



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO P11101.1A  
B 044  
17 Oct 2008

MARINE CORPS BASE ORDER P11101.1A w/Ch 1

From: Commander  
To: Distribution List

Subj: MANAGEMENT OF FAMILY HOUSING

Ref: (a) National Defense Authorization Act of 1996  
(b) MCO P11000.22  
(c) MCBO 11101.3A  
(d) MCO 1751.3F  
(e) DoD 7000.14-R, Vol 7A, Chap 26  
(f) Public Law 109-163, Sec 611

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate information on the administration of privatized housing facilities and programs at Marine Corps Base (MCB) and to establish responsibility for the efficient and effective referral management thereof to comply with privatized housing as authorized per the reference (a).
2. Cancellation. MCBO P11101.1.
3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.
4. Information. The contents of this Manual amplify, and in some cases restate, the provisions of reference (b) so that all personnel seeking family housing will be assured of equal and fair treatment, and also have the benefit of information which affects their families not otherwise widely promulgated. Reference (c) provides local implementing instructions for the Off-Base Housing Referral Program; and reference (d) contains information on Basic Allowance for Housing for Marines with family members. In addition, as amplified within this Manual it is recognized that, where mentioned, assignment refers to Lincoln Military Housing's requirement to place Service Members into privatized homes when referred by the Family Housing Office.
5. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commander, Marine Corps Base (B 04) via the appropriate chain of command.

MCBO P11101.1A

29 MAR 2007

6. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read "R. J. Abblitt", with a horizontal line extending to the right from the end of the signature.

R. J. ABLITT  
Chief of Staff

DISTRIBUTION: A



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From: Commander  
To: Distribution List

Subj: MANAGEMENT OF FAMILY HOUSING

Encl: (1) New page inserts to MCBO P11101.1A

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove and replace the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately following the signature page of the basic Manual.

T. A. GERKE  
Chief of Staff

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29 MAR 2007

LOCATOR SHEET

Subj: MANAGEMENT OF FAMILY HOUSING

Location:

\_\_\_\_\_ (Indicate the location(s) of the copy(ies) of this manual.)

MANAGEMENT OF FAMILY HOUSING

RECORD OF CHANGES

Log completed change action as indicated.

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

MANAGEMENT OF FAMILY HOUSING

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 1

GENERAL

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# MANAGEMENT OF FAMILY HOUSING

## CHAPTER 1

### GENERAL

\* 1000. ELIGIBILITY FOR PRIVATIZED HOUSING. Privatized family housing is provided to offset existing and projected shortages found in the civilian community. Service members have no legal entitlement to privatized housing, and it is not mandatory by law that housing be provided. Housing is provided for and assigned to qualified service members. Housing is assigned primarily for use by dependents of a sponsor, and sponsor to whom the home is assigned. Eligibility is based on the requirement of service members who receive the Basic Allowance for Housing (BAH) at the with dependents rate as defined in references (b) and (d). See paragraph 3006 for preferred resident priority order.

1001. RESPONSIBILITIES OF THE FAMILY HOUSING BRANCH. The Family Housing Branch (B 044), G-5, Facilities Division is responsible for managing the Housing Referral Program, maintaining waiting lists for privatized homes, and certification of unit diary entries. Additionally, G-5, Facilities Division serves as a direct liaison to the on-site property manager, providing representation on resident and management advisory groups and to serve as a point of contact for service members and families if problems arise regarding privatized housing. The role of the Family Housing Branch is to ensure that each existing resident is provided all the appropriate allowances guaranteed to them while occupying privatized housing and provide initial check-in, screening, and administrative processing for service members seeking housing. The branch head serves as the chief advisor to the Commander, Marine Corps Base on privatized housing issues.

#### 1002. EXCEPTED RESPONSIBILITIES/PROCEDURES FOR APPEAL AND EXCEPTION

1. The Head, Family Housing Branch has the executive authority to make day to day decisions originating from functions assigned.
2. Requests for decisions to be made by the designated authorities shall be submitted on NAVMC 10274, Administrative Action Form, via the service member's chain of command to the Commander, Marine Corps Base (B 044). Via addressees shall be responsible for ensuring that



the information provided in the basic correspondence is valid and sufficient in detail so full and fair consideration may be given by the approving authority. The basic correspondence shall clearly indicate and describe the problem involved and justification shall be in clear, concise language. Requests based on medical considerations shall contain documentation, if available, or shall be forwarded via the Health Care Advisor, Naval Health Clinic (NHCL) or the EFMP Coordinator for appropriate comments and recommendations including EFMP Status and medical requirement for a single level home. Requests involving financial matters shall additionally have an endorsement from the immediate commanding officer stating: The requestor has been counseled in the prudent management of household finances; All reasonable resources of financial assistance have been investigated with negative results; The requestor does not have, in fact, sufficient funds to support the reasonable needs of his/her family in the civilian community. Requests that do not contain sufficient justification to substantiate and validate the requirement shall be returned without action. Requests for priority assignment based on financial consideration will not normally be approved unless the situation is so unusual that approval justifies "pre-empting" personnel of an identical or lower pay grade on the waiting lists. Approved exception to policy are added to the waiting list based on the date that the exception was applied for.

