



OFFICIAL FILE COPY
UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P11101.31
BDFH
19 NOV 1998

BASE ORDER P11101.31 W/CH 1 & 2

From: Commanding General
To: Distribution List

Subj: FAMILY HOUSING ADMINISTRATION

Ref: (a) MCO P11000.22
(b) BO 5350.1
(c) BO 11101.46
(d) BO P11101.32

Encl: (1) LOCATOR SHEET


1. Purpose. To provide policies and procedures for assignment and management of Marine Corps family housing and operation of the Housing Referral Service based on guidance contained in references (a), (b), and (c). Regulations pertaining to occupancy of family housing are contained in reference (d).

2. Action. Effective upon receipt, the Director, Family Housing; all commanding officers; and all personnel assigned to Camp Lejeune and Marine Corps Air Station, New River, will be guided by the instructions contained herein.

3. Concurrence. This Manual has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, 2d Force Service Support Group, and the Commanding Officers, Marine Corps Air Station, New River, Naval Hospital, and Dental Command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.


RAY L. SMITH

DISTRIBUTION: A plus DFH (20)



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, NC 28542-0004

BO P11101.31 Ch 1
SSEC

23 MAR 2000

BASE ORDER P11101.31 Ch 1

From: Commanding General
To: Distribution List

Subj: FAMILY HOUSING ADMINISTRATION

Encl: (1) New page inserts to BO P11101.31

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove pages 2-5 through 2-10 of the basic manual and replace with the new pages contained in enclosure (1).
3. Summary of Changes. This change announces the new policy on "Priority Housing." Paragraph 2000.8.d (1) and (2) pertains.
4. Change Notation. Significant changes in the revised pages of this Change are denoted by an arrow () symbol.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Manual.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A plus DFH (20)



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, North Carolina 28542-0004

BO P11101.31 Ch 2
SSEC
26 SEP 2000

BASE ORDER P11101.31 Ch 2

From: Commanding General
To: Distribution List

Subj: FAMILY HOUSING ADMINISTRATION

Encl: (1) New page inserts to BO P11101.31

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove pages C-3 through C-5 of the basic manual and replace with the new pages contained in enclosure (1).
3. Summary of Changes. This change announces the revised policy regarding the issuance of Letters of Warning and Letters of Eviction from government family housing.
4. Change Notation. Significant changes in the revised pages of this Change are denoted by an arrow () symbol.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Manual.

A. J. KARLE JR.
Chief of Staff

DISTRIBUTION: A plus DFH (20)

BO P11101.31

19 NOV 1998

LOCATOR SHEET

Subj: FAMILY HOUSING ADMINISTRATION

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

ENCLOSURE (1)

FAMILY HOUSING ADMINISTRATION

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
CH-1	23 MAR 00	9 DEC 02	C.R. Miller
CH-2		9 DEC 02	C.R. Miller

FAMILY HOUSING ADMINISTRATION

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 ASSIGNMENT/OCCUPANCY/TERMINATION
- 3 HOUSING REFERRAL SERVICE

APPENDIX

- A SAMPLE REQUEST FOR CONTINUED
OCCUPANCY/RETENTION OF QUARTERS
DEPENDENTS RESTRICTED TOUR
- B SAMPLE REQUEST FOR RETENTION OF
QUARTERS ON ACCOMPANIED OVERSEAS TOUR
WHILE AWAITING QUARTERS
- C LETTERS OF WARNING AND EVICTION
FROM FAMILY HOUSING
- D QUARTERS LEASE AGREEMENT
- E ALLOCATION OF FAMILY HOUSING
- F GENERAL BEDROOM ENTITLEMENTS SCHEDULE
- G CONTROL DATES
- H PRIVACY ACT RELEASE FORM

INDEX

FAMILY HOUSING ADMINISTRATION

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
POLICY ON PROVIDING FAMILY HOUSING	1000	1-3
DESCRIPTIVE TITLES	1001	1-3
RESPONSIBILITIES	1002	1-4
UTILIZATION	1003	1-5

FAMILY HOUSING ADMINISTRATION

CHAPTER 1

GENERAL INFORMATION

1000. POLICY ON PROVIDING FAMILY HOUSING

1. The Marine Corps recognizes no inherent right to government housing for any group or individual.
2. It is the objective of the family housing program to assist eligible military personnel in obtaining adequate housing in which to shelter their families.
3. A Housing Referral Service is established to provide a personal, convenient service to assist military personnel and their dependents in locating suitable off-Base housing when government-owned housing is not available. The housing referral program adheres to the policy of equal opportunity in off-Base housing and is not intended to intrude on the normal business relations between real estate brokers, rental agents, sales agents, and their customers.
4. Occupancy of military family housing is intended to provide adequate well maintained housing for eligible military personnel and to provide residents with an educational environment conducive to responsible tenancy in both rented and privately owned housing.

1001. DESCRIPTIVE TITLES

1. Family Housing. All family housing at Camp Lejeune, Rifle Range, Courthouse Bay, and Marine Corps Air Station, New River.
2. Adequate Public Quarters. Those family housing units not specifically designated as substandard by congressional legislation. Adequate public quarters are occupied on a full-forfeiture of entitlement to Basic Allowance for Housing (BAH) when used by military personnel and/or their dependents.
3. Substandard Government-Owned Quarters. Those substandard family housing units as determined or designated in accordance with statutory authorization.
4. Director. Director, Family Housing Division.
5. Personnel. Officer and enlisted personnel of all ranks.

6. Military Ranks. Ranks referred to throughout this Manual are Marine Corps designations, but apply to equivalent ranks of other branches of the services. For family housing purposes, grade categories are as follows:

General	07-010
Senior Grade	06
Field Grade	04-05
Company Grade	01-03; WO1-CWO5
SNCO.....	E6-E9
Enlisted	E1-E5

7. Quarters Eligible Personnel. All officers and enlisted personnel are eligible for public quarters.

8. Designated Quarters. Six family housing units have been designated by the Commandant of the Marine Corps for occupancy by general officers: Quarters 2000, 2001, 2002, 2003, H-26, and H-27.

