

MARINE CORPS HOUSING MANAGEMENT MANUAL

Type of Resident	Type of Accomodation	Service Charge	Fair Market Rental Charge	No Charge	Notes
Permanent Party Military (Bona fide and Geographical Bachelors	Permanent Party			X	#1
Permanent Party DoD Civilian	Permanent Party	X	X		#2
Nonduty Status Personnel Military or DoD Civilians Not Forfeiting BAQ.	Permanent Party or Transient	X	X		#3 #4
Official Duty Transients Military and DoD Civilian	Transient	X			
Reserve Components on ACDUTRA/Drills not Receiving Pay Allowances	Transient	X			
Midshipman/Cadets	Transient	X			
Non-Government Civilians	Permanent Party or Transient	X	X		#5
Official Guests of Activity Commander	Permanent Party or Transient			X	#6
Retired Military	Permanent Party or Transient	X	X		#4
Notes:					
1. If optional maid service is elected, a service charge may be assessed.					
2. Fair market rental rates will be waived in foreign areas where quarters are provided to civilian employees in lieu of their housing allowance.					
3. Bachelor quarters may be occupied on a temporary space-available basis.					
4. At the discretion of the activity commander, fair market rental charges may be waived for active duty military members on leave and for retired military personnel.					
5. Includes American National Red Cross (within the U.S. and its Territories), Navy Relief Society, USO, technicians, contractors, station entertainers and official visitors who are not official guests of the CMC or the activity commander.					
6. Limited to unpaid guest speakers, visiting civilian chaplains and others providing a service to the Command without compensation.					

Figure 2-9.--Service Charge Chart.

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CHAPTER 2

SECTION 6: ALLOWANCES

2600. BASIC ALLOWANCE FOR QUARTERS (BAQ)

1. Policy. Maximum practical occupancy is to be made of all adequate Government bachelor quarters before BAQ is authorized. Therefore, members not qualifying as exceptions as listed in paragraph 2600.3, may not be authorized BAQ or per diem if adequate Government quarters are available. Generally, corporals and below without dependents will not be authorized BAQ when Government bachelor quarters, regardless of adequacy, are available at their permanent duty station.

2. Procedures/Authority

a. Authority for entitlement to BAQ rests with the activity commander within the guidelines contained in this Manual and the DoD Pay Manual. Accordingly, activity commanders shall establish control procedures to preclude unwarranted BAQ authorizations.

b. Entitlement to BAQ must be determined on a case-by-case basis to ensure that:

(1) BAQ is not authorized for members who are required to reside aboard the activity for reasons of military necessity.

(2) Adequate Government quarters are not available or, if available, the member qualifies as an allowable exception.

(3) Off-base quarters are available, meet the Marine Corps standards of adequacy, and have been certified as such by the activity housing referral service prior to authorization of BAQ. All permanent party personnel drawing BAQ will have an entry made in their service record book (SRB or OQR).

(4) Off-base residency of the member is in the best interests of the Marine Corps and the health and welfare of the member.

c. The activity commander will give appropriate written notice to each member entitled to BAQ, and may use the following:

(1) Adequate Government quarters will be made available to you during your tour of duty. You should make temporary off-base arrangements.

(2) Adequate Government quarters may be made available to you within 30 days. You should make temporary off-base arrangements.

(3) Adequate Government quarters will not be made available to you during your tour of duty. You should make permanent off-base arrangements.

d. BAQ may be terminated by assignment of adequate Government quarters when the activity commander determines that the Marine's continued off-base residency is not in the best interest of the Marine Corps. Any such actions should take into consideration the provisions of paragraph 2101.1.

3. Extraordinary Instances of BAQ Authorization. The activity commander may waive the involuntary assignment policy and authorize off-base residence and receipt of appropriate BAQ in the following instances:

a. Members already drawing BAQ who have accumulated a significant quantity of furniture, and if required to live on base, would have to sell their furniture at a considerable loss, or store it at a considerable expense.

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

c. Females who have reached the 6-month of pregnancy and who desire to establish off-base residency prior to childbirth. A certificate from the medical officer attesting to the estimated delivery date is required.

d. For other good and sufficient reasons at the discretion of the activity commander.

2601. TEMPORARY LODGING ALLOWANCE

1. Temporary lodging allowance (TLA) (application only outside CONUS) is authorized for the purpose of partially reimbursing a member for the more-than-normal expenses incurred during occupancy of hotels or hotel-like accommodations, and for expenses for meals obtained as a direct result of the use of temporary lodgings which do not have facilities for preparing and consuming meals. The TLA applies in the following instances:

a. Upon initial arrival (reporting) at a permanent duty station outside the United States, and pending assignment of Government quarters or pending completion of arrangements for other permanent living accommodations when Government quarters are not available.

b. When, for reasons beyond the control of the member, a member once established in permanent housing in the vicinity of the member's duty station must vacate such housing, permanently or temporarily, and use hotel or hotel-like accommodations in the vicinity of the permanent housing or pending reoccupancy of the formerly occupied permanent housing. Such circumstances must be determined and verified by the activity commander.

c. Immediately preceding departure on a PCS outside the United States and after Government quarters are in fact vacated in connection with PCS orders or after surrender of other permanent living accommodations.

2. Activity commanders have the responsibility to administer temporary lodging allowances by:

a. Ensuring that existing Government transient quarters are used to the fullest possible extent by members and/or dependents upon arrival at, and departure from, the duty station.

b. Requiring that the TLA be terminated if suitable Government quarters are declined.

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SECTION 7: INSPECTIONS

2700. GENERAL INFORMATION. Activity commanders have the responsibility to ensure that assigned living spaces are properly maintained and cleaned, that their personnel are properly housed per the MSA established by DoD and the CMC, and that Government bachelor quarters provide a safe and secure place to live. To meet these obligations, periodic inspections of bachelor quarters must be conducted.

2701. COMMAND INSPECTION RESPONSIBILITIES

1. Activity Commander's Responsibilities

a. Promulgate command inspection procedures for bachelor housing facilities at your activity.

b. Initiate, coordinate, and conduct periodic inspections of all bachelor quarters.

2. Tenant Commander's Responsibilities

a. Ensure that your personnel are adequately housed.

b. Conduct joint inspections in conjunction with troop movements and deployments or mass reassignments of tenant commands to other quarters.

c. Inspect quarters assigned to your personnel to ensure that Government property is properly maintained, and that no contraband (flammable materials, live munitions, or illegal drugs) have been introduced. Marine Corps policy also prohibits the introduction of alcoholic beverages into bachelor quarters occupied by sergeants and below. Further, the display of pornographic/obscene materials is prohibited in bachelor quarters.

2702. BACHELOR HOUSING/BILLETING DIRECTOR RESPONSIBILITIES

1. Conduct periodic inspections.

2. Minimize the number of inspections and room entries by consolidating with scheduled command inspections to the maximum extent practicable.

3. Review inspection reports of discrepancies and coordinate corrective actions.

2703. ESTABLISHING AN INSPECTION PROGRAM

1. The activity commander's bachelor housing policy directive will include detailed policy for inspecting bachelor quarters. Inspection policy should include the following minimum essential information:

- a. Inspection responsibilities of the host commander, tenant commander, and the bachelor housing management staff.
- b. Schedule and frequency of inspections.
- c. Reports required.
- d. Corrective action procedures.

2704. SAFETY AND SECURITY INSPECTIONS

1. To meet their responsibility to provide a safe and secure living environment in Government bachelor quarters, commanders must include the following safety and security provisions in their inspection program:

- a. During routine inspections, identify and minimize conditions which may cause a fire or accidental injury.
- b. Take action to reduce or prevent the occurrence of personal injury and damage or loss of property.
- c. Provide periodic safety and security training to improve the ability of staff members and residents to recognize hazardous or insecure conditions.

2. Periodically, command inspectors should be augmented by specialists in the fields of fire safety, security, preventive medicine, and facilities maintenance. To the maximum extent possible, these inspectors should participate in regularly scheduled command inspections; however, it may be necessary to schedule them separately when schedules conflict.

2705. KEY CONTROL PROCEDURES

1. General. The activity commander will designate a responsible officer, normally the bachelor housing manager, to be in charge of bachelor housing key security. This function is of major importance to the security of the residents' possessions and of Government property. Key control is the cornerstone of physical security. If keys, particularly master keys, are compromised or lost, it jeopardizes bachelor quarters security. An effective key control system is essential to reduce direct loss of Government property and claims against the Government due to theft.

2. Key Security Procedures. Minimum key security procedures will include the establishment of a general key locker and a master key locker. Decentralization

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of key control will be at the discretion of the activity commander; however, it is recommended that master key control be retained at battalion level or higher. General key lockers may be established in each BEQ building. The following procedures will be strictly observed:

a. General Key Locker. The general key locker will contain all keys not in the master key locker or in the possession of bachelor housing occupants. The bachelor housing managers, clerks, and assistants will have access to the general key locker. A logbook or custody card system will be established with each general key locker to document issue and return of keys. Figure 2-10 shows recommended column headings for a typical key control log book.

b. Master Key Locker. The master key locker will contain all working masters. Only the bachelor housing manager or the designated representative will have access to this locker. The master keys in this locker should have large tags or rings to prevent them from being misplaced. The following special security measures will be observed to protect master keys:

(1) Master keys will never be signed out to individual occupants. The authorized custodian of the master key must go the where the key is needed.

(2) Master keys will never be taken from the immediate area of the quarters which they serve. If the custodian of the master keys must leave his place of duty, then the master keys will be returned to the master key locker or to next higher level of control. They will be signed out at the beginning of each work day and signed back in when the work day is over.

(3) Master key issue will be recorded in a special log (see sample format at figure 2-11) and master keys will be issued only to those persons authorized in writing by the command. A change of custody of master keys will always be documented by two signatures: the signature of the individual who surrenders the keys and the signature of the individual who acknowledges receipt of the keys. When master keys are in the custody of a staff duty officer or staff duty NCO, posting and relief log entries must acknowledge the passage of custody of the master keys.

Bldg. No.	Room No.	Date Issued	Issued To: Print Name	Issued To: Signature	Date Returned	Received By: Signature

Figure 2-10.--Sample Key Control Logbook Format.

3. Key Loss Procedures

a. The bachelor housing manager will document the circumstances surrounding the loss of keys before issuing a duplicate key. The loss may be documented by a log book entry or by submission of a written statement by the individual concerned. The activity commander, at the request of the bachelor housing/billeting officer, may direct an investigation of the loss, particularly if thefts are involved. If three keys to the same lock have been lost, the bachelor housing/billeting officer will direct that the locksetting be changed. Individuals may be subject to disciplinary action for the negligent loss of bachelor housing keys.

b. The loss of a master key will be immediately reported to the bachelor housing/billeting officer. The bachelor housing/billeting officer will investigate the loss and determine if it is necessary to change all of the locks that the lost master key can open.

Bldg. No.	Key No.	Date/Time Issued	Issued To: Print Name	Issued To: Signature	Date/Time Returned	Received By: Signature

Figure 2-11.--Sample Master Key Logbook Format.

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CHAPTER 2

SECTION 8: BILLETING FUND

2800. INTRODUCTION

1. Each activity commander may establish a billeting fund NAFI. This NAFI is to provide services similar to hotel/motel accommodations but in transient government quarters for personnel traveling on official business for the U.S. Government and who are required to reside in Government quarters to reduce per diem costs. Other personnel may reside in these quarters on a space available basis. The Marine Corps goal is to provide transient quarters similar to good hotel or motel accommodations. Activity commanders are to use the billeting fund to procure amenities, furnishings, facilities, and services similar to those provided in good hotels that cannot be provided with appropriated funding. In supplementing appropriated fund support to transient billeting, NAF's assist, extend, and enhance the supplemental base mission of transient billeting. These NAF's are generated by charging patrons for the amenities, facilities, furnishings, and services that are provided in addition to that procured with appropriated funds.
2. Nonappropriated billeting funds are designed to purchase goods and services that appropriated funds cannot. DoD 4165.63-M explains that billeting fund service charges shall be established to cover the cost of maid and custodial services and amenities not available from appropriated funds. Such charges also may be used to help defray the costs of upgrading housing services used for transient personnel, including installation of telephones, televisions, decorations, and other amenities comparable to commercial hotel and motel accommodations.
3. All collected funds must be maintained in a NAF account and used for Marine Corps transient billeting fund guests. SECNAVINST 7000.23A states that money generated by an NAFI can only be used for the collective benefit of the patrons who generated the money. Billeting funds may only be used for services and amenities which benefit the billeting fund transient quarters guest. Benefits may accrue to the permanent bachelor resident residing in Government bachelor quarters. In addition to the transient traveler, these benefits have been determined to be acceptable as long as the permanent resident is not the sole recipient of the benefit.
4. NavCompt Manual, volume 7, paragraph 075524.8, classifies billeting funds within supplemental mission services. Supplemental mission NAFI's provide a mechanism for collecting and using

NAF's in areas such as military museums, in-flight services and billeting, or housing. These NAFI's, while subject to the same rules of operation as MWR NAFI's, are separate and distinct from NAFI's associated with the MWR program. Aligned with category C MWR activities, supplemental mission services NAFI's are entitled to limited appropriated fund support.