1003. MISSION OF LINCOLN MILITARY HOUSING. The goal is to provide a complete housing experience which promotes social interaction and a sense of belonging, in a nurturing environment that understands and alleviates the many stresses faced by military families. Lincoln Military Housing believes that successful community management encompasses more than just facilities maintenance. Lincoln Military Housing will commit a concerted effort to fulfilling the goal of providing military families with communities that improve their quality of life.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 2

BASIC ENTITLEMENTS AND GENERAL STANDARDS

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# MANAGEMENT OF FAMILY HOUSING

## CHAPTER 2

### BASIC ENTITLEMENTS AND GENERAL STANDARDS

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

#### 2001. ENTITLEMENT TO BASIC ALLOWANCE FOR HOUSING (BAH)

1. Service members, excluding international officers, occupying privatized housing are entitled to BAH for payment of rent.
- \* 2. Involuntarily assignment of privatized family housing is not practiced by Marine Corps Base (MCB) Quantico or tenant activities.

2002. RENTAL PAYMENT. Upon acceptance of an available home, the service member will be instructed to meet with Lincoln Military Housing who will provide new resident orientation, assist in setting up the service member's allotment, if applicable, and complete the Lease Agreement. All applicable incoming service members will be encourage to sign an allotment (Army, Air Force, Navy and Coast Guard) or pursue payment through Unit Diary Electronic Funds Transfer (UDEFT) (Marines). It will be the responsibility of the service member to ensure their current duty station BAH is started by their command prior to the execution of the allotment agreement. Marines may have their BAH reinstated and UDEFT payment initiated at the Housing Office.

#### 2003. STANDARDS OF ADEQUACY

- \* 1. Each family member should normally be assigned one bedroom; service member and spouse are assigned one bedroom. The service member may choose to be placed in a home where more than one family member share a bedroom. No more than two family members should share a bedroom unless permission is granted by Lincoln Military Housing who determines the bedroom is large enough to accommodate more than two persons.

- \* 2. Exceptional family members with requirements for single level homes should be assigned as specified. The service member may choose to be placed in a multiple-level home if no single-level homes are available.
  
- \* 3. Personnel who report to MCB for duty are to be advised of the above-established standards at the time of application for placement into housing. Acceptance of housing by individuals for occupancy is considered to be reasonable presumption of adequacy. Reassignment to larger or single level housing at a later date without increase in family size or worsening medical condition may be approved only after the current lease term has been fulfilled.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 3

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

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 3

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

3000. APPLICATION FOR FAMILY HOUSING

- \* 1. The control date for determining when an individual becomes eligible for placement into privatized housing is based on the following:
- a. Date of detachment from the previous permanent duty station.
  - b. Date application is made by service member with imminent marriage plans, no more than 30 days prior to marriage. The service member must provide evidence of planned marriage date to the Head, Family Housing Branch at the time of application.
  - c. Date of graduation from Officer Candidates School when there was no previous permanent duty station, provided application is made within 14 calendar days of graduation.
  - d. Reporting-in date for The Basic School students when there was no previous permanent duty station, provided application is made within 14 calendar days of reporting or 30 days for those applications DD Form 1746, Application for Assignment to Housing, submitted prior to physically reporting.
  - e. Date application is made when the foregoing time limits have expired.
2. When two or more applicants have the same control date, seniority shall govern.

- \* 3001. PRIVACY ACT RELEASE FORM. Use of Privacy Act Release Form. Service members must sign the Privacy Act Release form (Appendix D) in order to be referred to Lincoln Military Housing for assignment.

3002. UTILIZATION OF DD FORMS 1746 AND 1747

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

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

\* b. Be responsible for sending by any available means and confirming that Family Housing has received the completed application with a copy of the PCS orders, preferably 30 days or as soon as practicable prior to the individual's date of detachment, to the Commander, Marine Corps Base via the Head, Family Housing Branch of the activity to which the member is to be assigned. The leave address and telephone number should be noted, if applicable.

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

2. Use of DD Form 1747. Upon receipt of a DD Form 1746, PCS orders with a detach date or web orders, the Head, Family Housing Branch will immediately place the applicant's name on the appropriate waiting list and mail a DD Form 1747, Status of Housing Availability, to the service member, explaining the current housing situation as well as any additional information which will be beneficial to the individual applying for housing.