9. Billet Designated Quarters

a. Quarters 2051 Air Station is designate for the Commanding Officer of Marine Corps Air Station, New River (MCAS).

b. Quarters H-25 is designated for assignment to the Commanding Officer, Naval Hospital.

c. Seven Family Housing units have been designated for Command Sergeants Major/Command Master Chief: 5000, 5004, 5006, 5008, 5010 and MCAS, New River, 1136.

1002. RESPONSIBILITIES

1. The Director, Family Housing, located in Building TT-43, Tarawa Terrace, under the staff cognizance of the Assistant Chief of Staff, Facilities, is responsible for the management of family housing facilities according to the policies, regulations, and procedures promulgated by the Commandant of the Marine Corps and the Commanding General, Marine Corps Base, Camp Lejeune.

2. Commanding Officers

a. Check-in Requirement. Commanding officers will require newly joined personnel desiring on-Base housing and/or prior to executing any commitment for private off-Base housing to report to the Family Housing Office as part of the check-in procedure. Guidance provided by Family Housing and Housing Referral representatives may preclude serious problems often encountered by personnel who secure housing without taking advantage of this service.

b. Abandonment of Quarters. The commanding officer of an occupant who abandons assigned quarters is responsible for inventory and removal of occupant's personal effects, if any, which will be disposed of in accordance with existing directives.

c. Check-out Clearance. Commanding officers of enlisted personnel assigned family housing or mobile home spaces will ensure they give the required 60 day notice of intent to vacate and that the appropriate check-out sheet includes Family Housing as an office of required clearance. Clearance will be indicated only by the Director's name stamped in the appropriate space. Noncompliance will result in cognizant organizational unit assuming responsibility for cleaning and checking out quarters of member concerned.

d. Continued Occupancy/Retention of Quarters. Commanding officers will ensure that personnel occupying government quarters and electing continued occupancy execute Appendix A or B as expeditiously as possible, but not later than 30 days prior to detachment, and execute a limited power of attorney for dependents to preclude possible hardships or unnecessary delays in matters pertaining to military family housing, transportation entitlement, automobile decal requirements, etc.

1003. UTILIZATION

1. General Policy. Family housing will be managed so as to maintain the maximum utilization of family housing assets. Accomplishment of this objective requires advance planning, careful scheduling of occupancy changes, and expeditious performance of maintenance and improvement work, with the goal of reducing to the absolute minimum the time that the units remain unoccupied.

2. Standing Vacancies. Family housing units, other than those specifically designated for general officers or other specific billet occupancy, shall not be kept vacant for assignment to a specific individual.

3. Assignment to Persons One Grade Category Junior or Senior. When necessary to best fulfill a current need and to enhance utilization, in accordance with MCO P11000.22, quarters may be assigned to personnel not more than one grade category junior or senior than the grade category for which they are allocated. When assigning quarters to one grade category junior, assignments will be made to ranks in descending order.

4. Mandatory Assignment. When necessary to maintain 98 percent occupancy of adequate quarters, involuntary assignment may be made for eligible personnel. However, mandatory assignment to adequate public quarters will be in effect only at such times as determined by the Commanding General.

5. Letters of Warning and Eviction From Family Housing. See Appendix C.

FAMILY HOUSING ADMINISTRATION

CHAPTER 2

ASSIGNMENT/OCCUPANCY/TERMINATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
ASSIGNMENT	2000	2-2
ASSIGNMENT TO KNOX COMMUNITY	2001	2-9
OCCUPANCY OF FAMILY HOUSING	2002	2-10
RELOCATION	2003	2-12
TERMINATION OF ASSIGNMENT	2004	2-12
SPECIAL RETENTION OF QUARTERS	2005	2-15

FAMILY HOUSING ADMINISTRATION

CHAPTER 2

ASSIGNMENT/OCCUPANCY/TERMINATION

2000. ASSIGNMENT

1. General Information. Assignments to family housing will be effected by quarters lease agreement, Appendix D, in writing by the Director or his duly authorized representative, in accordance with allocations contained in Appendix E and bedroom entitlements schedule contained in Appendix F except as follows:

a. Number of dependents (excluding spouse) authorized to reside in two-bedroom Midway Park quarters will not exceed three.

b. Marine Corps Air Station, New River, enlisted two-bedroom quarters will be assigned only to personnel in paygrades E-6 and E-7 with no dependents other than spouse.

c. Marine Corps Air Station, New River, officer two-bedroom quarters will be assigned only to company grade officers with no dependents other than spouse.

d. Officers with four dependents (excluding spouse) may apply for four-bedroom quarters.

e. Personnel with spouse only on the one/two-bedroom Tarawa Terrace waiting list may be assigned two-bedroom quarters when one-bedroom quarters are not available.

f. Personnel will not be assigned to quarters larger than their actual requirements except where authorized herein, or in the event that no eligible personnel are awaiting assignment to the larger available quarters.

g. An applicant may elect to accept assignment to a smaller unit than that for which he is eligible. Such acceptance must be acknowledged in writing and shall preclude reassignment to larger quarters at a later date.

h. Pregnancy will be considered as a dependent. Medical verification may be required.

i. When determining bedroom entitlement in cases of divorce, separation, or remarriage, the sponsor or his/her spouse must have permanent custody of dependents awarded by a court of law (not a notary public) prior to moving into quarters.

Personnel may sign up for the waiting list while divorce/separation is pending, but will not be granted quarters until the final results concerning custody are determined by the court.

2. Eligibility for Family Housing. Military personnel regularly assigned for duty to units in the Camp Lejeune/New River area who are married or unmarried, divorced, separated, or widowed and who have bona fide dependents permanently residing with them are eligible for family housing. Personnel will not be assigned or reassigned to family housing unless at least nine months occupancy is anticipated, except as may be required for the convenience of the government. In the event of cancellation or modification of orders which extends the effective date, affected personnel will be reinstated on the waiting list with their original control date.