2801. COMMON MARINE CORPS TERMS

1. Definitions. The following terms are defined as they relate to DoD and Marine Corps Bachelor Housing:

a. Amenities. Anything that adds to the customer's comfort or convenience. Examples of which are upgraded furnishings, room telephones and televisions, private baths, alarm clocks, enhanced landscaping, transportation to and from the airport, computerized reservation and billing services, FAX machine service, in-room food and beverage service, structural improvements to upgrade the facility to a comparable hotel or motel. The above examples are not intended to be all inclusive. DoD 4165.63-M, chapter 5, provides further guidance.

b. Appropriated Funds. Appropriated funds are monies made available for obligation and expenditure by an act of congress for numerous specific purposes.

c. Category C: Business Activities Funding for MWR. This type MWR activity primarily benefits the individual service member. These activities are similar to those which are operated for profit or by private enterprise in the civilian sector. Business activities have a significant capacity to generate revenue, and revenues from authorized appropriated fund support are limited. Category C activities are primarily dependent on NAF's to sustain operations. All costs directly related to the sale of merchandise or services and to the internal management (e.g., NAF financial management, NAF personnel management, NAF forms, NAF payroll documents and time clocks/sheets) of NAFI's should be financed using NAF's, regardless of the category of activity. See NavCompt Manual, NAVSO P-3520, and MWR Policy Manual for additional guidance.

d. Custodian of Billeting Fund. A custodian is an individual appointed by written authority to exercise administrative and executive control of the nonappropriated billeting fund and charged with accountability thereof. See NAVSO P-3520 for further guidance.

e. Custodian of Housekeeping Section. Personnel employed to do janitorial work for transient billeting, often assigned to the Maid/Housekeeping Section of transient billeting.

- f. Federal Instrumentality. A Federal instrumentality is a fiscal entity established on Government property, under the jurisdiction of competent authority, for the purpose of rendering services or otherwise supporting official Government activities or operations. Such instrumentalities may be wholly or in part supported by appropriated or NAF's and are entitled to the sovereign immunities and privileges of the United States as provided in the Constitution, the statutes, and in international law, treaties, and agreements with foreign governments. See NAVSO P-3520 for further guidance.
- g. Geographic Bachelor. Service member collecting BAQ (at the with dependents rate), authorized to be accompanied by dependents, eligible for family housing, who for personal reasons other than availability of housing at the permanent duty location, is not accompanied by dependents. Also see appendix A and NAVSO P-6048, part 3.
- h. Goods. Movable property, merchandise, or wares. Examples of which are administrative supplies, furnishings, televisions, radios, telephones, and automobiles.
- i. Government Quarters. Family and unaccompanied personnel housing units that the DoD owns, leases, obtains by permit, or otherwise acquires. See DoD 4165.63-M for further guidance.
- j. NAF. A NAF is a fiscal instrumentality of the Federal Government, authorized by proper authority, and established for the purpose of administering nonappropriated monies.
- k. NAF's. Cash and other assets received by NAFI's from sources other than monies appropriated by the Congress of the United States. NAF are government funds; they are used for the collective benefit of military personnel, their dependents, and authorized civilians who generated them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.
- l. NAF Activity. A NAF activity is any duly authorized program, facility, or service conducted, operated, or provided by and in the name of an NAF. Such activities are not incorporated under the laws of any State or the District of Columbia.
- m. Program Manager. A command or office authorized by the Secretary of the Navy to administer technical direction and coordinate administrative and managerial controls over a group or category of NAF's. The CMC is the Program Manager for all Marine Corps billeting funds.

n. Recreation Lodging Facilities. Housing facilities operated by the MWR primarily for rest and recreation purposes. These facilities may be occupied by military personnel and their families, relatives, and guests. Recreation lodging facilities include cabins, chalets, cabanas, and trailers, and are not part of the military housing inventory.

o. Revenue-Producing Fund. A self-sustaining NAF instrumentality established to sell merchandise and services to military and civilian personnel at military installations and to provide financial support to welfare funds.

p. Service. In the context of transient billeting, those efforts that raise the level of accommodation to that of a good hotel or motel.

q. Supplemental Mission Funds. Supplemental mission NAFI's provide a mechanism for collecting and using NAF's in areas such as military museums, in-flight services and billeting, or housing. These NAFI's, while subject to the same rules of operation as MWR NAFI's, are separate and distinct from NAFI's associated with the MWR program. Aligned with category C MWR activities, supplemental mission services NAFI's are entitled to limited appropriated fund support. See NavCompt Manual for further guidance.

r. TLF. Specifically identified as interim housing facilities operated by MWR to offer short-term housing accommodations for occupancy by military members, their families, and guests for which a cash charge is levied without charge against the quarters allowance of the occupants. TLF's are not part of the military family housing inventory. TLF's do not include facilities used primarily for rest and recreation purposes. TLF's may be occupied by military personnel and their families on PCS orders or leave, and their relatives and guests. Military members and DoD personnel on TAD orders may occupy TLF's, but these facilities are not considered Government quarters. Installations may call these facilities TLF's, hostess houses, or guest houses. See the MWR Policy Manual for additional information.

s. Transient Personnel. Government personnel traveling on official business normally in a TAD status.

t. Unaccompanied Personnel. Personnel who either have no dependents or who are ordered to a duty station where dependents are not authorized (dependents restricted tour).

2802. BASIC SERVICE TO BE PROVIDED

1. Minimum Services. Figure 2-1 of this Manual provides the MSA in relation to room size for transient personnel. MCO 10160.8 provides guidance on garrison property for quarters that are to be

purchased with appropriated funds. Paragraph 2503 of this Manual provides details on specific minimum Marine Corps facilities, services, and supplies for transient quarters. The minimum requirements for transient quarters is a combination of the MSA for space, furnishings (MCO 10160.8) purchased with appropriated funds, and additional items purchased with billeting funds to provide amenities listed in paragraph 2503 of this Manual. Within the Marine Corps, service charges shall provide for the cost of maid/housekeeping, janitorial, management services, and amenities not available from appropriated funds.

2. Relationship to MWR. The transient billeting mission and its NAFI billeting fund is not related to the mission or activities of the Marine Corps MWR program. The billeting fund is a separate NAFI and cannot be merged with other nonappropriated monies such as MWR funds, chapel, or civilian welfare funds. MWR shall not control the management of transient billeting or use of billeting funds. Base MWR resources may be used in transient billeting facilities such as food and hospitality programs and recreational equipment to provide MWR support for Marines residing in transient quarters.

3. MWR Support. Internal support functions required for the daily operation of the command's transient billeting mission may be obtained from the local MWR on a reimbursable basis. MCO P1700.27, Marine Corps MWR Policy Manual, paragraph 10212 (Support Functions Internal to MWR), provides detailed guidance on support available. Primary support functions that may be used are, but not limited to, accounting, financial management, personnel support, automated data processing, maintenance using NAF's, and purchasing services. Support functions should be used that best support the transient billeting mission.

4. The sale of snacks and alcoholic beverages in transient quarters is authorized. MWR is responsible for providing this service. Guidance is provided in the MWR Policy Manual. If MWR is unable or unwilling to provide the requested service the CMC (LFF) will provide additional guidance.

2803. RESPONSIBILITIES FOR THE BILLETING FUND

1. Headquarters, Marine Corps (HQMC). HQMC's role, regarding nonappropriated billeting funds, is to set policy, provide management oversight, and act as the program manager. This Manual is the basic guideline regarding policy and transient billeting management issues.

a. The Marine Corps NAF Audit Service will provide audit service to all billeting funds.

b. HQMC does not approve installation billeting fund budgets. It will, however, be provided information on billeting funds and

transient billeting activities to ensure proper management of the Marine Corps transient billeting mission. Paragraph 2511 of this Manual provides additional guidance.

c. Ensure that the billeting fund complies with the General Accounting Office (GAO) Standards on internal controls and the Marine Corps Internal Management Control Program by advising commands with billeting funds on appropriate procedures.

2. Activity Commander's Responsibilities

a. Each activity commander has the responsibility to ensure transient billeting for TAD travelers. The activity commander is responsible for ensuring that the official government business traveler can obtain temporary quarters on or near the activity to conduct official business. If deemed appropriate by the activity commander, specific bachelor housing quarters may be designated as transient billeting quarters. The activity commander may establish a NAFI billeting fund to upgrade the designated transient billeting quarters over and above the MSA to resemble a hotel or motel with appropriate staff and amenities.

b. Billeting fund administration and supervision is a command function; consequently, commanding officers have the same responsibility for the proper administration of NAF's as for any other functional element of the command. The activity commander has jurisdiction over, and is responsible for the establishment, administration, operation, and financial condition, to include solvency and stability of the nonappropriated billeting fund and will:

(1) Direct the billeting fund operation per policies and procedures as set forth by the program manager (CMC) and as delineated herein.

(2) Review and evaluate financial statements, and where applicable, forward as directed to higher authority.

(3) Appoint a transient billeting director, qualified transient billeting manager, and billeting fund custodian. Individuals responsible for either the receipt or disbursement of appropriated funds or NAF funds will not be appointed as the transient billeting manager or custodian of the billeting fund.

(4) Budget for appropriated funds which are authorized to support the transient billeting mission.

(5) Ensure that technical advice and assistance in the supervision of the billeting fund are obtained from other staff members on matters in which they have specific competence.

(6) Effect corrective action on recommendations made by audit, program managers (CMC), or staff personnel.

(7) Disapprove any recommendation of the custodian or a staff member which is deemed not to be in the best interest of the Marine Corps.

(8) Ensure that the billeting fund is being properly administered and its funds safeguarded, that all income has been received in full and properly recorded, and ensure that all disbursements are made only for authorized purposes.

(9) Designate a successor to the billeting fund custodian for absences due to leave of absence and temporary duty.

(10) Use billeting funds to provide services and amenities similar to a hotel or motel for transient billeting.

(11) Ensure that key duties and responsibilities, related to the billeting fund, regarding authorizing, processing, recording, and reviewing transactions are separated among individuals. Work shall be assigned so that no one individual controls all phases of an activity or transaction.

(12) Implement the Marine Corps Internal Management Control Program.

(13) Report the establishment or disestablishment of a billeting fund to the CMC (LFF and FDR).

3. Transient Billeting Directors Responsibilities. This is normally the activity's Assistant Chief of Staff for Facilities, G-4/S-4 and may also be responsible for all bachelor housing aboard the installation. The director shall:

a. Supervise the administration of the transient billeting mission and the billeting fund when established by the command.

b. Ensure that an accounting service is established for the billeting fund. This service can be provided in-house or by the command MWR support activity on a reimbursable basis. Accounting will be accomplished per NAVSO P-3520.

4. Transient Billeting Managers Responsibilities. Supervise all aspects of the transient billeting mission to include the billeting fund.

a. Cause to be put into effect all management policies as directed by the activity commander, the billeting director, and other competent authorities.

b. Employ, discharge, train, and supervise personnel.

c. Prepare necessary budgets per NAVSO P-3520, this Manual, and other applicable directives.

d. Be responsible for all purchasing and contracting. Paragraph 2511.5 of this Manual provides further guidance regarding procurement with NAF monies.

5. Custodian's Responsibilities. The custodian, as a direct representative of the activity commander, exercises executive control over the billeting fund and is charged with the following responsibilities and specific duties and will:

a. Receive, safeguard, disburse, and account for billeting funds and other assets per this Manual and other applicable regulations, directives, and/or manuals.

b. Develop, implement, and maintain an internal control system per current directives.

c. Ascertain that the financial reports are prepared within the timeframe established by HQMC and, where applicable, submitted to the activity commander for approval through the transient billeting manager and director.

d. Ensure the adequate protection of cash in conformity with current directives.

e. Report to the transient billeting manager all billeting fund transactions.

2804. APPROPRIATED FUND SUPPORT OF TRANSIENT BILLETING MISSION
DIRECT OPERATING COSTS

1. Appropriated Support. There is a distinction between the activity commander's responsibility to support his billeting function and the transient billeting fund. The activity commander is tasked with providing billeting for personnel aboard their installation, this is their billeting function requirement. The billeting fund is concerned with transient billeting and is not related to the billeting of permanent personnel bachelors or families. Transient billeting activities are entitled to appropriated fund support as delineated in NavCompt Manual, volume 7, chapter 5 and MCO P7100.8. Transient billeting is considered a supplemental mission NAFI aligned with category C (business) activities and therefore entitled to appropriated fund support. Appropriated funds are authorized to support the following:

a. Personnel performing managerial functions, requiring technical/professional qualifications, or those accountable for appropriated funded resources and the protection of the interest of the Federal Government.

b. Use of Government-owned vehicles/Government-contracted vehicles, for other than executive control and command supervision.

c. Utilities.

d. Equipment maintenance for Government-owned equipment authorized for or on loan to billeting activities.

e. Janitorial services and supplies in common use areas.

f. Maintenance and repair performed on a recurrent, day-to-day basis; periodic or scheduled work required to maintain and support activity operations.

g. Supplies that are not related to patron amenities.

h. Equipment not related to patron amenities.