\* 3003. PERSONNEL REPORTING WHO DRAW BAH FOR DEPENDENCY REASONS.  
Submission of DD Form 1746, Application for assignment to Housing with a copy of orders with a detach date or web orders by applicants for privatized housing will place the service member's name on the appropriate waiting list; however, applicants must physically report to the Family Housing Office as part of the reporting-in procedures, before their name will be permitted to advance into the freeze zone of the waiting list (see appendix A). Also, service members must physically report to the Family Housing Office prior to entering into legally enforceable agreements for the lease or purchase of housing in the surrounding civilian community.

3004. PERSONNEL REPORTING WHO DO NOT DRAW BAH FOR DEPENDENCY REASONS

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

2. However, should dependency status change, the service member shall report to the Head, Family Housing Branch in order to receive status for on base housing or current referrals and off-base listing information, prior to entering into legally enforceable agreements for the lease or purchase of housing in the surrounding civilian community.

3005. WAITING LISTS

1. Waiting lists shall be established by grade category and bedroom composition. Grade categories are: senior grade officer (O-6), field grade officer (O-4 to O-5) and warrant officer (CWO-4 to CWO-5), company grade officer (O-1 TO O-3) and warrant officer (WO to CWO-3), senior enlisted (E9), senior noncommissioned officer (E-6 to E-8) and junior enlisted (E-1 through E-5). The waiting list will be maintained by the Family Housing Branch. The location of a service member's name on a waiting list is predetermined, based on the individual's control date. The top 10 percent on each waiting list, referred to as the "freeze zone," comprises the stabilized portion of that list and will not normally be pre-empted by new names. The term "top of the list/number one position" refers to the number one position of the entire list, including the freeze zone.

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

\* 3. Unmarried pregnant service members without family members may apply for privatized housing after obtaining medical documentation confirming due date, but shall not be assigned housing until within 30 days of the birth of the child. The service member will be required to pay rent equivalent to the without dependent BAH rate until the birth of the child.

\* 4. Applications shall be added to appropriate waiting lists based on control dates established per paragraph 3000.1. Waiting list positions are subject to change as subsequent reportees with earlier control dates are integrated into the lists. However, once an



application is placed in the "freeze zone" an application with an earlier control date shall not normally displace it. Exceptions to freeze zone displacements shall be:

- \* a. Approved priority assignment when very unusual circumstances warrant. In cases involving hardship or Exceptional Family Member Program (EFMP) Category 4, determination for priority assignment will be based on written documentation that verifies the need for on base, vice off-base, family housing. Only one offer will be extended in cases involving priority assignment into Housing.
- b. Approved reassignments in the best interest of the government.

NOTE: Such requests shall be acted upon by the Director, G-5 or higher authority, and if approved, shall be specifically annotated for "freeze zone displacement" otherwise, the application shall be placed in a position just below the freeze zone.

- \* 5. The freeze zone represents the relative position of the top 10 percent of the personnel on each waiting list which shall be stabilized and not altered by placing new arrivals therein. The 10 percent rule can be extended to include those others who it is anticipated will be assigned housing within 60 days.
- 6. Waiting lists will be updated weekly or as requested by Lincoln Military Housing and will be made available to applicants at the Family Housing Office during normal working hours and on the base website at [www.quantico.usmc.mil](http://www.quantico.usmc.mil).
- 7. Applicants are advised that waiting periods are strictly estimates based on their relative position on the waiting list as of the date of inquiry, and are subject to change without notice.

#### 3006. RESIDENT REFERRAL

- \* 1. "Preferred Residents" are active-duty DoD service members, active duty reserve service members, international students/officers and active duty Coast Guard service members assigned to Quantico. They along with other personnel detailed in categories e through h are listed in priority order regarding assignment to waiting lists and placement into privatized housing.

- a. Active duty service members (including reserve service members).
- b. International students/officers.
- c. Coast Guard.
- d. Active duty bachelor service members. (See note.)
- e. DoD civil service.
- f. Other civil service (includes Federal Bureau of Investigation and Department of Interior personnel).
- g. Military retirees.
- h. Other than preferred residents (civilians).

NOTE: Bachelors refer to active duty DoD service members. A bachelor who occupies a home will pay the monthly rate that shall not exceed the Bachelor's BAH at the without dependent rate.

2. Preferred residents are required to submit a written notice to Lincoln Military Housing at least 30 calendar days prior to their anticipated vacate date. Lincoln Military Housing will notify Head, Family Housing Branch within 5 days of the written notice and will be provided a referral from the Preferred Referral categories within 30 days. The referral will be required to execute a Lease Agreement and occupy the home within 30 days.
- \* 3. If no preferred resident is provided by the end of the 30 day period Lincoln Military Housing may lease homes to residents other than Preferred Referrals at the prevailing market rate.