3. Reporting in Requirements. Incoming personnel are required to physically report to the Family Housing Office to apply for family housing and prior to making any commitment for off-Base housing. When applying for housing, the military member is required to have one of the following:

- a. Original orders with original reporting endorsement; or
- b. Commanding officer certified true copies of original orders and reporting endorsement; or
- c. Letter from member's commanding officer stating date detached from last permanent duty station and date reported to Camp Lejeune activity.

4. Chaplains. Upon approval of the Commandant of the Marine Corps, bachelor and unaccompanied chaplains may be assigned military family housing when it is determined that such housing is essential to the performance of their professional and pastoral duties. Multiple occupancy is recommended where there is more than one bachelor/unaccompanied chaplain. Guidance for diversion of family housing for use by bachelor chaplains is contained in reference (a).

5. Foreign Exchange Personnel. Foreign military personnel in an exchange program will receive priority assignment to family housing. Rental rates will be on the scale of BAH of United States military personnel of comparable grade.

6. Nonavailability of Quarters. The Director or his duly authorized representative may certify nonavailability of quarters to enable personnel to obtain a Veteran's Administration approved loan for the purchase of a home generally only when all adequate public quarters are occupied or undergoing rehabilitation, repairs, or modernization. Certification of nonavailability of quarters when full utilization is not in effect may be made only by the Director.

7. Assignment of Public Quarters When Both Members of a Family Unit Are Members of the Uniformed Services

a. Without Dependents. When both husband and wife are members of the uniformed services, with no other dependents, and are stationed in the Camp Lejeune/New River area, the eligibility for assignment to family housing rests with either member. When both members concerned are precluded by distance in excess of 50 miles from living together, both are considered as members without dependents for the purpose of determining entitlement to BAH and are, therefore, not eligible for assignment to family housing; however, the member attached to this activity may be placed on the waiting list, but will not be assigned to quarters until joined by spouse.

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

c. Officer Married to Enlisted. Assignment to quarters under this circumstance will be to the senior member as long as the marriage itself was not conducted in violation of the Uniform Code of Military Justice (UCMJ).

d. Continued Occupancy. When one member is separated from the other as a result of assignment to a dependents restricted tour, the other member, with or without dependents, may retain quarters under the continued occupancy policy.

8. Application

a. Application must be validated at the Family Housing Office during regular working hours. Personnel MUST report to the Family Housing Office within 30 working days after reporting for duty. Applications will not be validated prior to reporting for duty except when there is no waiting list and quarters are available. Personnel reporting to the Camp Lejeune/New River area for duty who have been

selected for promotion are eligible only for the type family housing allocated to the rank for which they have been selected. Enlisted personnel selected for officer rank will not be assigned officer quarters prior to promotion.

b. When adequate public quarters are available for immediate assignment upon reporting to the Family Housing Office, PCS original orders will be endorsed: "Government quarters are available and you are assigned quarters #_____ effective _____. The Director has the authority, however, to hold in abeyance any involuntary assignment action pending decision of the Commanding General.

c. When adequate public quarters are not available upon reporting, PCS orders will be endorsed: "Government quarters are not available at this time. You may make temporary or permanent arrangements off-Base. When government quarters become available, they may be assigned to you on a voluntary basis."

d. Priority Housing.

(1) Colonels assigned to Camp Lejeune who will be filling billets as Chief of Staff, and Sergeants Major and Master Chiefs also assigned to billets as Command Sergeant Major/Command Master Chief for General Officers aboard Camp Lejeune will receive priority housing if desired. No dedication of housing will be made; however, the next available house will be assigned, based on availability, in accordance with current regulations and this order. There will be no requirement to live on base, unless required by the respective Commanding General. Applicants in the "freeze zone" of the respective waiting list, which have been given a firm housing commitment, should not be displaced.

(2) There is no other recognized designation as priority housing. However, in certain cases, assignment to the waiting list just beneath the "frozen zone" may be made if the situation warrants. Extreme justification is necessary for approval since, in every case, such assignment causes inequity for all others whose entry into housing will be delayed. Limits for consideration are as follows:

(3) Exceptional Family Member Program (EFMP). Membership in this program does not, in and of itself, justify early assignment to housing, regardless of type or degree of medical requirements. All requests will be considered on a case-by-case basis, and researched in detail before a decision is made. If any of the following conditions apply, approval will not normally be granted:

(a) Required medical services are not available at either local military or civilian sources.

(b) Required medical services are available in the local community, whether or not services are duplicated at on-Base facilities.

(c) Required special education needs are not offered at either local Camp Lejeune Dependents Schools (CLDS) or county schools.

(d) Required special education needs are available in county schools, whether or not they are duplicated at CLDS schools.

(e) Required special education needs are not provided, but can be met through at-home education.

(4) Financial Distress. This unfortunate situation is prevalent among families waiting for housing. Scarcity of government quarters precludes this condition from being considered for approval. There are many services available on-Base to assist families in this matter.

(5) Emergency Situations. Not including those mentioned above, emergency situations will be considered on a case-by-case basis. Commanding Officers and unit support are greatly encouraged in such cases. Each situation will be judged on its own merit, and must justify any delay for other families awaiting housing.

9. Control Date and Waiting List

a. All applications will be given a control date in accordance with Appendix G and will be placed on the appropriate waiting list by control date. Applications assigned identical control dates will be placed on the waiting list giving preference to the most senior applicant. A waiting list shall be maintained for each type of family housing allocated in Appendix E. Crackerbox and Cape Cod quarters are considered the same type. These waiting lists will afford applicants the greatest opportunity to obtain the type housing of their choice.

b. The top three applicants on any waiting list or 10 percent of the waiting list, whichever is greater, will be stabilized and will not be altered by placing new arrivals within this stabilized portion, regardless of grade or duty assignment, except when authorized by the Commanding General.

c. Control dates for all reporting personnel will be established using detaching endorsements on official orders and/or verification of official records.

d. Applicants will not normally be allowed to change waiting lists unless the change is based on change of rank or family situation, requiring different assignment. Control dates in these circumstances will remain the same.

e. Applications for Midway Park housing will not be accepted from personnel who have more than three dependents, including a spouse.

f. Current waiting list information is available by dialing (910) 577-4561, following the automated instructions. Verbal telephone inquiries will not be accepted unless the system is inoperative.