2. Appropriated Funds. Appropriated funds should be used to fund all similar items in transient quarters that are provided to permanent bachelor personnel aboard the installation.

a. The following is a more detailed sample of appropriated funds support to Marine Corps transient billeting:

(1) The facility/building.

(2) Building maintenance.

(3) Basic grounds maintenance.

(4) Common area cleaning supplies.

(5) Linen and laundry service.

(6) Basic Government issue bed linens.

(7) Basic carpeting (if provided in other permanent personnel barracks).

(8) Basic window coverings (curtains, blinds, etc.).

(9) Maintenance/repair/replacement of fixture and appliances.

(10) Utilities costs.

(11) Basic furnishing (similar to those for permanent party).

(12) Salary for bachelor housing manager.

b. Budget Development. The transient billeting activity's appropriated fund needs shall be represented in the installation's appropriated fund budget. The bachelor/transient housing director should coordinate with the installation comptroller in developing the transient billeting portion of the installation's budget. Appropriated fund support of transient billeting programs depends on participation during the POM cycle. Transient billeting should be promoted as a mission of the installation commander contributing to the Future Year Defense Program (FYDP) objectives. Bachelor housing directors must ensure that transient billeting input is solicited and issues are addressed during the planning, programming, and budgeting cycles. The budget process is decentralized in that the installation commander determines the resources budgeted to support transient billeting and the relative priority within the installation's budget. In this context, it is essential that a working relationship be developed with the installation comptroller to ensure some degree of visibility and priority is given in the allocation of appropriated resources.

c. Staff Liaison. Liaison should be established with the following staff personnel who provide appropriated fund support for transient billeting: G-1 (military personnel officer), civilian personnel officer (civilian personnel support), procurement/supply officer (supplies and equipment), and the designated facilities management officer (maintenance, repair, construction, and renovation of facilities).

2805. COMMON SUPPORT COSTS

1. General. Common support consists of services and related goods normally supplied throughout the installation as a mission function. Commanding officers have an oversight responsibility for billeting functions. To exercise this responsibility, commanding officers must provide guidance and direction to billeting activities under their purview in the same manner as for all nonbilleting activities under their cognizance. Essential control and command supervision consists of general management functions and includes any assistance in carrying out these functions provided by the commanding officer's staff. The essential control and command supervision function is inherently the responsibility of the commanding officer. Accordingly, appropriated fund support is authorized for essential control and command supervision. NavCompt Manual, volume 7, chapter 5, provides guidance regarding appropriated fund support for billeting. Chapter 5 defines the host/tenant relationship aboard the installation in relation to appropriated fund support. Paragraph 075003.3 states that common service support functions should be included as direct program costs in the budget of the providing activity.

2. Protection of Health and Safety. NavCompt Manual, volume 7, paragraph 075500, states that all billeting activities are authorized to receive appropriated fund common support associated with

protecting the health and safety of participants, employees, resources, and property. Such services include, but are not limited to: fire protection (including acquisition and installation of extinguisher and sprinkler and alarm systems); security protection, including physical security of buildings (such as alarm systems and security bars) and protection of funds; pest control; sewage disposal; trash and garbage removal; snow removal; safety; medical veterinary and sanitary inspections; authorized veterinary care; rescue operations; and facility maintenance or repair necessary to maintain the structural integrity and external appearance of the building (includes electrical, mechanical, roofing, foundations, windows, and doors), or to correct fire and safety deficiencies.

3. Other Common Support. NavCompt Manual, volume 7, chapter 5, provides information on base common support. All billeting activities may use common support services which are normally provided by a base or installation commander and are not directly related to the health and safety of personnel or property. Such common support services typically include, but are not limited to: janitorial services, communications, legal services, and advice; and technical guidance, administration, and assistance on accounting, financial management, procurement, and civilian personnel. These common support services are funded with appropriated monies.

2806. NAF SUPPORT OF TRANSIENT BILLETING

1. When to Use Billeting Funds. Billeting funds may be used in place of appropriated fund support when appropriated funds are not available. The installation comptroller shall not withhold appropriated fund support due to the presence of NAF's. The NavCompt Manual considers transient billeting a supplemental mission NAFI, entitled to limited appropriated funds, aligned with category C (business) activities. Supplemental mission NAFI's are designed to provide a mechanism for collecting and using NAF's. As a practical guide, appropriated monies should be used to maintain the structure, as any other Marine Corps facility would be maintained, and provide the initial furnishings authorized for barracks.

2. Required Use of Billeting Funds for Direct Operating Costs. NavCompt Manual, volume 7, states that NAF's may be used to supplement appropriated funds and must be used for the following:

- a. Costs associated with NAF employees assigned to support the activity billeting function.
- b. Costs incurred related to the sale of amenities.
- c. Costs related to the internal management of the billeting NAFI.

3. What to Expend Billeting Funds On. For these purposes, NAF's may be expended (when approved by proper authority) for construction and alteration of, and additions to facilities; employment and transportation of personnel; and for procurement of merchandise, supplies, equipment, and services when appropriated funds are not available for these purposes.
4. Examples of Billeting Fund Procurement Items. Examples of billeting fund procurement are:
 - a. Maid/housekeeping services other than in common areas.
 - b. Information processing systems to manage transient billeting.
 - c. Structural improvements that support nonappropriated services (an example would be a room to support the maid service).
 - d. Enhanced quality linens.
 - e. Enhanced/upgraded carpeting.
 - f. Enhanced window coverings.
 - g. Furnishings to include televisions, microwaves, refrigerators.
 - h. Room telephones.
 - i. Toilet articles and other supplies not readily available through appropriated supply channels.
 - j. Accounting and management services.
 - k. Staff salaries.
5. NAFI Employees. Costs related to NAFI must be paid for using NAF's. Travel of NAFI employees that is associated with appropriated programs may be charged to appropriated funds.

2807. SERVICE CHARGES. Service charges shall be established to cover the cost of maid/housekeeper, operational/management services, and amenities not available from appropriated funds. Such charges also may be used to help defray the costs of upgrading housing services and amenities used for transient personnel comparable to commercial hotel and motel accommodations.

1. Profits. The billeting fund is not in the business to generate high profits but should maintain adequate cash reserves to accomplish its mission. Sufficient revenue should be generated by

the billeting fund to provide for direct operating expenses, administrative/overhead expenses, training of NAFI employees, and acquisition/replacement of capital assets either not authorized by or not available from appropriated funds. Sufficient reserves may be generated in a 5-year financial program for major capital expenditures not authorized by or available from appropriated funds and funds for several months operating expenses if revenues are stopped for some unforeseen reason, such as rapid mobilization for war. A long-term plan on how these funds are to be used will be developed by each billeting fund.

2. Setting Room Rates. Rates are commensurate with the services provided. Charges will not be based on military rank or an individual's ability to pay. Lodging costs to the traveler should be based on the total service provided and style/type accommodation in which the traveler is residing. Family members and dependents of Marines who are casualties or in the hospital may reside in transient quarters at a rate determined by the activity commander.

a. Rates shall be reevaluated prior to the approval of the annual budget at each activity.

b. Rates shall be increased or decreased to avoid the accumulation of excess profits or operating at a loss.

c. Although specific transient quarters may not be set aside for the exclusive use of any individual or group, activity commanders may differentiate quarters as VIP, DGQ, etc., based on services and amenities provided in the quarters. Quarters designated as VIP, DGQ, etc., must maintain an occupancy rate of at least 75 percent per year. When the occupancy rate drops below 75 percent for one year the quarters will be redesignated. Transient personnel will not be denied quarters if a vacancy exists. TAD personnel are allowed to reside in transient quarters that exceed their MSA, but are not required to accept quarters below their MSA.

d. The use of NAF's for transient quarters will be distributed equitably to the types of rooms generating the funds; i.e., if the majority of funds are generated by the average room, these funds should not be used to continuously upgrade or renovate VIP or DGQ rooms. See paragraph 2509 of this Manual for maximum room charges.

3. Appraisal of Rates. The procedures for conducting an appraisal to determine lodging rates/charges and periodically adjusting charges shall be per OMB Circular A-45 (Revised) or other more current directives.

2808. ACCOUNTING SERVICES. The accounting procedures for billeting funds require that the accounting records generated in this process provide a complete and accurate history of all transactions. The billeting fund custodian is responsible for the

proper maintenance and accuracy of the accounting records. Accounting records shall be kept current at all times and made available for audit and inspection at any time. The accounting procedures contained in this chapter are applicable to all Marine Corps billeting funds. The billeting fund accounting guidelines will be in NAVSO P-3520.

1. Obtaining Accounting Services. Billeting fund accounting services are to be obtained by the activity from a source that provides the best support to the billeting fund.

a. The billeting fund custodian is not limited to any particular accounting source. Accounting services can be purchased from the activity's MWR accounting branch, commercial accounting sources in the community, or an accounting section can be set up using billeting funds within the transient billeting office.

b. Payroll processing should normally be done through MWR support.

2809. INVESTMENT POLICY FOR THE BILLETING FUND

1. General. The size of the investment program must not exceed the projected need to fund otherwise unfunded transient billeting requirements. Funds will not be accumulated solely for the investment income. However, when cash is being accumulated for programmed purposes (such as replacement of tangible fixed assets, employee severance pay, pension plans, construction or alteration of facilities, increasing inventories, mobilization contingencies, new operational programs that may be introduced, and to pay long-term liabilities), management action will ensure sufficient liquidity of investments while securing a competitive rate of return. A written plan will be published describing how the investment will be used to support transient billeting.

2. NAF's may be invested only as provided for in MCO 7000.19.

3. Activity commanders will establish procedures to identify and classify the purpose for which funds are invested. Programs should be based upon the premise of a "going concern," that is, capital expenditures financing should take into consideration future cash inflows and outflows in determining the amount of funds required to be available.

2810. DISPOSITION OF SURPLUS PROPERTY

1. NAF Property. Unless otherwise prescribed, NAF procured property may be sold, traded, or disposed of with the approval of the activity commander or their designated representative, per NAVSO P-3520.

2. Appropriated Fund. Property which was purchased with appropriated funds will be transferred to the supply department for disposal.

2811. INSUFFICIENT TRANSIENT QUARTERS

1. Contract Quarters. Installation commanders may contract for transient off-base commercial quarters for TAD military personnel and civilian employees if the unit cost for the quarters is less than the lodging portion of the local per diem allowance. Commercial quarters for which reduced rates have been contracted are considered Government quarters for assignment purposes.

2812. PERMANENT AND DESIGNATED QUARTERS

1. Permanent Party Quarters and Billeting Funds. The billeting fund may support personnel residing in permanent party quarters that contribute to the billeting fund with housekeeping services and other amenities.

2. Designated Quarters. The command may set aside specific bachelor housing facilities for the quartering of geographic bachelors. These quarters must be excess to the activity or inadequate for the housing of bona fide bachelors. A room charge shall be levied for the quarters assigned to generate billeting funds to maintain and improve these quarters. Refer to paragraph 2509.2 of this Manual for service charge guidelines. Funds generated for these type quarters should not be consolidated with other billeting funds but used for geographic bachelor quarters only.

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3000. BACKGROUND. Quarters assigned to general officers historically are the highest costing units in the inventory. As a consequence of these high costs and the grade of the occupants, the quarters are subject to close scrutiny. Operation and maintenance costs for each individual general officer quarters (GOQ) are reported to the Office of the Secretary of Defense annually. Local commanders now have authority to spend up to \$25,000 for maintenance and repair on each GOQ per fiscal year with no cap on operations, but other restrictions remain in effect. Assignment of specific responsibilities is necessary to ensure that the supervision which the financial limitations promote is realized.

3001. POLICY. It is Marine Corps policy that GOQ's be managed as economically as practicable. In general, decisions should be made using the prudent landlord concept; that is, would a prudent landlord carry out the proposed action using that individual's own resources? This policy applies to the maintenance, repair, and improvements of the dwellings and associated grounds; and to the maintenance, repair, and replacement of all installed equipment within the quarters. It is not the intent of this or any other guidance that the GOQ's be permitted to deteriorate for the purpose of keeping operation and maintenance costs artificially low. Provision of furniture and furnishing items in GOQ's will be restricted to that necessary to supplement the occupant's personally owned furnishings in the official entertainment areas of the quarters only. Appendix B provides detailed guidance concerning the policy on furnishings.