### 3007. ASSIGNMENT TO HOUSING

- \* 1. Housing shall be provided to international students/officers, U.S. Armed Forces students, permanent personnel and preferred residents. Accordingly, personnel shall not be provided housing unless at least 6 months remain on the tour of duty.

- \* 2. Placement of service members in designated family dwelling units shall be per the general bedroom entitlements based on number of family members, or grade category, established in reference (a). Placement into smaller housing or multi-level housing when a bona fide medical requirement exists for single level housing may be made on a voluntary basis. However, any privatized housing voluntarily accepted and occupied shall be conclusively presumed to be adequate for the resident.
- \* 3. Housing designated for the various grade categories will be intended as follows. Changes to the designations are at the discretion of Lincoln Military Housing.

Neighborhood	Grade Assignment
McHugh Woods	E7 - E8 W0 - CW03 01 - 03
Geiger Ridge	E9
Hospital Point	O6+
Lyman Park	E1 - E8
Neville Heights	O6
Thomason Park	W0 - CW03 01 - 03
Waller Hill	O7+
Masters Hill Numbered Town Homes	E1 - E5
Masters Hill Lettered Town Homes A, B, D - O	CW04 - CW05 04 - 05
Masters Hill Lettered Town Homes P, Q, R, S, T	W0 - CW03 01 - 03
Masters Hill Single Family	CW04 - CW05 04 - 05

NOTE: During construction or times of limited availability, intended ranks are subject to change without notice.

4. Upon availability of housing subsequent to reporting to the Head, Family Housing Branch, the following procedures shall be adhered to by all personnel:

a. The number one eligible applicant shall be contacted, provided the minimum remaining tour of duty time requirements can be met. The applicant shall report to Lincoln Military Housing to view offered housing, and sign a Lease Agreement within 24 hours (weekends and holidays excluded) once initial contact is made by Lincoln Military Housing. Applicants who do not sign a Lease Agreement to offered housing within 24 hours of housing availability notification will be passed over and the non-response counted as a refusal and the housing offered to the next eligible applicant. Each applicant should contact Lincoln Military Housing to inform them of their acceptance or declination of offered housing.

(1) If housing is accepted, rent will begin on the lease commencement date.

(2) At the time of acceptance, the service member will present a valid military identification card and complete a Lease Agreement with Lincoln Military Housing.

\* b. When housing is initially declined, for reasons other than a legally enforceable agreement for civilian housing, the application shall be annotated accordingly, and remain in its current waiting list position. In cases involving unusual circumstances or EFMP Category four families when priority housing is initially declined, the application shall be annotated accordingly and subsequently placed on the appropriate wait list with a control date as started in paragraph 3000.1a. Second offer of housing shall be in consonance with the administrative procedures established herein. If housing is declined, the application shall be so annotated and automatically removed from the waiting list.

\* c. When housing is declined because of an unexpired lease term of 30 days or less, the applicant shall remain in the number one position with the lease expiration date annotated thereon. When housing is declined because of an unexpired lease term of more than 30 days, the applications shall be placed in an "inactive" status. It shall then be the responsibility of the applicant to contact the Head, Family Housing Branch and request reactivation of his/her application. The application shall be annotated to reflect the lease expiration date, and placed in an inactive file. The Head, Family Housing Branch shall strive to effect assignments prior to, or within 30 days subsequent to, lease expiration dates. If minimum time requirements can be met pursuant to paragraph 3007.1 of this manual, the first offer may be declined without loss of waiting list position. No applicant shall interpret this subparagraph as an

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

\* d. Applicants allowed to decline offered housing twice, for reasons other than obligations for civilian housing, will no longer be eligible for privatized housing during their current tour of duty at this command. Requests for another offer, however, shall be acted upon by the Head, Family Housing Branch provided an NAVMC 10274, Administrative Action Form, is submitted via the normal chain of command setting forth in writing the extenuating circumstances which precluded acceptance of previously offered adequate housing. Such requests shall not normally be approved if the previous declinations were based on such things as: service member's preference for single-level housing instead of accepting a multi-level unit; or, offered housing does not accommodate the number of vehicles the service member possesses; Yard size is not considered adequate or, offered locations were not considered desirable for pets. Exceptions may be made when waiting lists are exhausted and there is no foreseeable need for housing and in those cases when the Health Care Advisor recommends favorable consideration due to medical reasons.