10. Inactive Waiting List. Personnel on the waiting list, who will be unavailable for assignment to quarters for just cause when quarters become available, may have their assignment deferred until they can accept assignment. The following procedures apply:

a. Advance written request to the Director must be made by the applicant specifying period not available for assignment to quarters and the reason for wanting to be placed inactive.

b. Requests will be approved only for such bona fide reasons as operational requirements, health, family not in area, or rental lease commitments.

c. An individual's application will be activated at expiration of the specified period by Family Housing personnel. The application will be integrated by original control date below the stabilized portion of the list.

d. An applicant must then accept assignment to quarters when called or go off the waiting list.

11. Absence of Sponsor. Personnel who will be absent when assignment to family housing is anticipated may authorize their spouse to accept quarters in their absence. If spouse cannot be located, the application will be cancelled. Personnel may also authorize the Director to make housing assignment and hold until they return, with the provision that forfeiture of BAH will commence the date quarters are available. Such authorization must be in writing by the applicant and, normally, quarters must be occupied within 30 days after assignment.

12. Assignment to Quarters. Family housing voluntarily accepted and occupied shall be conclusively presumed to be adequate for that occupant.

a. As units become available, assignment to quarters will be made to the number one applicant on the waiting list. Because there are 114 different types of quarters, floor plans differ, but not to a degree that permits applicants to wait for a particular type of floor plan.

b. The number one applicant on a waiting list will be offered the first unit for which a notice to vacate within the following 30 days has been given. The applicant will notify the housing office of acceptance or refusal by the second working day. Acceptance will commit the applicant to assignment of that house when it is available for occupancy. The applicant's name will then be removed from the waiting list. In the event the house is not vacated as anticipated, the applicant's name will be reinstated on the waiting list in the number one position.

c. If quarters are declined, the applicant's name will be removed from the waiting list.

d. Should an applicant make a commitment to accept a specific house but then decline assignment when quarters become available, mandatory assignment to the quarters will be made. The individual will forfeit BAH until the quarters are reassigned to another applicant.

13. Minimum Occupancy. Quarters are normally assigned to permit use for the greatest possible duration of a duty tour to achieve maximum benefit and reduce costs attributable to change of occupancy. A minimum occupancy period of at least nine months is required.

14. School Letters. When assignment to government housing is forecast to occur within 90 school days of commencement of on-Base schooling, the Family Housing Office will issue a School Letter to the sponsor, enabling eligible dependents to register for school. Even though this letter does not constitute permission for dependents to attend on-Base schools, it does serve as notification to the school that within said period, the sponsor will occupy government quarters and, therefore, rate attendance. The school then makes the decision whether or not to accept the enrollment. Additional school letters are not authorized and will not be issued.

2001. ASSIGNMENT TO KNOX COMMUNITY

1. General Information. Individuals will apply for spaces in essentially the same manner as for family housing. A single waiting list of officer and enlisted personnel will be maintained. Occupancy is effected by rental lease agreement, available at the Housing Office.

2. Sale of Mobile Home in Place. With prior approval by the Director, residents of Knox Mobile Home Park may sell privately owned mobile homes to other eligible military members attached to Camp Lejeune. Prior to sale, current lessee must contact the Housing Office to ensure proposed buyer is eligible and to arrange for transfer of mobile home lot rental agreement. The mobile home must be occupied by the owner or removed from the park immediately.

3. Standards for Mobile Homes. Single mobile homes shall not be smaller than 12 by 60 feet and must be in a good state of repair and appearance. By specifying a minimum size, it is intended to preclude the use of camping trailers and the like from being used as permanent homes.

2002. OCCUPANCY OF FAMILY HOUSING

1. General Information. Housing is assigned primarily for use by the dependents of the sponsor to whom it is assigned and the sponsor. Social visits, such as might occur in private housing, may be authorized in accordance with reference (d), as long as guests meet standards of conduct prescribed for residents by the Commanding General.

2. Double Occupancy by Families of Two Sponsors. Only one sponsor and dependents will be assigned, and permitted to occupy a family housing unit. If a waiver is granted for a dependent of another military member to reside with that family, then that military member will also forfeit their BAH.

3. Extended Visits of Guests. A guest is defined as, a person invited by the military sponsor, who does not contribute directly or indirectly to any of the household expenses that sponsor must bear because of such a visit. In accordance with Appendix D, visitors staying over seven days must be registered with the Family Housing Office; visits which are expected to be in excess of 30 days must be approved in writing by the Director, Family Housing. Consideration will be given to the impact of such visitations on family housing and Base facilities, sanitation, utilities consumption, bedroom requirements of the military member and dependents, and the general welfare of those involved.

4. Semi-permanent Residence of Court Approved Wards, Nondependent Relatives and Foster Children. Requests for extended (semi-permanent) occupancy privileges for court approved wards, nondependent relatives, and foster children may be approved by the Commanding General. Each case will be considered on its own merit.

a. Legal wards are defined as those whose custody has been awarded to a military member or spouse by a court of law (not a notary public).

b. Foster Children placed by a competent legal authority in the home of a military member may be permitted residence in family housing for an indefinite period. Approval will not guarantee an assignment to a unit with more bedrooms than the member is normally entitled.

5. Foster Homes. A military member may be permitted to use assigned family housing as a foster home by submitting a request for approval to the Commanding General and agreeing to the following:

a. To notify the Family Housing Office whenever children are placed in assigned quarters for more than seven, but less than 30 days and when they no longer reside there.

b. To notify the Director in writing of names, ages, and sex of children placed in member's quarters in excess of 30 days.

c. To limit the number of children residing in member's quarters for more than 30 days so that not more than two persons will be sharing a bedroom.

d. To not accept compensation for housing from the sponsoring agency.