3002. DESIGNATION OF GENERAL OFFICER QUARTERS

1. Authority. The CMC retains the authority for the designation of specific quarters for general officers.
2. Designation of Quarters. GOQ's reported on the installation's real property inventory are not to be redesignated without prior approval from the CMC. Prior approval is also required from the CMC for any additional GOQ's required at an installation. These requests must contain the effective date, quarters ID, anticipated occupant, (if known), projected budget requirements for budget year plus 3 years, and the associated Long Range Maintenance Plan.
3. Use of Nondesignated Quarters. The family housing officer will inform the CMC when general officers having no specific billet designation occupy family quarters.

3003. FURNISHINGS. Supplementary furnishings for the official entertainment areas are authorized.

1. Repair/Replacement. Furnishings are to be repaired/replaced on an "as required" basis using the prudent landlord concept.

2. Authorized Furnishings

a. Carpet and Drapes. Draperies and sheer curtains may be provided for the official entertainment areas of the quarters. Additionally, they may be provided for reasonable window treatment through all areas of the quarters designated as special command positions. Procurement of carpet and draperies should be a "neutral" shade to ensure compatibility with any occupant's furnishings (present and future). Where replacement is required in less than 7 years and/or where costs are in excess of \$30 per yard for draperies or \$30 per square yard for carpeting (installed), justification must be provided.

b. Furniture. Procurement and repair is limited to supplementary furniture for the official entertainment areas only. It is not intended to replace personal furnishings.

c. Other Furnishings. The following equipment is authorized: Cooking stove, refrigerator, food freezer, installed dishwasher, microwave oven, trash compactor, garbage disposal, and clothes washer, and dryer.

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SECTION 1: RESPONSIBILITIES

3100. OCCUPANT RESPONSIBILITIES. The occupant of each GOQ is responsible for the following:

1. Being aware of all costs for the quarters and personally reviewing, at least semiannually, the operation and maintenance costs for the quarters.
2. Authorizing only actions which are consistent with reasonable economic measures contained in this Manual, and any subsequent guidance which may be directed by higher authority concerning GOQ's.
3. Personally approving all proposed work on the quarters. Occupant approval shall be obtained prior to the initiation of any such work, except for emergency repairs.
4. Approving and signing all requests for funding, except those routine costs over which the occupant has no influence (such as utility rate increases, wage increases, pro-rata share of major repair projects). Additionally, the occupant must approve and sign each request for authorization to perform work on the quarters which requires approval by the CMC (LF). If the quarters are vacant, the request must be approved and signed by the CG of the installation.
5. Conserving utilities, including the prudent use of heating and cooling in rooms not used for family living.
6. Reviewing, for possible reductions and cost savings, the type, scope, frequency of service, and grounds maintenance provided.
7. Ensuring that no work is performed solely for reasons of personal taste or compatibility with personal furnishings or decorating preference.
8. Ensuring that the work done, other than emergency maintenance or repair, is scheduled during normal working hours whenever possible.
9. Ensuring compliance with CMC Green Letter 3-88.

3101. COMMAND RESPONSIBILITIES. The local commander is responsible for the following:

1. Providing each occupant of a GOQ under their management control with a midyear and annual report of the operation, maintenance and improvement costs of the quarters.

2. Reviewing scope, frequency, and cost of all work to provide recommendations for economy to the occupants. Accordingly, all nonemergency maintenance and work should be scheduled during regular working hours whenever possible.
3. Ensuring that the occupant has given approval of proposed work or expenditures prior to initiation of a request to higher authority.
4. Ensuring that the annual family housing operation and maintenance budget identifies all requirements, both recurring and nonrecurring, and provides a realistic estimate of the annual costs for each GOQ for the budget year and out years. This should include the estimated costs associated with any anticipated change of occupants. Additionally, the quarters shall be examined not less than annually for the purpose of ascertaining all nonrecurring expenses (such as carpet and/or drapery replacement, furniture repair, minor structural repairs, etc.) being programmed for accomplishment in the budget year or out years. Include these nonrecurring items in the annual family housing budget estimates.
5. Ensuring the operations and maintenance expenditures are by command maintenance plans, Congressional limitations, and any CMC limitations/policy. Improvement and/or major repair projects which will cause maintenance and repair expenditures to exceed the Congressional limitation, \$25,000 must be approved through the budget process. Ensure that requests of this nature are submitted to the CMC (LFF) well in advance for proper submittal in the budget process. Figure 3-1 is provided to assist in determining funding approval authority.
6. Accomplishing only that work consistent with the prudent landlord concept and economic measures outlined in this Manual and any references.
7. Ensuring that the General and Flag Officer Quarters Management Report (DD Form 2405) (figure 3-2) is submitted to the CMC (LFF) by 30 October of each year. (See paragraph 3202.)
8. Ensuring that the spirit and intent of the Marine Corps policies governing the operation and maintenance of the GOQ's are met.

3102. HQMC RESPONSIBILITIES. The CMC (LFF) is responsible for the following:

1. Reviewing installation GOQ budget submittals and monitoring all proposed and approved major repair and improvement projects through execution.
2. Ensuring that the established financial limitation for maintenance and repair is per Congressional limitations.
3. Ensuring that the spirit and intent of both higher authority and Marine Corps policies governing the operation and maintenance of GOQ's are met.

3103. OVERALL RESPONSIBILITY. All personnel involved with the management of GOQ's must be cognizant of spending limitations and notification requirements. This stringent criteria requires detailed long range planning for maintenance, repair, and improvement projects. Major projects must be accurately estimated, approved through the budget process and executed during the intended fiscal year. This requires close coordination between the occupant, housing manager, and comptroller.

<u>CATEGORY</u>	<u>COST LIMIT</u>	<u>AUTHORITY</u>	<u>REMARKS</u>
Annual budget request	Under \$25,000 for maintenance and repair	HQMC/Local Cmdr <u>1/</u>	
	\$25,000-35,000 for Maintenance and Repair	HQMC	Requires prior Congressional notification through the budget process <u>3/</u>
	Over \$35,000	Congress	Requires prior Congressional notification through budget process to new limit vice previous \$25,000-\$35,000
Increases to annual budget previously reported to Congress (applies to maintenance and repair to include major repair & improvement projects only)	\$5,000 or 25% of approved amount which ever is less	HQMC	
	\$5,000 & Over	HQMC/SECNAV	Requires Congressional notification prior to execution
Improvement <u>2/</u> , <u>3/</u>	\$3,000-\$50,000 <u>4/</u> (not incidental)	HQMC	Requires Congressional notification if project causes total maintenance and repair costs to exceed \$25,000
	Over \$50,000 <u>4/</u>	Congress	Only through budget process as line item approval
Minor Construction	\$3,000	CMC	Ceiling amount cannot exceed \$35,000 per fiscal year for maintenance and repair without prior approval from CMC
NOTES:			
<u>1/</u> Local Commander - Commanding Officer of the installation holding the property account for the GOQ.			
<u>2/</u> Minor construction (incidental improvements), projects under \$3,000, use O&M funds. Improvements on projects over \$3,000 (not incidental) use construction funds.			
<u>3/</u> GOQ's exceeding the \$35,000 Congressional limitation for maintenance and repair need to fully justify the proposed major repair/improvement project and any other associated costs.			
<u>4/</u> Amount of improvements that can be approved are dependent upon area cost factors and previously approved Congressional limitation on quarters.			

>CH 4 Figure 3-1.--General Officer Quarters (GOQ) Expenses Approval Authorities.

MARINE CORPS HOUSING MANAGEMENT MANUAL

CHAPTER 3

OPERATION AND MAINTENANCE OF GENERAL OFFICER QUARTERS

SECTION 2: LIMITATIONS AND REQUIREMENTS

3200. LIMITATIONS

>CH 4 1. Congressional Limitation. Congress allows up to \$35,000 for maintenance and repair with no cap on operations per GOQ per fiscal year. Maintenance and repair costs exceeding this limitation must be specifically identified to Congress with the annual budget justification material. Out-of-cycle requests are strongly discouraged, as well as any out-of-cycle work except in the case of an emergency or safety related situation. This policy was established in FY 1988.

Once identified to Congress through the budget process, all costs (to include operations and utilities) then become "fixed" costs. These costs cannot be exceeded without prior approval from either the CMC or Congress.

2. CMC Limitation. The CMC allows up to \$20,000 for maintenance and repair with no cap on operations per GOQ per fiscal year. The CMC retains the \$5,000 additional limitation as a hedge against overspending. Any anticipated expenditure between \$20,000 and \$25,000 must be approved by the CMC. This policy began in FY 1990.

3201. BUDGET REQUIREMENTS. Limitations are based upon budget exhibits and Long Range Maintenance Plans (LRMP) submitted to the CMC as part of the annual Family Housing Budget. These exhibits and plans are used as planning tools for notification to Congress through the budget process. The Family Housing Budget submission is prepared 2 years in advance of the execution year.

1. The budget exhibits must contain the budget year plus the out years as requested by the CMC as part of the annual Family Housing Budget submit. It should provide a realistic estimate of the costs and coincide with the LRMP.

2. The LRMP identifies the budget year plus 5 years. The LRMP should also provide realistic estimates of the costs associated with the quarters. Include any major repair/improvement projects that may be required in the budget and out years. This information is necessary for notification to Congress through the budget process. The preferred LRMP is provided at figure 3-3.

Ensure that any projected costs for maintenance and repair projects are budgeted within the overall Family Housing Budget Submit and identified on the applicable exhibits.

3. All exhibits and plans must bear the signature of the occupant or the commanding general of the activity if the quarters are vacant.

4. The budget exhibit and LRMP requires close coordination between the occupant, housing manager, and comptroller.

3202. REPORTING REQUIREMENTS. Each activity is required to submit to the CMC (LFF) by 30 October of each year the General and Flag Officers Management Report. Marine Corps Report Control Symbol DD-11103-02 (external RCS DD-P&L(A)1706) has assigned to this report. Refer to figure 3-2.

1. This report should reflect the actual operations, maintenance and repair, and improvement obligations for the fiscal year.

2. A separate form is required for each GOQ under your management control.

3. Coordination should be made with the installation comptroller prior to submission to HQMC.

4. Instructions are provided in appendix O.

GENERAL AND FLAG OFFICER QUARTERS MANAGEMENT REPORT		REPORT CONTROL SYMBOL DD-A&L(A)1706	
1. REPORT DATE		2. REAL PROPERTY INVENTORY CODE (RPIC)	
3. INSTALLATION DATA			
a. NAME		b. MAJOR COMMAND / ENGINEERING FIELD DIVISION	
c. STATE	d. ZIP CODE	e. COUNTRY	
4. QUARTERS DATA			
a. QUARTERS IDENTIFICATION CODE (QIC)		b. LOCAL QUARTERS IDENTIFICATION	
c. NET FLOOR AREA (Sq Ft.)		d. YEAR BUILT	
5. MANAGEMENT DATA <i>(Enter whole dollar amounts only)</i>			
a. OPERATIONS	\$		
b. LEASE	\$		
c. MAINTENANCE AND REPAIR	\$		
d. TOTAL OPERATION AND MAINTENANCE (5a. + b. + c.)		\$	
e. CONGRESSIONALLY APPROVED AMOUNT FOR O & M		\$	
f. IMPROVEMENTS	\$		

DD Form 2405, OCT 85

Figure 3-2.--General and Flag Officer Quarters Management Report -
(DD Form 2405).

DESCRIPTION	LAST REPLACED	LIFE EXPECTANCY	BUDGET YEAR(BY)	BY+1	BY+2	BY+3	BY+4	BY+5
Quarters No.: Single Story: Net Sq Ft:								
No. of Bdrms: Two Story: Gross Sq Ft:								
No. of Baths: Three Story: Year Constructed:								
Routine MANAGEMENT Estimate								
Routine SERVICES Estimate								
Routine FURNISHINGS Estimate								
Refrigerator		15 yrs						
Free Standing Range		10 yrs						
Range Top		10 yrs						
Range Hoods		15 yrs						
Wall Oven		10 yrs						
Carpeting (Specify Rooms)	7 yrs							
Cleaning Replacement								
Drapes/Shades (Specify Rooms)	7 yrs							
Cleaning Replacement								
Entertainment Furnishings (Specify Items)								
Routine UTILITIES Estimate								
SUBTOTAL OPERATIONS:			\$0	\$0	\$0	\$0	\$0	\$0
(INCLUDES MGMT + FURNISHINGS + SERVICES + UTILITIES)								
Routine RECURRING MAINTENANCE Estimate								
MAINTENANCE & REPAIR Estimate								
Dishwasher		4 yrs						
Garbage Disposal		5 yrs						
Hot Water Heater		5 yrs						

Figure 3-3.--General Officer Quarters Long Range Maintenance Plan.