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

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

\* 3008. ASSIGNMENT TO MORE THAN ONE HOME. Assignment/Occupancy of more than one home, government-owned or privatized, at the same time at different duty stations is prohibited. It is the responsibility

of the commander at the new duty station to ascertain whether an individual and his/her family members have terminated any previous assignment to housing at the old duty station.

3009. ASSIGNMENT OF STUDENTS

- \* 1. The Marine Corps University will mail out Welcome Aboard packages to incoming students prior to each school year.
- \* 2. Service members are required to submit a DD 1746 to the Family Housing Office no earlier than 15 April and no later than 15 May to be considered for assignment to housing. Service members whose applications are received after 15 May will not receive priority housing. However, the service member may request to be placed on the applicable waiting list with a control date based on the detachment date from their previous duty station provided the request is made within 30 Days of the service member's report date. If the request is made after the 30-day period, then the control date is the date of the request.
- 3. Incoming students will be assigned priority housing, based on availability as of 1 May, each school year before service members on the waitlist are assigned housing.
- \* a. In order to secure assigned housing, the student will be required to complete and return a signed Lease Agreement to Lincoln Military Housing no later 15 June. If the service member fails to return the Lease Agreement, the home will be reassigned and the service member will lose their priority status.
  - b. If the student fails to occupy assigned housing after signing the Lease Agreement, they will incur an Early Termination Fee in accordance with the Lease Agreement.
- 4. Incoming students will not be offered a second housing choice.
- 5. Students, regardless of their graduation date, are required to provide a 30 day written notice of intent to vacate to Lincoln Military Housing.

3010. ASSIGNMENT OF INTERNATIONAL MILITARY STUDENTS/OFFICERS.

International military students/officers accompanied by family members will be assigned housing based on number of family members, current rank/grade and the following:

1. International students/officers will be assigned priority housing for the equivalent grade of his/her Marine Corps counter-part. They must report to the Family Housing Office with a copy of their International Travel Orders (ITO).
2. International students/officers occupying privatized housing will be governed by the policies, rules, and regulations set forth in their Lease Agreement and this Manual.
3. The Head, Family Housing Branch will furnish all possible assistance to International officers who express a desire to live in the civilian community or for whom housing aboard the command is not available.
4. International students/officers will be allowed to pay rent in the form of a personal check, cashier's check, traveler's check or money order.
5. International students/officers will not be offered a second housing choice.
6. International students/officers, regardless of their graduation date, are required to provide a 30-day written notice of intent to vacate to Lincoln Military Housing.

#### 3011. OCCUPANCY OF FAMILY HOUSING

1. General Information. Housing is primarily for use by the service member to whom it is assigned and to his/her family members. Social visits, which might occur in privatized housing, are acceptable as long as guests meet standards of conduct prescribed for residents in their Lease Agreement.
2. Extended Visits of Guests. Requests for visits which are expected to extend longer than 30 days must be submitted by NAVMC 10274 to the Head, Family Housing Branch. Requests for extensions exceeding 1 year will not normally be approved.
3. Semi-Permanent Residence of Wards, Nondependent Relatives, and Foster Children. Request for extended (semi-permanent) occupancy privileges for court-approved wards, nondependent relatives, and foster children may be approved by the Head, Family Housing Branch. Each case will be considered on its own merit, considering requirements of the member as well as the Marine Corps. In no such case will approval guarantee assignment to a unit with more bedrooms

than the member is ordinarily entitled to, although the Head, Family Housing Branch may authorize such a move at the member's expense if no waiting list exists for the larger housing. When approval of cases involving foster children is granted, portions of funds awarded by local governments and welfare agencies for housing considerations may not be accepted from the proffering government agency.

4. Subletting of Housing. Privatized housing may not be sublet by the resident or used in any manner for which the member might be compensated.

5. Resident Responsibilities. Resident responsibilities are discussed in the Lease Agreement.

3012. DURATION OF ASSIGNMENT. The home shall be occupied for a minimum period of six months before consideration will be given to a request to vacate. Exceptions to this are receipt of PCS orders for immediate military deployment, change in marital status, documented purchase of a home or any unusual circumstance/situation that has arisen since assignment to housing, with complete justification. All requests of intent to vacate will be submitted in writing to Lincoln Military Housing.

a. In the event a service member chooses to vacate their home before the completion of the lease term for reasons other than the receipt of PCS orders or home purchase documentation, they will be assessed an Early Termination Fee in accordance with the lease Agreement.

b. Service members choosing to terminate their Lease Agreement before the end of the lease term will be required to provide Lincoln Military Housing a written 30-day notice of intent to vacate and will also be responsible for paying rent until the expiration of the 30-day period.

