and improvement programs are:

- a. All types of dwelling units.
- b. Nondwelling buildings directly associated with family dwelling units and which are on the family housing plant account.
- c. Roads, driveways, walks, mobile home spaces, and utility systems which service family housing units and are on the family housing plant account.
- d. Community facilities which are integral to a family housing area and are used only by the area residents and their house guests, and are on the family housing plant account.

2. Whenever design is considered in developing a project, construction criteria in MIL-HDBK-1190, Facility Planning and Design Guide, MIL-HDBK-1035, family housing, and appropriate family housing specifications shall be followed. Other considerations include the following:

- a. There is a continuing requirement for the facility on which the work is to be done.
- b. Extensive repairs or improvements should not be considered for dwelling units or facilities being considered for replacement unless the estimated useful life of the unit or facility is 5 years or more.
- c. The design, material selected, and the total cost of each project shall be consistent with the remaining economic life of and need for the existing facility.
- d. The method of accomplishing the work shall be the most feasible and economical.
- e. The accomplished work shall result in a complete and usable facility.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 1

FAMILY HOUSING MANAGEMENT

SECTION 8: FAMILY HOUSING MAINTENANCE, REPAIR AND IMPROVEMENT PROGRAMS

PART B: PROJECT INFORMATION

1803. DISTINCTIONS BETWEEN REPAIR AND IMPROVEMENT

1. Repair. Repair is the restoration of a real property facility or system to such condition that it may be effectively used for its designated purpose and which does not increase the property account value. This includes the replacement of constituent parts or materials which have deteriorated by action of the elements or use and have not been corrected through maintenance.
2. Improvement. Improvement is the accomplishment of alterations, conversions, modernization, additions, expansions, or extensions which increase the property account value and are for the purpose of enhancing rather than repairing a facility or system.
3. The determination that planned work will be a repair or an improvement will be made based on the definitions in the two preceding paragraphs and the guidance provided in this section.
4. When a facility, because of its age or condition is no longer adequately performing the function for which intended, it is considered to be dysfunctional and thus requires repair. In determining the most appropriate method of making the required repair, the following criteria govern:
 - a. Constituent parts replaced in a repair project will be approximately equal in quality and size or capacity to the item removed.
 - b. Maintenance work (other than annual maintenance) must be performed as a repair when it becomes a significant quantity or a prevalent condition throughout a given housing site. As examples, the few roofs, kitchen counter tops, or furnaces which fail during the year may be corrected through maintenance. However, the mass replacement of these items should be initiated through a repair project.
 - c. Repairs, however, can be effected by substituting for original materials under the following conditions:
 - (1) When a direct replacement is no longer available.
 - (2) When economic or environmental conditions dictate. Improved materials may be used if new materials have been developed and accepted since installation of the original material. A new material will be of a quality and durability permitted for a similar use by new construction criteria.

(3) In the course of repair by replacement, constituent parts of a structure, for example, electrical wiring, piping, and ventilating equipment (contained within the individual building), may be sized to meet current demands or modern engineering practices. Increases in capacity of heating systems or air conditioning units are specifically excluded from this provision.

5. The following lists include examples of work items normally defined as repair and improvement work, but they are not intended to be all inclusive or totally definitive.

a. Repairs

(1) Replacing broken decks or structural elements of a porch.

(2) Repairing or replacing damaged foundations.

(3) Reroofing a structure.

(4) Replacing deteriorated pavement or overlaying work.

(5) Replacing worn out (installed) equipment such as furnaces, water heaters, garbage disposals, and permanently installed dishwashers. However, repair or replacement of ranges and refrigerators is funded from FHMA, N&MC BP-12, Operation and Maintenance.

(6) Overlaying a floor, which can no longer be sanded and refinished, with linoleum or floor tile.

(7) Correcting deteriorated or damaged kitchens or bathroom facilities (repair by replacement).

(8) Refinishing enamel bathtub or washbasin surfaces.

(9) Repairing exterior wall surfaces and related or resulting painting.

(10) Installing siding over deteriorated exterior wall surfaces.

(11) Repairing or replacing existing utility lines.

(12) Correcting termite damage.

(13) Demolition of an unusable building which is unsafe, uneconomical to restore, and not being replaced is accomplished with repair funds.

b. Improvements

(1) Additional bedrooms or bathrooms - either by additions or alterations.

(2) Additional closets, bulk storage space, carports, or garages.

(3) Increased utility capacity.