DESCRIPTION	LAST REPLACED	LIFE EXPECTANCY	BUDGET YEAR(BY)	BY+1	BY+2	BY+3	BY+4	BY+5
A/C Compressor/ Condenser (Specify Rplmt or Rprs)		10 yrs						
Heating Unit/Heat Pump		15 yrs						
Plumbing Fixtures: Kitchen Bath		15 yrs						
Cabinets/Countertops: Kitchen Bath		15 yrs						
Floor Tile: Kitchen Bath		10 yrs						
Interior Electrical Distribution System		Indef						
Interior Plumbing Distribution System		Indef						
Roof Replacement		12 yrs						
Exterior Siding Cleaning Replacement		12 yrs						
Paint: Exterior/Caulking Exterior Door/Trim Interior (Walls) Interior (Doors/Trim)		4 yrs						
Doors: Exterior Screen/Storm Doors Garage		12 yrs Indef 12 yrs						
Driveway/Street Resurface Sealcoat		10 yrs 10 yrs						
Clothesline		5 yrs						

Figure 3-3.--General Officer Quarters Long Range Maintenance Plan--
Continued.

DESCRIPTION	LAST REPLACED	LIFE EXPECTANCY	BUDGET YEAR(BY)	BY+1	BY+2	BY+3	BY+4	BY+5
Fences - Stain/Repair		4 yrs						
Grounds Care	N/A	Recurring						
Change of Occupancy (Specify work if not stated above)		3 yrs						
MINOR REPAIR/REPLACEMENT Estimate								
MAJOR REPAIR/IMPROVEMENT PROJECTS:								
Project #:								
Project #:								
SUBTOTAL MAINT & RPR ITEMS: (INCLUDES RECURRING + M&R + MINOR M&R + MAJOR RPR & IMPR)			\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROJECTED COSTS: (INCLUDES OPERATIONS + MAINT & RPR)			\$0	\$0	\$0	\$0	\$0	\$0

NOTES:

1. Budget Year (BY) should be annotated with ACTUAL COSTS for items being repair/replaced.
2. BY+1 through BY+5 should be annotated with "REASONABLE ESTIMATES" for the planned year of execution.
3. "INSPECT" should be annotated ONE YEAR before REPLACEMENT of item.
4. If items DO NOT APPLY to your GOQ, please DELETE. Only list items that are applicable to your quarters.
5. The TOTAL PROJECTED COSTS should match with the 10536 budget exhibit for each GOQ.
6. This LRMP is a PLANNING TOOL and should be used as such.

Figure 3-3.--General Officer Quarters Long Range Maintenance Plan--Continued.

MARINE CORPS HOUSING MANAGEMENT MANUAL

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SECTION 3: SPECIAL COMMAND POSITIONS

3300. DEFINITION. A position in which the incumbent is required to represent the interest of the United States in an official and social entertainment activity(ies) involving foreign and/or United States dignitaries of high governmental and military grade and/or outstanding members of the business, industrial, labor, scientific, and academic communities.

3301. DESIGNATION. Designation of subject quarters requires the approval by the Secretary of the navy.

3302. SPECIAL COMMAND POSITIONS: There are three Special Command positions within the Marine Corps. They are:

Quarters 6	CMC House	Marine Barracks, 8th & I, Washington, DC
Quarters 2	ACMC House	Marine Barracks, 8th & I, Washington, DC
Quarters 1	CG House	Marine Corps Combat Development Command, Quantico, Virginia

1. Furnishings. The official entertainment areas (entrance foyer, living room(s), dining room, guest bedroom(s), stairways and hallways interconnecting these areas only) may be supplemented with furnishings.

2. Special Allowance. A special allowance for table linens, china, glassware, silver, and kitchen utensils is authorized.

a. The maximum authorized for the purchase of such items is \$3,500 for an original outfitting and \$400 for maintenance and repair, and replacement within any one fiscal year per set.

b. Funds for maintenance of special allowance items and/or furnishings will be included within the installations budget estimate. Identify these items separately.

c. Procured items shall not contain an identification of a specific service. This will provide for use by members of all DoD components.

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Chapter 4

Wounded Warrior Housing Management

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Chapter 4

Wounded Warrior Housing Management

SECTION 1: GENERAL INFORMATION

4100. PURPOSE. To provide Marine Corps policy on the management, utilization, maintenance, and operation of Wounded Warrior housing facilities.

4101. BACKGROUND INFORMATION

1. On May 25, reference (a) was enacted requiring the DOD to:

a. Conduct, at a minimum, annual inspections on military medical treatment facilities and facilities housing Medical Hold and Holdover personnel (aka Wounded Warriors).

b. Develop uniform standards for the maintenance and operation of facilities housing Medical Hold and Holdover personnel. In the event that deficiencies are identified, submit a detailed plan to correct the deficiency and re-inspect not less often than every 180 days until each deficiency is corrected.

c. Submit a final report on inspections to the applicable military medical commands, Office of the Secretary of Defense, and to the Congressional defense committees.

2. On 18 September 2007, the Deputy Secretary of Defense (DEPSECDEF) promulgated new standards for facilities housing Wounded Warriors who are receiving outpatient medical care. These standards focus in the areas of assignment, baseline accommodations, and special medical requirements, and are in addition to the existing high level of maintenance and operation standards expected of all Marine Corps housing facilities.

3. On 28 January 2008, reference (b) was enacted requiring the DOD to:

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- a. Submit an annual report to Congress on the adequacy, suitability, and quality of each Wounded Warrior housing facility to include any investigations conducted and plans of action to correct any identified deficiencies.
- b. Have Regional Medical Commands conduct semi-annual inspections of all Wounded Warrior housing facilities for the first two years and annually thereafter.
- c. Have Regional Medical Commands submit a report on each facility inspected to the Secretary of the Military department concerned, the Assistant Secretary of Defense for Health Affairs, and the Congressional defense committees. In addition, Regional Medical Commands will post the final inspection report on their respective Internet website.

4102. DEFINITIONS

In order to provide consistency and clarity to specific terms referenced in the Marine Corps Wounded Warrior Housing Management Policy, the following definitions are provided.

1. Inpatient: A Marine or Sailor who is admitted to a hospital or clinic for treatment that requires at least one overnight stay.
2. Outpatient: A Marine or Sailor who is not in an inpatient status (e.g. not hospitalized), but still requires some level of medical care or rehabilitation at a medical treatment facility.
3. Outpatient Status: The status of a Wounded Warrior assigned to 1) a military medical treatment facility as an outpatient; or 2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care, to include mental health care, as outpatients [see 2008 National Defense Authorization Act (NDAA)].
4. Medical Hold: Marines and Sailors on Active Duty who incur a medical condition or injury that precludes them from doing normal duties associated with their Military

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Occupational Specialty (MOS), duty assignment, and grade, rank, or rating.

5. Medical Holdover: Reserve Marines and Sailors called to Active Duty who require medical evaluation, treatment, and final disposition including definitive health care for medical conditions identified, incurred, or aggravated while in an Active Duty status.

6. Wounded Warrior Regiment (WWR): Headquartered in Quantico, VA, the WWR was established in April 2007, with its primary mission to provide and facilitate assistance to Wounded, Ill, and Injured Marines and Sailors and their families throughout all phases of recovery.

7. Wounded Warrior Battalion East (WVBn-E): Headquartered in Camp Lejeune, NC, the Battalion was established in July 2007, with its primary mission to provide and facilitate assistance to Wounded, Ill, and Injured Marines and Sailors and their families throughout all phases of recovery and who are located east of the Mississippi River.

8. Wounded Warrior Battalion West (WVBn-W): Headquartered in Camp Pendleton, CA, the Battalion was established in August 2007, with its primary mission to provide and facilitate assistance to Wounded, Ill, and Injured Marines and Sailors and their families throughout all phases of recovery and who are located west of the Mississippi River.

9. Wounded Warrior: Any Marine or Sailor assigned to the Wounded Warrior Regiment. Wounded Warriors are assigned to the Regiment if they:

a. Require 90+ days of treatment away from their home station.

b. Are receiving medical treatment at their home station, but have special medical requirements that their parent command cannot accommodate.

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c. Are released from inpatient care, but require additional outpatient treatment or rehabilitation before transitioning out of the service or back to full duty.

10. Recovering Service Member: A member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation, or therapy and is in an outpatient status while recovering from a serious injury or illness related to the member's military service (see 2008 NDAA). The Marine Corps refers to Marines/Sailors in this category as Wounded Warriors.

11. Serious Injury or Illness: An injury or illness incurred by a member of the Armed Forces in the line of duty and on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating (see 2008 NDAA).

12. Serious Physical/Psychological Disability: Any physical or mental disorder, disability, condition or anatomical loss affecting one or more body systems which has lasted, or with reasonable certainty is expected to last, for a minimum period of 12 contiguous months, and which precludes the person from unaided performance of at least one of the following major life activities: breathing, cognition, dressing, eating, grooming, speaking, stair use, toilet use, transferring, and walking (reference (c) for the CHAMPUS/TRICARE program).

4103. APPLICABILITY

1. The DOD Housing Inspection Standards for Medical Hold and Holdover Personnel apply to the following types of housing when occupied by Wounded Warriors:

- a. DOD-owned family housing (FH).
- b. Public-Private Venture (PPV) family housing.
- c. DOD-owned unaccompanied personnel housing (UPH).

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d. DOD-owned lodging, including both appropriated funds and non appropriated funded instrumentality (NAFI).

e. Other lease/contracted housing and lodging, to the maximum extent permitted by the associated business agreement.

2. Housing Inspection Standards DO NOT apply to service members' privately-owned homes or rented homes in the community (not privatized) that were obtained on their own; however, reasonable efforts shall be made to ensure all Wounded Warriors, residing on and off base, are living in adequate housing facilities suitable for their special medical requirements and conducive to recovery.

3. Housing Inspection Standards apply to all Wounded Warrior housing facilities.

4. Marine Corps Wounded Warriors assigned to facilities at other DOD installations will be held to the specific standards for their outpatient housing facilities, which meet the DOD standards.

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Chapter 4

Wounded Warrior Housing Management

SECTION 2: WOUNDED WARRIOR HOUSING STANDARDS

4200. ASSIGNMENT

1. Unless otherwise dictated by special medical requirements (see paragraph 4202), Wounded Warriors shall be assigned/referred to housing that meets or exceeds the applicable baseline accommodations (see paragraph 4201) and:

- a. Is appropriate for their expected duration of treatment.
- b. Supports a non-medical attendant, if authorized.
- c. Supports accompaniment by their dependents when desired and not incompatible with their treatment.
- d. The configuration and size is appropriate for their rank/pay-grade.

2. From a housing assignment/referral perspective, an authorized non-medical attendant shall be treated like a dependant, e.g., if no other acceptable accommodations are available, a single Wounded Warrior with an authorized non-medical attendant shall be eligible for temporary assignment to Government-owned or leased family housing or shall be referred to PPV family housing if consistent with the privatized project's operating agreement.

3. Wounded Warriors who are eligible for Government-owned, leased, or PPV family housing shall be included as "Priority 1", defined by reference (d).

4. Every effort shall be made to assign Wounded Warriors with special medical requirements to existing facilities that are designed to house personnel receiving outpatient care (e.g. Wounded Warrior Barracks or Americans with Disabilities Act (ADA) accessible family housing). If appropriate housing is not available on the installation where the Wounded Warrior is

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receiving care, or at nearby military installations, and he/she does not reside in a privately owned or rented home, the Wounded Warrior should be housed off the installation in private sector accommodations that are appropriate for their expected duration of treatment, dependency status (at their treatment location), and pay grade - unless dictated otherwise by special medical requirements.

4201. BASELINE ACCOMMODATIONS

1. Facility Condition: All Wounded Warrior housing must be in good overall condition with no major problems with any of the building systems, i.e., all are working properly and not at risk of imminent failure or malfunction. Building systems include, but are not limited to roof, exterior walls, foundation, doors and windows, interior finishes, plumbing, lighting, electrical, life and fire safety, and heating-ventilating and air-conditioning (HVAC). In addition, there shall be no mold, peeling lead-based paint, unsealed asbestos, inadequate air circulation, or any other environmental/safety/health hazard.
2. Kitchens: Kitchens are an important quality of life feature for Wounded Warriors facing long rehabilitation periods, especially for those with authorized non-medical attendants. At a minimum, kitchens will be provided in common areas of designated Wounded Warrior Barracks and in all Wounded Warrior family housing units.
3. Laundry Facilities: Laundry facilities shall be provided as defined by the type of housing (unaccompanied personnel housing, lodging, or family housing), or as applicable based on medical condition. If an assigned/referred housing unit only has laundry equipment hook-ups, a residential quality clothes washer and dryer will be provided as loaned furnishings.
4. Furnishings: Provide handicap accessible loaner furnishings as applicable. The method by which this requirement is fulfilled will be made by the Base Commanding Officer.
5. Electronic Equipment: Electronic equipment such as televisions, DVD players, video games, computers, printers shall

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4201 BASELINE ACCOMMODATIONS

be provided in common areas of designated Wounded Warrior Barracks. In room electronic equipment can be authorized at the local activity commander's discretion.