3013. SPECIAL RETENTION OF HOUSING

1. Authority to Remain in Housing after Separation. Personnel discharged, released from active duty, or retired may remain in privatized housing for up to 30 days after the effective date of such orders in hardship cases upon approval of a written request.



Requests for extensions beyond 30 days shall be submitted by NAVMC 10274 to the Head, Family Housing Branch. Such requests will set forth the unusual circumstances which warrant consideration of the requested extension. Rent payments will be due in advance on the first day of each month.

2. Retention of Housing-Members in a Nonpay Status. Assignment to housing will not be contingent on the right to receive pay. Students on the Excess Leave Program may retain currently occupied housing. Service members and/or dependents may be authorized to remain assigned to housing while in a nonpay status during an unauthorized absence for a period not to exceed 30 days from the first day of absence. After 30 days the service member and all family members must vacate housing.

3. Continued Occupancy/Retention of Housing by Family Members of Absentee Service Members. Family members of absentee service members (service members serving on an unaccompanied dependents restricted overseas tour of duty) may retain housing during the service member's absence, subject to the following provisions:

a. The service member has not rejected an accompanied tour.

b. Requests for retention under this policy shall be submitted by NAVMC 10274 to the Head, Family Housing Branch at least 30 days prior to date of departure. During periods of long deployment, service members will automatically be allowed an absence for up to 20 weeks from the home, as long as their rent is current, on a case-by-case basis, with prior approval from Lincoln Military Housing. The service member must arrange for the upkeep of the dwelling and yard area while absent from their home. Lincoln Military Housing will verify the service member is on deployment and will allow the service member up to 30 days to pay all current and delinquent amounts owed before initiating eviction proceedings.

\* c. To be eligible for retention of privatized housing, the service member must have been residing in housing and signed a Lease Agreement prior to the date of departure from Marine Corps Base (MCB).

d. Personnel retaining housing under this policy and who are reassigned to MCB upon completion of their dependents' restricted

tours may continue to occupy housing upon their return, but they must provide Lincoln Military Housing with a copy of their PCS orders to MCB.

\* e. Personnel retaining housing under this policy, but who receive orders reassigning them to other stations following their dependents' restricted tour are required to clear housing within 90 days after return to continental U.S. or Hawaii pursuant to PCS orders. Requests for extension beyond this period shall be forwarded via NAVMC 10274 to the Head, Family Housing Branch and will not generally be approved.

f. Service members whose families remain in housing during this period are responsible for keeping Lincoln Military Housing informed of changes in status which may affect the service member's continued eligibility for housing or projected date of return from overseas. Service members who request and/or receive extensions of their overseas tours should inform Lincoln Military Housing. Authorization for continued occupancy of privatized housing will be automatic in such cases.

g. At the discretion of Lincoln Military Housing, housing occupied by family members under this policy may be involuntarily terminated when family members are involved in misuse or illegal use of housing, as outlined in the Lease Agreement, or other misconduct contrary to safety, health, or morale, or when marital status changes to make family members ineligible for occupancy of privatized housing. Refer to reference (a) for information pertaining to changes in marital and dependency status.

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

i. General officer housing is excluded from the provisions of this policy. Family members occupying such housing are eligible for priority assignment to other housing, if available, at the same shore activity, with movement chargeable to PCS funds. Housing provided to family members of general officers in this case will not be considered general officers' housing.

4. Retention of Housing When Service member is Temporary Additional Duty (TAD), Deployed, or Serving on an Unaccompanied Tour and Dependents are Absent from Housing.

\* a. When service members are serving on TAD, extended deployment, or an unaccompanied tour, which causes them to reside away from assigned housing, and family members desire to absent themselves from housing at the same time, Lincoln Military Housing may permit retention of housing for periods not to exceed three months of nonoccupancy. Rent will continue to be paid; and, for purposes of utilization reporting, the housing will be considered occupied.

b. The Lease Agreement establishes guidelines to ensure ready access to and maintenance of the nonoccupied government housing/property in question, to include the following:

(1) Written consent should be provided to Lincoln Military Housing permitting access to housing for required maintenance.

(2) Arrangements should be made by the resident for grounds care, etc. The name of the individual performing the service(s) should be provided to Lincoln Military Housing.

(3) The Provost Marshal should be informed of the period of nonoccupancy.

(4) Pets should be boarded or otherwise accommodated.