6. Persons Who Have Stood in Loco Parentis. Persons (such as parents) upon whom the service member was dependent for at least five years prior to entry into the service, but who are not dependent on the service member for at least 50 percent of their support may be permitted residence in government-owned family quarters for an indefinite period. Such authorization will not in and of itself entitle the sponsor to a unit with an additional bedroom; however, this may be authorized by the Commanding General due to extenuating circumstances and when all of those families with legitimate entitlement to the larger type unit have been accommodated.

7. Subletting of Quarters. Family housing, mobile homes, and mobile home spaces, may not be sublet by the occupant or used in any manner for which the member might be compensated.

8. Use of Quarters For Private Gain. Requests for permission to conduct a home enterprise such as tailoring, tax preparation, dressmaking, etc., in family housing should be made in writing to the Director, Family Housing. All installation, local, state, and federal laws, regulations, and licensing requirements will be considered before permission to conduct a business is granted.

Businesses will not be allowed which adversely affect the tranquillity or safety of the military community. Businesses will not duplicate the sale of merchandise and service readily available through the installation's officially sanctioned commerce. Information on the Family Day Care Home program is available from the Human Services Department.

9. Resident Responsibilities. Resident responsibilities are discussed in reference (d). To reduce the amount of appropriated funds and housing maintenance funds currently expended due to repair of damaged or inadequately cleaned quarters due to misuse or negligence by residents, involuntary checkage of pay is authorized under conditions outlined in reference (c).

2003. RELOCATION. Once eligible personnel are assigned to a set of quarters, they will not under normal circumstances be reassigned to another set of quarters. When relocation is on a voluntary basis, cash rent will be charged equal to BAH in addition to the forfeiture of the member's BAH as long as the member is assigned simultaneously to two family housing units and until the unit being vacated has been turned back to the Family Housing Office in accordance with reference (d).

1. Personnel are authorized to request relocation, at no cost to the government, from one type of housing to another in the event of change of rank which qualifies such a move. The control date will be the date of application.

2. Enlisted personnel occupying family housing and promoted to officer rank must apply for officer's quarters. Officer personnel occupying family housing and reverted to enlisted rank likewise must apply for enlisted quarters as soon as they are officially reverted. The control date for such application will be in accordance with Appendix G. In both cases, relocation will be at no cost to the individual affected.

3. Personnel occupying family housing who have a change in number of dependents or whose children reach age levels which change quarters eligibility may voluntarily apply to relocate at their own expense to larger quarters when at least nine months occupancy of the new quarters can be expected. Control date will be date of application.

2004. TERMINATION OF ASSIGNMENT

1. Detailed instructions for vacating family housing are contained in reference (d). Requests to vacate family housing will be made in writing 45 days in advance at the Family Housing Office.

2. Once an occupant has vacated public quarters for his own convenience, he/she will be considered ineligible for family housing during the remainder of the current tour of duty. Requests for reassignment to family housing will be considered on a case-by-case basis.

3. Unless otherwise approved by the Commanding General, Marine Corps Base, personnel must vacate family housing within the following time limits:

a. Detachment or Transfer - on or before effective date of detachment or transfer,, except where continued occupancy by dependents of overseas absentee sponsors is authorized.

b. Retirement or Separation - by the last day of active duty.

c. Terminal Leave - prior to last day of terminal leave; however, **prior to detachment**, member must provide copy of terminal leave orders, or a certificate in lieu of orders, and set up appointment for vacating inspections. The members respective command must assume responsibility in the event quarters are not properly cleared. The check-out sheet must be annotated that member is still in quarters.

d. Relocation - within three days after the effective date of assignment to other family housing.

e. Change in Marital Status - including divorce, legal or voluntary separation. Quarters must be vacated immediately unless dependent children are involved. Physical custody by the sponsor for the majority of the time (at least 75%) while divorce/separation is pending court authority, is required for retention of quarters. Physical custody by the sponsor is determined by written agreement between the spouses or by court order. However, each case is subject to review by the Director, Family Housing Division, for final approval.

f. Voluntary Absence From Quarters - of either spouse for more than 30 days - to be determined on the basis of circumstances involved.

g. When quarters are abandoned for 30 days or more - to be determined on the basis of circumstances involved.

h. When dependents leave sponsor for more than 30 days - to be determined on the basis of circumstances involved.

i. When alleged entitlement to BAH at the with-dependent rate is later determined to be fraudulent or erroneous - quarters must be vacated immediately.

j. When it is later determined assignment to quarters was made based on falsified application record - to be determined by the Commanding General.

k. Upon involuntary eviction - a reasonable period but not more than 30 calendar days from the date of the eviction letter signed by the Commanding General, Marine Corps Base, or Commanding Officer, Marine Corps Air Station, New River.

4. In the event of situations which impose a severe problem on the military member or member's immediate family, the Commanding General may approve retention of quarters for a period normally not to exceed 90 days. This exception applies to the following circumstances:

a. when the member is detached or in receipt of PCS orders;

b. when the member is discharged, released from active duty, or retired. All occupancy after separation will be on a rental basis at the normal BAH rates for the individual's grade;

c. upon the death of sponsor on active duty. Dependents may remain in assigned family housing at no cost to them for a period of 180 days. Extensions beyond the 180 days may be requested from the Commanding General. If approved, occupancy will be on a rental basis at the normal BAH rate of the sponsor's grade.

5. Confinement. When a military member who was assigned to government family housing is sentenced to prolonged periods of confinement (three months or longer) by either military or civilian authorities, entitlement to family housing will be terminated.

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

b. During any grace period before the dependents vacate family housing, whether or not the military member forfeits pay and allowances, a charge equal to BAH at the confines rate of allowances will be assessed.

c. A military member who is not assigned to quarters and is confined by either military or civilian authority, will not be assigned to Marine Corps family housing.