6. Housekeeping and Pest Management: Wounded Warrior Housing facilities will be kept free of pests and litter, and trash containers will be emptied on an appropriate cycle.

7. Landscaping, Grounds Maintenance, and Parking: Parking areas, turf, and grounds shall be well-maintained, attractive and litter-free. The number of handicap parking spaces will be adequate to support expected occupancy. Snow and ice shall be removed promptly from walkways and parking areas to ensure safety and prevent injuries.

8. Physical Security: Wounded Warrior housing facilities will be provided with appropriate physical security measures, including required lighting levels inside and outside (parking and walkways). Other physical security considerations, such as security cameras and motion sensors, can be implemented by local activity commanders as the situation dictates.

9. Building Maintenance and Housekeeping Requests: An effective preventative maintenance program will be in place for Wounded Warrior housing facilities. Also, installations will have a mechanism where Wounded Warriors can request building maintenance and housekeeping services. Critical maintenance service requests will be responded to on a priority basis and resolved within 24 hours when possible.

10. Serious Physical/Psychological Disabilities: Wounded Warriors who have "serious physical/psychological disabilities" and are living or will be living in facilities where Medical Hold/Holdover Inspection Standards apply, will be given priority for housing assignment, waitlists, and certain services and equipment such as accessible furnishings, electronic equipment, parking spaces, and maintenance response times.

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4202. SPECIAL MEDICAL REQUIREMENTS

1. Many Wounded Warriors will have certain medical conditions that result in various functional limitations. For these members, it is essential that special accommodations and services be provided as an integral part of their medical treatment plan as determined by the primary care physician, patient, and chain of command. Some of these limitations will be permanent, but many others will change during recovery and rehabilitation, which may change or eliminate the need for certain special accommodations or services.
2. Accessibility: For Wounded Warriors who have accessibility requirements, accommodations must comply with the most current standards issued by the Department of Defense under reference (e), as amended. Accessibility also applies to the route and distance (e.g., walkways, ramps, parking) that a Wounded Warrior must travel from their housing accommodations to reach their medical treatment facility, or other support services. For all Wounded Warrior housing facilities, consideration should be given to incorporating "universal design" principles (e.g., lever type door handles, grab bars in bathrooms, wheelchair ramps, push button doors to main entries etc.).
3. Cognition: When required, Wounded Warrior housing facilities will address the range of cognitive limitations that result from condition such as Traumatic Brain Injury (TBI), Post Traumatic Stress Disorder (PTSD), and stroke. For example, sometimes complex geometric patterns on rugs, linens, or flooring can cause disorientation in these patients. Flooring and carpet with a subtle texture or pattern often helps with depth perception.
4. Visual and Auditory: Necessary features for visually and auditory impaired Wounded Warriors shall be provided in accordance with DOD standards.
5. Burns: Wounded Warriors recovering from serious burns or nerve/neurological injuries can be very sensitive to hot water and consideration shall be given to installing special devices to regulate the water temperature.
6. Other Physical Limitations: Standard accessibility guidelines generally are adequate for ambulatory impaired Wounded Warriors except in special cases such as when they are in a wheelchair with one or both legs in an extended position or

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fully ambulatory with their prostheses, but still need accessible accommodations when they are in a wheelchair (such as when they have to use the bathroom at night). For physically impaired Wounded Warriors, bathrooms are a major source of concern. Suggestions for improvement include doors that open to the outside, additional clearance for wheelchairs, and longer hoses on shower nozzles. For Wounded Warriors with loss of or injury to both arms or hands, accommodations shall be provided with either a bidet bowl or an electronically powered "ad-on bidet" that replaces the normal toilet seat to rinse the peritoneal area.

7. Housekeeping: If a Wounded Warrior (without a non-medical attendant) has difficulty with basic housekeeping, it may be necessary to assign him/her to housing where these services are included with the accommodations, such as lodging, or to provide the required services for the housing unit such as by contract.

8. Parking: Handicap parking (located closest to the building's entryway) shall be available at all Wounded Warrior housing facilities to support the total number of occupants with mobility impairments. In addition, designated spaces for pick-up and drop-off (located close to the building's entryway) will be provided for personnel transporting Wounded Warriors who do not have or are unable to drive their own privately owned vehicle.

9. Transportation: Transportation will be provided upon request for all Wounded Warriors to ensure timely access to medical appointments, dining facilities, and other important support facilities such as exchanges and commissaries.

4203. INSPECTIONS

1. Formal inspections of Wounded Warrior housing facilities will be conducted, at a minimum, on an annual basis to ensure compliance with the above standards. For privatized housing and lodging, coordination with the project partner or owner will be made prior to inspections.

2. If a formal inspection identifies a facility as being in noncompliance with DOD Medical Hold/Holdover Inspection Standards, the Commanding Officer of the installation on which

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the facility is located shall immediately submit to HQMC I&L via their chain-of-command a detailed plan to correct the deficiency and the facility will be reinspected no less than once every 180 days until the deficiency is corrected.

3. The Marine Corps Wounded Ill/Injured Tracking System (MCWIITS) will be the single authoritative source for up-to-date Wounded Warrior housing locations, by-name Wounded Warrior personnel rosters, types of injuries, special medical requirements, case manager contact information, and other data needed to conduct inspections.

4. Due to the continually changing medical status and housing locations of Wounded Warriors, a "snapshot in time" date will be selected approximately two weeks prior to the actual inspection date. The Wounded Warrior Regiment will submit all information (using the "snapshot in time" date) from MCWIITS to the inspectors NLT one week prior to the inspection. Wounded Warriors who change locations within the two week window will not be inspected, but they will be annotated in the final inspection report as having a change in medical status or housing location.

5. The Marine Corps has developed an inspection checklist unique for Marine Corps Wounded Warrior housing facilities and is attached as an addendum to this manual. For consistency, all facilities inspected will be evaluated using this checklist.

Chapter 4

Wounded Warrior Housing Management

SECTION 3: RESPONSIBILITIES

4300. HEADQUARTERS MARINE CORPS INSTALLATIONS AND LOGISTICS
(HQMC I&L)

1. Provide headquarters level oversight, policy development, and implementation for Marine Corps Wounded Warrior housing management. This includes participating in Wounded Warrior Joint Working Groups, ensuring the Marine Corps is in compliance with DOD Directives and Congressional Law, and disseminating guidance to Installations housing Wounded Warriors.
2. Advise the Commandant of the Marine Corps on issues impacting Marine Corps Wounded Warrior housing facilities and provide updates when requested.
3. Review project documentation and provide priority funding for all M2/R2 validated Facilities Sustainment, Restoration, and Modernization (FSRM) major repair and minor construction projects.
4. Provide Military Construction (MILCON) planning oversight for future Wounded Warrior new construction projects and submit to Congress all validated construction projects exceeding the \$750K MILCON threshold.
5. Ensure the timely completion of all required inspections for Marine Corps Wounded Warrior housing facilities. This includes selecting the "snapshot in time" date, requesting/receiving MCWIITS data from the WWR, developing the inspection itinerary, notifying inspection participants, and writing, staffing and submitting the final inspection report. In the event that a facility is found to be in noncompliance with the prescribed standards, HQMC will monitor progress until the deficiency is corrected. HQMC can delegate all or a portion of their inspection responsibilities to subordinate commanders.

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4301. MARINE FORCES COMMAND (MARFORCOM) AND MARINE FORCES PACIFIC (MARFORPAC)

1. Provide oversight and policy implementation for respective Regions and Installations where Wounded Warriors are housed.
2. Advise HQMC I&L on issues impacting Marine Corps Wounded Warrior housing facilities and provide updates as appropriate.
3. Provide FSRM and MILCON support to Regions and Installations where Wounded Warriors are housed.
4. When tasked, ensure HQMC delegated inspection responsibilities are completed in your Area of Responsibility.
5. Ensure all Wounded Warriors in your Area of Responsibility are adequately housed in accordance with these prescribed standards.

4302. MARINE CORPS INSTALLATION COMMANDS

1. Provide oversight and policy implementation for Installations in your region where Wounded Warriors are housed.
2. Advise HQMC I&L on issues impacting Marine Corps Wounded Warrior housing facilities and provide updates as appropriate.
3. Provide FSRM and MILCON support for Wounded Warrior facilities in your region.
4. When tasked, perform Wounded Warrior housing inspection responsibilities delegated from HQMC I&L via the chain of command.
5. Ensure all Wounded Warriors in your region are adequately housed in accordance with these prescribed standards.

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4303. INSTALLATION COMMANDERS

1. Provide local level oversight and policy implementation for your Installation's Marine Corps Wounded Warrior housing management program.
2. Immediately advise HQMC I&L, via respective chain of command, of issues impacting Marine Corps Wounded Warrior housing facilities and these standards and provide timely updates as appropriate and when requested. In the event a facility is found to be in noncompliance with these standards, present HQMC I&L via chain-of-command within 14 days a plan of action and cost estimate to correct deficiencies.
3. Provide facilities support for Marine Corps owned Wounded Warrior housing units.
4. Install features in Wounded Warrior housing units to meet the occupants' special medical requirements.
5. Participate in and coordinate all inspections of Wounded Warrior housing facilities at your installation. At a minimum, you will provide a facilities representative to observe all inspections at your installation.
6. Ensure all Wounded Warriors are adequately housed in accordance with these standards.
7. Work closely with the Wounded Warrior Regiment and Battalions to identify facility requirements and develop projects to support their requirements.
8. Conduct internal inspections periodically to ensure Wounded Warrior housing facilities are in compliance with these standards.

4304. BACHELOR AND FAMILY HOUSING MANAGERS

1. Implement and disseminate local procedures governing Wounded Warrior housing management.

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2. Advise respective Installation Commanders on issues impacting Marine Corps Wounded Warrior housing facilities.
3. Ensure all Wounded Warriors are assigned to housing facilities that are well maintained, support their special medical requirements, and are in compliance with the prescribed standards.
4. Coordinate with medical case managers, Wounded Warrior Battalion Staff members, and individual Wounded Warriors to ensure housing accommodations adequately support special medical requirements.
5. A Bachelor Housing representative will be present during all formal inspections of bachelor quarters.
6. A Family Housing representative will be present during all formal family housing inspections.
7. Family Housing managers will coordinate with PPV partners prior to conducting formal inspections of Wounded Warrior PPV housing. PPV partners are encouraged to participate in these inspections.
8. Conduct internal inspections periodically to ensure Wounded Warrior housing facilities are in compliance with these standards.

4305. WOUNDED WARRIOR REGIMENT AND BATTALIONS

1. Identify and provide Wounded Warrior facilities requirements to the Installation Facilities Staff.
2. Coordinate with medical case managers, facility staff, bachelor and family housing managers, and Wounded Warriors to ensure Wounded Warrior housing accommodations are adequate for the occupants' special medical requirements, duration of treatment, dependents, and pay-grade.
3. In accordance with reference (f), implement periodic and comprehensive follow-up programs, one-on-one interviews, focus groups, and town-hall meetings to learn how to improve Wounded Warrior housing and related

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amenities and services. Feedback will be solicited from Wounded Warriors, their families and friends, care-givers, chain of command, and housing owners/operators. Summaries of the feedback with resulting changes will be provided on a periodic basis to HQMC I&L.

4. In accordance with reference (f), develop and administer periodic surveys (at a minimum annually) to Wounded Warriors living in outpatient housing facilities. Surveys should be designed to evaluate the individual occupant's satisfaction of the facility's condition, services provided, and ability to meet any special medical requirements. Survey results will be submitted to HQMC I&L via respective chain-of-command.

5. Provide a representative during all Wounded Warrior housing facility inspections.

6. Provide required Wounded Warrior data from Marine Corps Wounded Ill and Injured Tracking System (MCWIITS) to the inspectors no later than one week prior to scheduled inspections.

7. Ensure Wounded Warriors are housed in adequate facilities in accordance with these standards.

4306. WOUNDED WARRIOR OCCUPANTS

1. Wounded Warriors are highly encouraged to participate in surveys, one-on-one interviews, focus groups, and town-hall meetings to provide information on how to improve Wounded Warrior housing and related amenities and services. All information given will be done voluntarily and in a non attribution manner in order to protect individuals from reprisal.

2. Promptly inform the Wounded Warrior Battalion Staff if housing accommodations do not meet your special medical requirements or are perceived to be in noncompliance with prescribed standards.

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4307. MEDICAL CASE MANAGERS

1. Provide the bachelor and family housing managers, Wounded Warrior Battalion Staff, Wounded Warriors, and Installation Facilities Staff detailed information about each Wounded Warrior's special medical requirements and ensure the special medical requirements are made known prior to the assignment to outpatient housing facilities and in enough time to allow for building modifications if needed.
2. Prior to the assignment of a Wounded Warrior to an outpatient housing facility, conduct an inspection of the building to ensure it adequately supports the Wounded Warrior's special medical requirements.