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

c. Periods of such nonoccupancy in excess of three months require approval of the Head, Family Housing Branch, and will generally be approved only in cases of extreme hardship, for humanitarian reasons, or where medical reasons are demonstrated. Requests for nonoccupancy beyond 90 days will be submitted by NAVMC 10274 to the Head, Family Housing Branch. Circumstances must be of such severity as to present a personal problem that is more severe than those normally encountered by Marines and their families in the normal course of military service. The following situations are examples of such cases that may be deemed worthy of favorable consideration for retention of housing when periods exceeding 90 days of nonoccupancy are requested:

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

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

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

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

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

- \* 5. Retention of Housing for Family Members of Deceased Active Duty Service Members. Reference (e) provides guidance for retention of housing for family members of service members who die on active duty. Specifically, surviving family members of members who die on active duty may be allowed to continue to occupy privatized housing on a rental basis, and will receive BAH for this purpose, for a period ending 365 days following the member's death.

\* 3014. TERMINATION OF LEASE

1. All service members are required to provide a written 30 day notice to Lincoln Military Housing and pay rent through the vacate date. An exception is permitted for service members receiving orders for immediate deployment. If orders (other than for immediate deployment) are dated less than 30 days from the date the service member is required to report to the next duty station, date of discharge or date of retirement, Lincoln Military Housing will accept the immediate notice to vacate.

2. Except in the case of unaccompanied overseas tour, housing eligibility ceases to exist when the sponsor or all the sponsor's dependents reside elsewhere. This will result in the family being directed to vacate quarters within 30 days.

- \* 3015. INVOLUNTARY TERMINATION OF HOUSING. At the discretion of Lincoln Military Housing and/or the Commander, Marine Corp Base, housing may be involuntarily terminated if the service member is in violation of the community policies set forth in the Lease Agreement.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 4

HOUSING REFERRAL SERVICES

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# MANAGEMENT OF FAMILY HOUSING

## CHAPTER 4

### HOUSING REFERRAL SERVICES

4000. GENERAL. Off-base family housing referral services are provided by the Family Housing Office for personnel of MCB. Responsibilities and functions are further detailed in reference (a).

4001. MANAGEMENT POLICIES AND OPERATING PROCEDURES. Management policies and implementing procedures for the operation of the off-base housing referral program are as follows:

1. The service member's commanding officer will ensure that Marines enroute to Marine Corps Base (MCB), under permanent change of station (PCS) orders that are eligible for privatized housing, report to the Head, Family Housing Branch in conjunction with the check-in process.
2. The Head, Family Housing Branch is responsible for establishing and operating the Housing Referral Office per reference (c).
3. Those personnel requiring off-base assistance will be provided information for renting in the civilian community. Publications and listings of off-base housing will also be given to the service member by a referral assistant. This is to include house rentals and an approved apartment list.
4. Guidelines for the conduct of service members in off-base housing are contained in reference (d).

- \* 4002. WOODBRIIDGE RUN (801) HOUSING. There will be no referrals to Woodbridge Run housing area when there is housing available on MCB Quantico. If no housing is available, referrals will be given on a case-by-case basis. Service members will check in at the Family Housing Office before seeking Woodbridge Run housing. Service members referred to Woodbridge Run housing will be approved in writing only by the Family Housing Office. Guidelines for the conduct of service members in off-base housing are contained in reference (d). The service member may reapply for housing aboard MCB no sooner than 90 days before the end of their lease at Woodbridge Run.

4003. SET ASIDE PROGRAM

1. It is the Department of Defense's (DoD) policy to assist all military members in obtaining adequate housing, whether on base or in the private sector. The installations rely on the local communities as the primary source of housing for DoD personnel. With the majority of its members living on the economy, the Marine Corps realizes the increasingly important requirement to provide safe, adequate, and affordable private sector housing.
- \* 2. One specific housing referral tool is the Set Aside Program. The main objective of the program is for the installation to encourage real estate management companies to offer military members special rental concessions above what other tenants receive.
3. The Set Aside Program is a written agreement between the Commander, MCB and specific apartment complex/property management companies to assist military members with acquiring suitable housing in the local community at a reduced rate. Application fees, income requirements, credit check fees, and security deposits are waived through this program. This waiver saves the service member a considerable amount of money. The monthly rent must be paid by allotment, (initiated by the service member) to the apartment complex/property management company.
4. Housing Referral counselors will provide information on the complexes participating in the Set Aside Program.
5. It is advisable for the service member to make several site visits to the complexes before choosing a complex. After a complex has been chosen, the service member will obtain a Letter of Eligibility from the Housing Referral counselor, verifying that the service member will be on station for a year and that the service member agrees to establish payment through an allotment.
6. The complex will give the service member the information necessary to establish the allotment. This information is taken to the service member's Installation Personnel Administration Center (IPAC) to initiate the "D" allotment. Until the allotment begins, it is imperative that the rent be paid by certified check or money order to the complex.
7. When vacating at the end of the lease or with PCS orders, a written notice to the complex manager is required. At this time the



service member should notify their IPAC to cancel the rental allotment, as it takes approximately 30 days or more to stop an allotment.