2005. SPECIAL RETENTION OF QUARTERS

1. Continued Occupancy/Retention of Quarters by Dependents of Absentee Sponsors. Dependents of absentee sponsors (sponsors serving on an unaccompanied dependents restricted overseas tour of duty) may retain assigned quarters during the sponsor's absence.

a. This continued occupancy program does not apply to those sponsors assigned to an accompanied overseas tour and who subsequently elect an ALL OTHERS tour.

b. General Officers Quarters and billet-designated quarters are excluded from the provisions of this policy. In these cases, dependents are eligible for priority assignment to other quarters, if available. Such moves will be chargeable to permanent change of station funds. Quarters provided to dependents of general officers in this case will not be considered General Officer's Quarters.

c. To be eligible for retention of military family housing, personnel must be assigned, in writing, to quarters prior to detachment. Personnel desiring retention of quarters must submit a written request in the format of Appendix A to the Director, Family Housing at least 30 days prior to detachment. A copy of the permanent change of station orders to dependents restricted tour will be included with the request.

d. Personnel retaining quarters under this program and who are reassigned to the Camp Lejeune/New River area upon completion of their unaccompanied tour, will continue to retain subject quarters in the same manner they would have, had the unaccompanied tour not intervened.

2. Dependents of sponsors who are ordered to an accompanied overseas tour may retain assigned quarters until military family housing is available at next duty station.

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

b. To be eligible for retention of military family housing, personnel must be assigned in writing to quarters prior to detachment. Personnel desiring retention of quarters must submit a written request in the format of Appendix B to the Director, Family Housing at least 30 days prior to detachment. Copies of the permanent change of station orders and a limited power of attorney will be included with the request.

c. If assigned quarters overseas prior to vacating present quarters, the military sponsor will be charged for both quarters by forfeiture of applicable housing allowances for overseas quarters plus a daily rental fee for the unvacated quarters equal to BAH rates.

d. Authority for dependents to remain in quarters normally will not exceed one year.

3. Retention of Quarters When Sponsor is TAD, Deployed, or Serving on an Unaccompanied Tour and Dependent(s) Are Absent From Quarters. When sponsors are serving on TAD, deployment, or an unaccompanied tour which causes them to reside away from assigned quarters and dependents desire to absent themselves from quarters at the same time, the Commanding General may permit retention of quarters for a period normally not to exceed 90 days of non-occupancy in a 12-month period.

4. Families Awaiting Dependents' Entry Approval to Overseas Locations. At the discretion of the Commanding General, families awaiting dependents' entry approval who currently occupy family housing may remain in quarters until entry approval is received.

5. Duty Under Instruction For More Than 20 Weeks, But Not Exceeding 45 Weeks. When a member receives PCS orders for duty under instruction for more than 20 weeks, but not more than 45 weeks, the Commanding General may approve retention of quarters during that duty.

FAMILY HOUSING ADMINISTRATION

CHAPTER 3

HOUSING REFERRAL SERVICE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	3000	3-3
HOUSING LISTINGS	3001	3-3
HOUSING REFERRAL COUNSELING AND ASSISTANCE	3002	3-4
COMPLAINTS	3003	3-4
INSPECTIONS	3004	3-4
GUIDELINES	3005	3-4

FAMILY HOUSING ADMINISTRATION

CHAPTER 3

HOUSING REFERRAL SERVICE

3000. GENERAL INFORMATION

1. The Housing Referral Service shall offer complete referral service and a full range of related personal assistance to all permanently assigned or TAD personnel and their dependents, who are authorized or require off-Base housing, regardless of pay grade, number of years of service, or marital status. The same services will be provided to DOD civilians.

2. Every effort shall be made to obtain the maximum number of available suitable listings of property within the commuting area. Housing referral personnel will physically survey the facilities listed semi-annually. A clear understanding should be reached with owners or managers as to current rental policies, practices, and rates.

3001. HOUSING LISTINGS. Three separate lists shall be maintained by the Housing Referral Service:

1. Listed Facility. A suitable facility listed with the Housing Referral Service as available to DOD personnel without regard to race, color, religion, sex, national origin, handicap, or familial status, and whose agent and/or owner has provided a nondiscriminatory assurance. Signatures of owners, managers, and/or agents signifying assurance of availability are not required. Listed Facilities will also include properties available through the Set-Aside housing program which qualified military members may occupy without payment of a security deposit or application fees.

2. Restrictive Sanctions. Facilities which have been found by the Commanding General, in accordance with reference (b), to discriminate against DOD personnel. Department of Defense personnel shall not enter into a new rental, lease, or purchase arrangement for or otherwise move into such facilities. Restrictive sanctions are effective against the agent and the facility and remain in effect a minimum of 180 days prior to command review.

3. Nonapproved List. Units determined by the Commanding General to be unsafe, indecent, or unsanitary or facilities which consistently demonstrate bad business practices are considered undesirable for occupancy by military personnel.

3002. HOUSING REFERRAL COUNSELING AND ASSISTANCE. Individuals requesting assistance from the Housing Referral Service shall be informed they are not authorized to rent or lease a housing unit which is on the restrictive sanction list and that they take specified risks when renting or leasing a unit on the nonapproved list. Individuals shall be provided listings of available suitable housing, a map of the local area, handouts concerning schools, shopping areas, recreational facilities, transportation, churches, emergency services, and other community facilities and services in the geographic area. Applicants shall be instructed to **report to Family Housing prior to locating housing** to ensure accurate information on restrictive sanctions and the nonapproved list.

3003. COMPLAINTS. Preliminary investigation of complaints of housing problems from military personnel or from owners and managers of off-Base housing facilities shall be investigated by the Housing Referral Service and adjudicated, when possible. Complaints should be in writing by the aggrieved party. Discrimination complaints in off-Base housing will be handled in accordance with the instructions outlined in reference (b).

3004. INSPECTIONS. Inspection of rental property should be conducted when there is reason to question the suitability of housing based on environmental conditions, including health and safety considerations. When, in the opinion of the Housing Referral Officer, a dwelling is unsuitable for occupancy by military families, it may be removed as a listing or not accepted for listing.

3005. GUIDELINES. Detailed guidelines concerning the operation of the Housing Referral Service are contained in reference (a).