4308. INSTALLATION DIRECTORS, MARINE CORPS COMMUNITY SERVICES

1. Implement local procedures governing Wounded Warrior housing management when dealing with Transient Lodging Facilities (TLF) that house Wounded Warriors.
2. Advise respective Installation Commanders on issues impacting TLFs housing Wounded Warriors.
3. Ensure all TLF used to house Wounded Warriors are well maintained, support their special medical requirements, and are in compliance with these standards.
4. Conduct internal inspections periodically to ensure TLFs housing Wounded Warriors are in compliance with these standards.
5. A Marine Corps Community Services representative will be present during all formal inspections of TLFs housing Wounded Warriors.

4309. HQMC HEALTH SERVICES

1. In accordance with the 2008 NDAA Sect 1662, coordinate all required annual and semi-annual Regional Medical Command Inspector General Inspections and ensure reports are promptly posted on the respective websites.

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2. Advise HQMC I&L on Wounded Warrior related issues and developments that may have an impact on Marine Corps Wounded Warrior housing facilities.

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APPENDIX A

DEFINITIONS

1. Abuse. Deliberate unauthorized use of Government property or willful misconduct.
2. Adequate Family Housing. Public quarters for which full housing allowances are withheld when assigned.
3. Appraisal. Involves direct comparison of Government-furnished rental housing with individual private rental housing units.
4. Bachelor Housing. Barracks provided for the use of eligible personnel.
5. Community Housing. Private housing in the vicinity of the installation.
6. CONUS. The 48 contiguous states and the District of Columbia.
7. Conversion. Permanent change in use of Government facilities that will change category code on real property inventory or to combine Government quarters.
8. Dependent. The sponsor's:
 - a. Spouse.
 - b. Unmarried child who is the sponsor's by birth, legal adoption, or marriage (e.g., stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and dependent on the sponsor.
 - c. Adult relative by blood, marriage (e.g., parent-in-law or stepparent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent I.D. card.
9. Discrimination. An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, creed, national origin, gender, or mental or physical disabilities.
10. Diversion. Temporary use of Government facilities for other than designated use. Does not change category code on real property inventory.
11. Family Housing. Public and substandard quarters provided for the families of Marine Corps personnel instead of the payment of housing allowances or on a rental or occupancy basis.

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12. Housing. Family and bachelor housing that the Marine Corps owns, leases, obtains by permit, or otherwise acquires for use by its personnel.
13. DoD Personnel. Includes both military and DoD civilian personnel.
14. DoD-Sponsored Civilian Personnel. Civilians who are not DoD-appropriated or -nonappropriated fund employees but are key and essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DoD Component (e.g., Red Cross personnel, contract technicians, bank managers, and others as determined by the installation commander).
15. Domestic Leasing. Leased military family housing in the 50 states, District of Columbia, Puerto Rico, and Guam.
16. Essential Personnel. Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.
17. Excellence. Continual improvement in quality.
18. Foreign. All areas outside the United States.
19. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority. Includes special allowance household goods such as china, glassware, silver, table linen, cutlery and kitchen utensils (excluding small powered appliances). In foreign areas, includes equipment or appliances normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures.
20. Geographic Bachelor. A person with dependents, but who has chosen not to be accompanied by the dependents.
21. Government Quarters. Family and unaccompanied personnel housing units that the DoD owns, leases, obtains by permit, or otherwise acquires.
22. Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.
23. Improvement. Alterations, additions, expansions, and extensions including rehabilitation of a housing unit.
24. Inactive Housing. DoD housing units which have been placed in a caretaker status and are not available for occupancy for reasons other than routine maintenance and cleanup.

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25. Installation Commander (for the Purpose of Providing Furnishings). The commanding officer (grade O6 and above) of an installation having responsibility for that installation. The commander of a mobile or military unit or installation who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander. Commanding officers of tenant installations within the geographic jurisdiction of a military installation are not considered installation commanders for the purpose of the provision of furnishings.
26. Involuntarily Separated Personnel
- a. Family Housing. Service member who elected to be unaccompanied by dependents because of the lack of acceptable housing at the permanent duty location.
- b. Bachelor Housing. Unaccompanied service member with dependent(s) (including single person who has custody of dependents) who is assigned to a foreign location, or for whom family housing is not programmable regardless of desire to be accompanied.
27. Leased Quarters. Public quarters under control of the Department of Defense obtained by a Government lease agreement.
28. Maintenance. The recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such condition that it may be effectively used for its designated purpose. Includes work undertaken to prevent deterioration or damage to a facility without which the facility would be more costly to restore.
29. Minority. Any person who is or may become subject to discrimination because of race, color, religion, gender, or national origin.
30. National Register of Historic Places. The listing of districts, sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that is maintained by the Secretary of the Interior.
31. Negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.
32. Private Housing. Quarters not provided by the DoD Components.
33. Public Entertainment Area. That area in a set of quarters intended to accommodate public rather than private entertainment. Includes the entrance foyer, living room(s), dining room, and the stairways and hallways interconnecting these areas. Enclosed porches, dens, libraries, family rooms, upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other areas of the quarters normally are not considered as part of the public entertainment area. Guest bedrooms in quarters of Special Command Positions may be included if overnight accommodation of official visitors is required.

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34. Public Quarters. Adequate housing accommodations provided by the Government.
35. Quarters. All living accommodations.
36. Reasonable Value. Reasonable value for rental quarters is to be measured by the test of equivalence (i.e., what the employee would pay for comparable housing in the open market). Rental rates, including charges for related facilities, when appropriate, shall be based upon prevailing rates for comparable private housing located in the same general area, after taking into account those factors that reduce or increase the value of the housing to the tenant.
37. Related Facilities (for Rental Quarters). Equipment, supplies, and services made available in connection with the occupancy of quarters including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.
38. Rental Quarters. Except as specifically excluded here or by statute, the term rental quarters includes all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or -controlled single family dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, permanent and semipermanent tents, and housekeeping and nonhousekeeping units. It also includes housing facilities designated as substandard family housing quarters.
39. Repair. The restoration of a real property facility to such condition that it may be effectively utilized for its designated purposes, by overhaul, reprocessing or replacement of constituent parts or materials that have deteriorated by action of the elements or wear and tear in use.
40. Restrictive Sanction List. Actions taken by the installation commander to preclude military personnel from entering into a rental, lease, or purchase arrangement with, or occupying housing of, an agent who has been found to have discriminated against military personnel or their dependents.
41. Sample Method Survey (SAMS). A method of surveying current housing conditions based on random sampling within personnel categories.
42. Special Command Position. A position designated by the Assistant Secretary of Defense (Comptroller) (ASD/C) if incumbent is a general or flag officer, or civilian of equivalent rank, and if the public relations responsibilities require the incumbent to represent the interests of the United States in official entertainment involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities. These positions are identified in DoD Instruction 1100.12.

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43. Special Command Position Housing. DoD family housing specifically designated for occupancy by incumbents of a special command position.
44. Substandard Family Housing. DoD-controlled housing, specifically authorized by the Congress, that is not adequate and is occupied subject to a charge against a service member's BAQ for the fair market value of the quarters not to exceed 75 percent of the BAQ amount.
45. Supplemental Furnishings. Furnishings provided in the entertainment areas of family housing to supplement personally owned furnishings of occupants who are required to accommodate or entertain visitors frequently as part of their official duties.
46. Unaccompanied Personnel. Personnel who either have no dependents or who are geographically separated from all dependents.
47. Uniformed Services. Refers to the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.
48. United States. The 50 states, the District of Columbia, and U.S. possessions and territories.
49. United States Armed Forces. All components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.
50. United States Overseas. Alaska, Hawaii, and U.S. possessions and territories.
51. U.S. Possessions and Territories. Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.
52. Voluntarily Separated Person
 - a. Family Housing. Service member who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by dependents.
 - b. Bachelor Housing. Service member in CONUS, Hawaii, or Alaska, for whom family housing would otherwise be programmable, who elected for any reason not to be accompanied.
53. Willful Misconduct. Intentional damage, destruction, or loss of Government property.
54. Worldwide. CONUS, U.S. overseas, and foreign combined.

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APPENDIX B

FAMILY HOUSING FURNISHINGS, FURNITURE AND EQUIPMENT

1. Text Reference. See paragraphs 1106, 1601.3b, 3001, and 3302.1.
2. Definitions. The following definitions are applicable to family housing furnishing management.

a. Furnishings. Furnishings include furniture, household equipment, and miscellaneous items necessary to provide a reasonable degree of livability as specified herein. It does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils, except as authorized herein. It does include movable equipment, such as cooking stoves, refrigerators, clothes dryers, clothes washers, and freezers. Garbage disposals and permanently installed dishwashers are not considered to be furnishings but are a part of the housing unit. When a distinction between furniture and movable equipment is required, the following shall apply:

(1) Furniture. Items such as beds, dressers, chests, tables, chairs, etc. The term also includes such items as lamps, mirrors, rugs, draperies, and slipcovers.

(2) Equipment. Includes all household movable equipment, such as clothes washers and dryers, ranges, refrigerators, freezers, and portable dishwashers.

b. Government Quarters. Housing units which the Government owns, leases, or otherwise serves as landlord.

c. Rental Quarters (Inadequate Government Quarters). Housing units which have been determined to be inadequate and for which the Government charges rent to the occupant. Rent from military personnel eligible for BAQ is paid by withholding an appropriate portion of BAQ.

d. Private Quarters (Non-Government Quarters). Living accommodations obtained by military or civilian personnel from the private sector of the economy by lease, rent, purchase, or other means, to include rental guarantee housing sponsored by the Government.

e. CONUS. The 48 conterminous states and the District of Columbia.

f. U.S. Overseas. Alaska, Hawaii, and U.S. possessions.

g. Foreign. All other, excluding CONUS and the U.S. overseas.

h. Special Command Positions. A position in which the incumbent is required to represent the interests of the United States in official and social entertainment activities involving foreign and/or United States dignitaries of high governmental and military grade or outstanding members of the business,

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industrial, labor, scientific, and academic communities. Designation of special command positions requires approval of the Secretary of the Navy.

i. Installation Commander. The term "installation commander" refers to the commanding officer of a Marine Corps activity (base, camp, or station).

3. Policies. Under normal conditions, only ranges and refrigerators will be provided for Government quarters within CONUS. Outside CONUS other furnishing may be provided if it is determined to be advantageous to the Government. The following guidance applies:

a. Within CONUS

(1) Government Family Quarters

(a) Ranges and refrigerators will be provided to all Government family housing quarters.

(b) Government furnishing may be provided for the official entertainment areas of general officer quarters and installation commanders.

(2) Private Quarters. Government furnishings are not authorized for use in private quarters.

b. Outside CONUS

(1) Government Family Quarters. Furnishings, including cooking stoves and refrigerators, may be provided if it has been determined by economic analysis that it is more advantageous to the Government to provide Government furnishings in lieu of personally owned furnishings. In making this determination, consideration will be given to overall economy, equity, and personal preference of eligible military personnel and civilian employees. A uniform policy will be applied for each area outside CONUS, to be applicable regardless of a member's military service affiliation.

(2) Private Quarters. Government furnishings may be provided in private quarters occupied by military or civilian personnel upon a determination that it is more advantageous to the Government to provide furnishings in lieu of shipping personally owned furnishings.

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

(4) Weight Restrictions. Where Government-owned furnishings are provided in quarters outside CONUS, an appropriate reduction in the individual's authorized shipping allowance for transportation of personally owned furnishings will be applied.

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c. Quarters Used for Special Command Positions

(1) Entertainment areas (living room, dining room, etc.) of quarters occupied by personnel assigned to special command positions, as described by SECNAVINST 11101.68, may be furnished if a requirement exists to accommodate official visitors overnight. A special allowance for table linen, china, glassware, silver, and kitchen utensils is also authorized for the express use of incumbents of these positions.

(2) The maximum authorized for the purchase of items included within these special allowances is \$3,500 for an original outfitting, and \$400 for maintenance repair and replacement within any one fiscal year per set of quarters. The Commandant of the Marine Corps will budget for the initial outfitting, based on input provided by the applicable installation. Funds for maintenance of special allowance and/or furnishings will be included within the installation's budget estimate and be separately identified.

d. General Officers and Installation Commanders' Quarters. Furnishings may be provided in family quarters occupied by an installation commander with the grade of colonel and all general officers quarters in that these officers are required to accommodate or entertain visitors frequently as part of their official duties. Government-owned furnishings will be restricted to the entertainment areas (living room, dining room, etc.) and will in no way replace personally owned furnishing normally expected in relation to grade and family size. Furnishings requests will be submitted per the instructions contained in current regulations.

e. Entitlements

(1) DoD personnel have no specific legal entitlement to Government-owned furnishings. The provision of table linens, dishes, glassware, silver, and kitchen utensils in family quarters is prohibited by 10 U.S.C. 2387 except for quarters occupied by incumbents of special command positions. Government-owned furnishings are authorized when it is considered to be in the best interests of the Government.

f. Authorized Government-Owned Equipment

(1) Cooking Range and Refrigerator

(a) These items will be provided for all Government housekeeping quarters. Occupants shall not be authorized to replace Government-owned cooking stoves and refrigerators with personally owned items without specific approval of the installation commander. Personally owned items may be stored at Government expense.