8. Service members are not required to participate in the Set Aside Program. The complex will rent its unit to the service member at the market rate, including the application fee, security deposit, credit check fee and any other fees as required.

# MANAGEMENT OF FAMILY HOUSING

## APPENDIX A

### ADMINISTRATION OF WAITING LISTS

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

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

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

\* 2. Other actions that can affect the waiting lists are:

a. Reassignment predicated on dependency increases. Requests for reassignments due to dependency increases shall be submitted on NAVMC 10274, Administrative Action Form, via the service member's chain of command to the Commander, Marine Corps Base (B 044). The service member is responsible for ensuring that the Administrative Action Form is accompanied by medical documentation of the dependency increase. Approved reassignments, due to dependency increases, are added to the waiting list with control date based on the date that reassignment was applied for.

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

c. Promoted, demoted, or reverted personnel - those individuals not occupying housing will retain their original control date provided the Head, Family Housing Branch is notified of such changes within 5 days. Otherwise, the control date will be changed to the date the Head, Family Housing Branch is notified.

## MANAGEMENT OF FAMILY HOUSING

d. Reverted personnel, occupying privatized housing, will be placed at the bottom of the waiting list for their respective grade. Reassignments shall not be effected, however, unless 6 months or more remain on the current tour of duty.

e. Lieutenant colonels promoted to the grade of colonel and service members promoted from E8 to E9, occupying privatized housing, will be integrated into the waiting list by the date of actual promotion. Seniority shall determine the waiting list position. Reassignment shall not be effected unless 6 months or more remain on the current tour of duty.

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

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

# MANAGEMENT OF FAMILY HOUSING

## APPENDIX B

### REASSIGNMENT OF HOUSING

1. The Head, Family Housing Branch will be notified, in writing, of changes in service member status. Above notification will be made on the following occasions:

- a. Date of promotion from lieutenant colonel to colonel.
- b. When promoted from enlisted to officer grade. Application will be placed at the bottom of the waiting list for the new grade.
- c. When reverted from officer to enlisted grade. Application will be placed at the bottom of the waiting list for the respective grade.
- d. Acquisition of additional family members, which increases bedroom requirements.
- \* e. EFMP Category four Priority Assignment may be used once per tour of duty barring intervening physical or mental incapacities as certified in writing by either the Health Care Advisor or the EFMP Coordinator.

2. If occupying privatized housing, the service member will be allowed to remain until housing appropriate to grade is made available, provided the lease term has been fulfilled.

3. When the service member is notified that housing is available for reassignment, the following shall be strictly adhered to so as to minimize vacancy loss:

- a. Only one dwelling unit shall be offered unless more than one unit is simultaneously available for assignment.
- b. Refusal of the offered unit(s) shall constitute removal from the waiting list except when reassignment is based on reversion from officer to enlisted or enlisted to officer grades. Those reassignments will have to be made unless six months or less remain on the current tour of duty.
- \* c. Five calendar days, excluding the day of notification, shall be allowed for movement of personal effects and cleaning of the vacated housing. Upon acceptance of the offered unit, the service

MANAGEMENT OF FAMILY HOUSING

member shall arrange with Lincoln Military Housing for the preliminary and final inspections of the vacated unit. If the service member fails to meet established standards for formal dispossession of the 5th working day, he/she shall be liable for payment on the housing payable by cashier's check, personal check, or money order in an amount equivalent to basic allowance for housing and variable housing allowance, pro-rated on a 30-day basis.

\* d. If the service member is moving from Woodbridge Run (801) housing to privatized housing, three calendar days will be given for the service member to move.

4. No reassignments will be effected unless six months or more remain on the current tour of duty.

MANAGEMENT OF FAMILY HOUSING

APPENDIX C

KEY AND ESSENTIAL PERSONNEL HOMES

Quantico

BILLET

HOME

Commanding General, MCCDC

1 Neville Road

Key & Essential Personnel for purposes of assignment to Family Housing.

BILLET

- \* Commander, MCBQ may be assigned to another home in Waller Hill (15000-15009 Heywood Road) based on availability of 15003 Heywood Road at time of arrival.
- \* Individuals assigned these positions have priority assignment into the first available home and neighborhood for which they qualify.
  - a. Sergeant Major, MCCDC.
  - b. Sergeant Major, MCBQ.

Up to 175 homes reserved for international students/officers.

MANAGEMENT OF FAMILY HOUSING

APPENDIX D

Privacy Act Release Form

TO Whom It May Concern:

I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Housing Office to release the information contained in the family housing application to the Marine Corps Public-Private Venture Partner, Lincoln Military Housing, for purposes of assignment on the family housing waiting list and assignment in a public-private venture home.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_