FAMILY HOUSING ADMINISTRATION

APPENDIX A

SAMPLE REQUEST FOR CONTINUED OCCUPANCY/RETENTION OF
QUARTERS DEPENDENTS RESTRICTED TOUR

From: _____
To: Director, Family Housing Division
Via: Commanding Officer

Subj: REQUEST FOR CONTINUED OCCUPANCY/RETENTION OF QUARTERS

Ref: (a) BO P11101.31

Encl: (1) Copy of PCS orders dated _____

1. In accordance with the reference, it is requested that my dependents be permitted to remain in assigned family housing. I have received orders for a dependents-restricted tour as indicated by the enclosure. My date of detachment is _____ and I will depart on _____ .
2. I understand that if this request is approved and I am not assigned to the Camp Lejeune/New River area, assigned family housing must be vacated within 30 days after return to CONUS. It is my responsibility to keep the Director, Family Housing, informed of my projected date of return from overseas or any extension on my overseas tour.
3. I further understand that occupancy of housing retained by my dependents may be terminated if my dependents are involved in misuse or illegal use of the quarters or conduct themselves to the detriment of community safety, health, or morale.
4. I agree to notify the Director, Family Housing, and move my dependents immediately if my marital status changes to make them ineligible for occupancy of family housing. I agree to notify the Director immediately in the event I am discharged from the service while my dependents occupy family housing.
5. I have been counseled that my failure to notify the Director in the event of a legal separation or divorce may result in disciplinary action. I have been counseled that should I lose my entitlement to occupy quarters due to a change in my marital status, my spouse may be required to vacate quarters. Should my spouse decline to vacate quarters on a date specified, action may be initiated through the U.S. District Attorney for eviction by court order.

FAMILY HOUSING ADMINISTRATION

APPENDIX B

SAMPLE REQUEST FOR RETENTION OF QUARTERS ON ACCOMPANIED
OVERSEAS TOUR WHILE AWAITING QUARTERS

From: _____
To: Director, Family Housing Division
Via: Commanding Officer

Subj: REQUEST FOR RETENTION OF QUARTERS

Ref: (a) BO P11101.30K

Encl: (1) Copy of PCS Orders dtd _____
(2) Copy of limited power of attorney

1. In accordance with the reference, it is requested that my dependents remain in assigned family housing until housing is available overseas. As indicated by enclosure (1), I have received orders for an accompanied overseas tour. My date of detachment is _____ and I will depart on _____.

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

3. I agree to notify the Director, Family Housing, and move my dependents immediately if my marital status changes to make them ineligible for occupancy of family housing. I agree to notify the Director immediately in the event I am discharged from the service while my dependents occupy family housing.

4. I have been counseled that my failure to notify the Director in the event of a legal separation or divorce may result in disciplinary action. I have been counseled that should I lose my entitlement to occupy quarters due to a change in my marital status, my spouse may be required to vacate quarters. Should my spouse decline to vacate quarters on a date specified, action may be initiated through the U.S. District Attorney for eviction by court order.

5. I have been counseled and understand that:

a. Every effort will be given to provide me advance notice of when overseas quarters will become available to allow time for my dependent(s) to terminate quarters prior to being assigned quarters overseas.

FAMILY HOUSING ADMINISTRATION

If, however, for any reason I am assigned quarters overseas prior to my dependent(s) vacating present housing, I will be charged for both quarters by forfeiture of the applicable housing allowances for the overseas quarters plus a daily rental fee for the unvacated quarters. The rental charge for Camp Lejeune quarters will be equal to my respective BAH at Camp Lejeune.

b. Once I have been notified that government housing will be available for me and my family overseas, it is my responsibility to make the necessary arrangements for vacating current housing and the travel requirements overseas for my dependent(s).

c. A limited power of attorney is required for my dependent(s) to make arrangements in my absence in matters pertaining to housing and transportation entitlements. I further understand that this service is provided free of charge by the installation's legal assistance office. A copy of the power of attorney is submitted with this request for retention of quarters. See enclosure (2).

FAMILY HOUSING ADMINISTRATION

APPENDIX C

LETTERS OF WARNING AND EVICTION FROM FAMILY HOUSING

1. Family housing is for the use of military personnel, their bona fide dependents, and those individuals authorized to reside with them. To ensure personnel are protected from disorders and misconduct on the part of neighbors that may materially interfere with the peace and tranquillity of a housing area, command action to control perpetrators of such disorders or misconduct is mandatory. Misconduct in family housing by military personnel is potentially punishable under the Uniform Code of Military Justice (UCMJ).

2. Basis for Eviction. Eviction from Base quarters may be based upon occupant and or guest misconduct, to include fraudulent application for Base quarters, commission of drug-related offenses, and other crimes or actions threatening the peace and security of the housing area. Furthermore, neglect of quarters, waste of government provided utilities, or any other violation of housing regulations which may result in expense to the U.S. Government beyond ordinary wear and tear, may also be the basis for eviction.

3. Standard of Proof. Eviction may be ordered whenever there is probable cause to believe that an individual's continued presence in Base quarters will undermine the peace, security or welfare of the installation. Alternatively, eviction may be ordered whenever there is probable cause to believe that an individual has caused undue wear and tear on government assigned quarters, neglected the upkeep of government assigned quarters, wasted government supplied utilities or otherwise violated any other housing regulation pertaining to the maintenance, upkeep and/or occupancy of government quarters by service members, their dependents and/or their guests.

4. Minor Disorders and Misconduct

a. The Director, Family Housing, is responsible for making reports concerning noncompliance with family housing maintenance regulations, yard neglect, and fraudulent application for family housing to the Assistant Chief of Staff, Facilities. The Director will monitor reports of minor disorders, to include acts of mischief, and other misconduct which are nuisances short of criminal offenses.

FAMILY HOUSING ADMINISTRATION

b. When an offense or series of minor disorders warrants a Letter of Warning (LOW) or Notice of Intent to Evict (NOIE) from family housing, the Director will prepare appropriate correspondence and forward the correspondence to the Assistant Chief of Staff, Facilities. A copy of any such correspondence will be provided to the Base Inspector.