(b) A cooking stove and refrigerator may be provided within private quarters outside CONUS when they are not furnished by the landlord as a part of the quarters, or there is a current restriction on the shipment of like personally owned items. They may also be provided when personally owned equipment is not readily adaptable for use at the location where it is required.

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(c) When occupants choose to use their privately owned refrigerators or ranges, they are to notify the housing office and request pick-up of the Government unit.

(2) Low-Temperature Food Storage Cabinets (Freezers). The provision or replacement of freezers in housekeeping quarters shall be subject to prior approval of the CMC. Freezers are authorized for use only within the following:

(a) For use in quarters which have been designated as special command positions. (See paragraph 3302.)

(b) For use in quarters of occupants having official entertainment duties and responsibilities of sufficient size and frequency to require a freezer. (See paragraph 3003.2c.)

(3) Dishwashing Machines. Automatic dishwashers are authorized to be permanently installed in housekeeping quarters. The kitchens of all new family housing units include dishwashers. The initial installation of dishwashers in existing housing is an improvement and should be installed in conjunction with kitchen modernization improvement projects. When dishwashers can be provided within available funds, procurement will be through the GSA and conform to the most recent Federal specification. Installed dishwashers are considered to be a structural component and are to be maintained and replaced in the same manner as hot water tanks, garbage disposals, etc.

(4) Clothes Washers and Dryers. The provision of clothes washers and dryers is authorized for Government quarters and private housekeeping quarters outside CONUS, providing the quarters are located in a weight restricted area. The provision of clothes washers and dryers is not authorized within CONUS housekeeping quarters, except for designated special command position quarters and quarters occupied by foreign personnel.

g. Shipment Outside CONUS. Where Government-owned equipment is provided outside CONUS, the shipment of similar personally owned items of household equipment is not authorized.

4. General Information

a. Determining Requirements. Determination of types and quantities of items to procure and/or maintain on hand requires careful planning to minimize shortages and excesses. Installation commanders shall maintain a tabulation of kinds and quantities of items provided by the Government to develop and maintain experience tables to be used in determining and adjusting inventories to meet requirements.

b. Replacement

(1) Installations should minimize the amount of equipment, by item, kept in the family housing inventory. However, there should be sufficient quantities in stock to provide for normal repair and replacement requirements.

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(2) Whether an item is replaced or repaired is a local decision. However, the anticipated useful life and cost to repair versus replace should be factored into the analysis.

(3) All equipment purchased should be those authorized under GSA regulations and shall comply with the Marine Corps goal of energy reduction.

c. Identification Marking

(1) Furniture. Quarters furniture is specifically excluded from the identification system prescribed for class 3 plant property by the NavCompt Manual, volume 3, chapter 6. However, it is essential that such items be marked to identify that they are Government property. Accordingly, it is recommended that individual items of furniture be marked "USMC" prior to issuance to occupants of quarters. Markings shall be in an inconspicuous place so as not to detract from the appearance of the item.

(2) Equipment. All movable equipment shall be identified as Government property and numbered serially to provide positive, continuing identification by use of stencils, metal tags, or other means not susceptible to easy removal. Consecutive numbers shall be assigned, and the same number will not be reassigned when an item is surveyed. Marking shall be in a place of the equipment which will not detract from the appearance of the item.

d. Unauthorized Work. No articles of furniture may be manufactured at a Marine Corps installation except on authority of the CMC.

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APPENDIX C

INSTRUCTIONS FOR COMPLETING THE FAMILY HOUSING INVENTORY
AND OCCUPANCY REPORT (DD FORM 1410)

1. Text Reference. See paragraphs 1202.2d and 1516.11.

2. Purpose

a. These instructions provide the user procedural guidance in the preparation and submission of the annual Family Housing Inventory and Occupancy Report.

b. This is a continuous report in that a maintenance work sheet is provided by FACSO which contains permanent type information as it was submitted on the last report. It is prepared annually as of 30 September.

c. When the report is received, check to make sure that you have been sent the correct worksheets for your activity. Contact your EFD if you have not and they can provide you with another copy of the maintenance report.

d. Procedural guidance and instructions concerning the preparation and submission of the inventory and occupancy worksheets is presented in this section.

3. Procedures. All family housing in the Department of the Navy Real Property Inventory shall be reported, including units on loan to the Army, Air Force, and other services. Housing units borrowed from other services will not be reported. The following are procedures to be followed in reporting family housing.

a. FACSO will forward a copy of the Family Housing Inventory and Occupancy Report (DD Form 1410) figure C-1 (Marine Corps Report Control Symbol DD-11101-26 (External RCS DD-P&L(A)1081)), and Family Housing Inventory Designation and Assignment Report (DD Form 1411) figure C-2 (Marine Corps Report Control Symbol DD-11101-27 (External RCS DD-P&L(A)1082)) directly to each reporting activity (with a copy to the EFD and CMC by 15 October annually). The installation will update the worksheets per these instructions and forward to the cognizant EFD within 10 working days after 30 September. EFD submission and correction should be completed within 30 working days after the end of the report period.

b. The report for Marine Corps activities will be processed at the supporting EFD. Therefore, Marine Corps activities will forward the worksheets to the EFD with a copy to the CMC.

c. Where gains, losses, or other actions affecting records occur during a reporting period, including leased units, it is important that the information be coordinated at the installation level with the office which is responsible for maintaining the official real property inventory. Reports showing new additions, disposals, inactivations, reactivations, conversions, and diversions must be accompanied by an additional sheet citing the approval authority.

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FAMILY HOUSING INVENTORY AND OCCUPANCY REPORT										1. REPORT PERIOD (MM/DD/YY)			REPORT CONTROL SYMBOL DD-A&L(A)1081				
2. INSTALLATION NAME		3. MAJOR COMMAND/EFD		4. AREA		5. TYPE OF REPORT		6. INSTALLATION STATUS									
7. STATE		8. ZIP CODE		9. REAL PROPERTY INVENTORY CODE (RPIIC)		10. COUNTRY		11. DOD COMPONENT		12. INSTALLATION STATUS							
LEASED (a)		APPROPRIATED FUND PRIOR 1956 (b)		ALL OTHER ADEQUATE (c)		TOTAL ADEQUATE (d)		TOTAL SUBSTANDARD (e)		ADEQUATE + SUBSTANDARD TOTAL (f)		MOBILE HOME SPACES (g)		DOD SPONSORED (h)			
7. STATE		8. ZIP CODE		9. REAL PROPERTY INVENTORY CODE (RPIIC)		10. COUNTRY		11. DOD COMPONENT		12. INSTALLATION STATUS		13. ACTIVE		14. INACTIVE		15. EXCESS	
10. COUNTRY		11. DOD COMPONENT		12. INSTALLATION STATUS		13. ACTIVE		14. INACTIVE		15. EXCESS		16. SUBSTANDARD		17. WAITING TIME		18. OTHER	
TOTAL INVENTORY																	
12. PREVIOUS TOTAL																	
13. NEW ADDS +																	
14. CONVERSION GAINS +																	
15. CONVERSION LOSSES -																	
16. DISPOSALS -																	
17. OTHER LOSSES -																	
18. PRESENT TOTAL																	
INACTIVE INVENTORY																	
19. PREVIOUS INACTIVE TOTAL																	
20. REACTIVATIONS +																	
21. INACTIVATIONS -																	
22. INVENTORY LOSSES -																	
23. PRESENT INACTIVE TOTAL																	
VACANCY INFORMATION																	
24. MOVES OUT																	
25. MOVES IN																	
26. GROSS AVAILABLE OCCUPANCY DAYS																	
27. VACANT - MAJOR REPAIR																	
28. NET AVAILABLE OCCUPANCY DAYS																	
29. VACANT - MINOR MAINTENANCE																	
30. VACANT AVAILABLE																	
31. NET VACANCY PERCENT																	
ADEQUATE INACTIVE																	
32. INACTIVE LIMITS TO BE EXCEEDED																	
33. 1 BDRM																	
34. 2 BDRM																	
35. 3 BDRM																	
36. 4+ BDRM																	
37. TOTAL																	
WAITING LIST DATA																	
38. OFFICER																	
39. E9 E7																	
40. E6 E4																	
41. E3 E1																	
42. SUBSTANDARD																	
43. TOTAL																	

Figure C-1.--Family Housing Inventory and Occupancy Report.

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FAMILY HOUSING INVENTORY DESIGNATION AND ASSIGNMENT REPORT										REPORT CONTROL SYMBOL DD-A&L(A)1082	
2. INSTALLATION NAME		3. MAJOR COMMAND/EFD		1. REPORT PERIOD (MM/DD)		5. TYPE REPORT				SUBSTANDARD ASSIGNED	
6. STATE		7. ZIP CODE		4. AREA		a. CONUS		b. US OVERSEAS			
9. COUNTRY		8. REAL PROPERTY INVENTORY CODE (RPIC)		10. DOD COMPONENT		c. FOREIGN		d. WORLDWIDE		b. SUMMARY	
OFFICER QUARTERS				ENLISTED QUARTERS				TOTAL ADEQUATE UNITS		SUBSTANDARD TOTAL (M)	
010-07 (A)	08 (B)	09-04 (C)	03-01 WA-W1 (D)	OFFICER TOTAL (H)	EN-E7 (I)	EN-E4 (G)	EN-E1 (F)	ENLISTED TOTAL (J)	TOTAL ADEQUATE UNITS (K)		SUBSTANDARD TOTAL (M)
ACTIVE ADEQUATE UNITS DESIGNATION											
ACTIVE ADEQUATE UNITS ASSIGNED											
11. 1 BEDROOM											
12. 2 BEDROOMS											
13. 3 BEDROOMS											
14. 4+ BEDROOMS											
15. 5+ BEDROOMS											
16. TOTAL											
17. 010-07											
18. 08											
19. 09-04											
20. 03-01, WA-W1											
21. EN-E7											
22. EN-E4											
23. EN-E1											
24. (OTHER SERVICES) (LIM)											
25. (OTHER SERVICES) (LIM)											
26. (OTHER SERVICES) (LIM)											
27. (UNACCOMPANIED FAMILY)											
28. (FAMILY)											
29. TOTAL OCCUPIED											
30. TOTAL VACANT											
31. TOTAL ACTIVE ADEQUATE											

DD Form 1411, OCT 85

Figure C-2--Family Housing Inventory Designation and Assignment Report.

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d. A family housing vacancy log, NAVFAC 8-11101/20, is available and suggested for use on a daily basis. Monthly or quarterly summaries should not be submitted. Those installations with BEST or WANG capabilities may submit a vacancy log produced by these systems.

4. Instructions for Updating the Family Housing Inventory and Occupancy Report (DD Form 1410) Figure C-1. This report is filled out by the installation and forwarded to the cognizant EFD. The following are instructions for updating the report prior to submission.

a. Format. All entries must be hand written. This report must be submitted to the EFD no later than 10 working days after the end of the report period.

b. Header Data - Section I

The data in this section will be preprinted by FACSO prior to forwarding to the installation. EFD's are responsible for ensuring that the header data for each installation within their cognizance is current and correct. The "as of" date for the report is 30 September.

c. Column Headings (a - h) for this Report are Described as

(1) Leased (Column a). These are units generally privately owned, leased by the U.S. Government for use as military public quarters. This includes leased units constructed under the Section 801 Acquisition Program. When one military service or DoD agency acts as an executive agent and leases units for use by another, the executive agent will report subject leased units in its inventory. This category also includes those privately owned units leased by a non-DoD U.S. Government agency for use by DoD personnel. (Example: State Department leasing for a military department; the military department reports the units.) It also includes those units formerly reported as rental guaranty. In addition, military public quarters owned by HUD will also be considered.

(2) Appropriated Fund- Prior FY 1950 Appropriation (Column b). These are housing units acquired incidental to land purchases and other adequate housing units acquired and/or constructed under funding appropriated prior to the FY 1950 Appropriation. Included are units built prior to 1950 previously reported as adequate foreign source. This includes units owned by a foreign government and used by the military service under international agreement.

(3) All Other Adequate (Column c). This category includes all other adequate Government-owned housing units previously reported as: Appropriated Fund FY 1970 and after, Appropriated Fund FY 1950 through FY 1969, Appropriated Fund Relocatable, Capehart, wherry acquired, surplus commodity, permit, USA homes. Include those units acquired after FY 1950 previously reported as foreign source.