5. Drug Related and Criminal Offenses

a. The Base Inspector is responsible for reviewing the daily military police blotter and incident complaint reports for drug-related activity and all other civilian, juvenile, or military misconduct which are reported as criminal offenses. The term "drug-related activity" includes the use of drugs by service members and/or their dependents in government quarters, at any location aboard Marine Corps Base, and ashore. That term also includes a situation in which a tenant knowingly allows a guest to use drugs in his or her government assigned housing.

b. After reviewing all relevant facts and circumstances of the alleged offense(s), the Base Inspector will take appropriate administrative action with regard to the reported misconduct. Options available to the Base Inspector include: (1) the initiation of official correspondence (e.g., a letter of concern, a letter of warning, or a suspended/unsuspended persona non grata letter); (2) forwarding a proposed NOIE to the Assistant Chief of Staff, Facilities; (3) forwarding a request to the Base Staff Judge Advocate for the initiation of prosecution of a civilian(s) by the Special Assistant United States Attorney; and/or (4) forwarding preferred charges for review by the appropriate commanding officer(s).

c. The above actions also include personnel who are awaiting Base housing and are on the waiting list. Instances of misconduct, whether on or off the Base, may result in permanent removal from the waiting list. The procedures set forth in the following paragraphs will be followed when such action is contemplated. The Base Inspector will initiate notification correspondence and the Assistant Chief of Staff, Facilities, will take final action removing individuals from the waiting list. Individuals may appeal such action within 10 days of final action by submitting such appeal, in writing, to the Commanding General (Inspector), Marine Corps Base, Camp Lejeune, via their chain of command.

FAMILY HOUSING ADMINISTRATION

6. Letters of Warning. Letters of Warning (LOWs) initiated by the Family Housing Division will be signed by (1) the Director, Family Housing Division, except for LOWs involving drug-related and criminal offenses; (2) the Base Inspector for drug-related and criminal offenses; or (3) the Commanding Officer, Marine Corps Air Station, New River, for matters involving personnel residing in government quarters aboard the Air Station. The Logistic Support Agreement between Marine Corps Base, Camp Lejeune, and Marine Corps Air Station, New River, provides that after common processing in accordance with Base directives, LOWs for Air Station quarters residents may be signed only by Commanding Officer, Marine Corps Air Station.

7. Administrative Procedures

a. Marine Corps Base

(1) The Director, Family Housing Division, may issue a Notice of Intent to Evict (NOIE) when there is probable cause to believe that an individual's continued presence in Base housing represents a threat to the peace, security or welfare of the installation or, alternatively, that any occupant of Base housing has violated applicable housing regulations by abuse amounting to unreasonable wear and tear on those quarters, neglect in the upkeep of said quarters, waste of government supplied utilities and/or any other violation of applicable housing regulations pertaining to the occupancy of government quarters by service members, their dependents and/or their guests.

(2) The Base Staff Judge Advocate (SJA) will review all NOIEs and their supporting documentation for legal sufficiency prior to actual eviction of a family from housing. The SJA will thereafter provide an opinion to the Director, Family Housing Division, regarding whether there is sufficient legal basis to proceed with an eviction.

(3) Whenever a NOIE is issued, a service member and/or his dependents residing in government quarters will be provided a minimum of five working days to respond thereto. The NOIE will contain the latest date when a response to a NOIE may be submitted for consideration. All comments submitted in response to the NOIE will be (1) complete, concise, and temperate in tone; (2) written legibly; and (3) submitted within the time prescribed.

(4) When a government quarters resident makes a timely response to a NOIE, the Director, Family Housing Division will consider the response together with the NOIE supporting documentation. When it is determined that eviction is appropriate, the

FAMILY HOUSING ADMINISTRATION

Director, Family Housing Division, will (1) prepare a Letter of Eviction (LOE) for the Assistant Chief of Staff, Facilities' signature; and (2) make a recommendation with regard thereto. A LOE should be recommended only when no other sanction/action is appropriate. When the cancellation of a NOIE is determined to be appropriate, the cancellation will be made in writing.

(5) The Base SJA will (1) review the NOIE, the service member's/dependent's response thereto, and the LOE for legal sufficiency; and (2) make a recommendation with regard thereto.

(6) The Assistant Chief of Staff, Facilities, will consider all correspondence in the matter together with the recommendations of his subordinates. The decision to sign the LOE is a matter within the sound discretion of the Assistant Chief of Staff, Facilities. There is no administrative appeal from the Assistant Chief of Staff, Facilities' decision to execute the LOE through any administrative body aboard Marine Corps Base.

(7) Where a LOE is executed by the Assistant Chief of Staff, Facilities, it will be forwarded via the Director, Family Housing Division, to the service member and/or the service member's dependents residing in government quarters when the service member is absent from assigned quarters due to military duties. A copy of the LOE will be provided to the service member's immediate commanding officer via the chain of command.

(8) The effective date of the eviction will be published in the LOE. At no time will the actual date of eviction be more than 30 days following the date the LOE is signed by the Assistant Chief of Staff, Facilities.

b. Marine Corps Air Station, New River

(1) In keeping with the Logistic Support Agreement between Marine Corps Base, Camp Lejeune, and Marine Corps Air Station, New River, LOEs for personnel residing in government quarters aboard the Air Station, whether initiated by Base or Air Station authorities, will be processed in accordance with Marine Corps Base directives and thereafter signed only by the Commanding Officer, Marine Corps Air Station. Eviction letters signed by that Commanding Officer will then be returned to the Director, Family Housing Division, via the Assistant Chief of Staff, Facilities, Marine Corps Base, for delivery to the tenant concerned. When the Commanding Officer, Marine Corps Air Station initiates a LOE or NOIE and thereafter cancels the LOE or NOIE, the circumstances surrounding the issuance and cancellation will be forwarded to the Assistant Chief of Staff, Facilities, Marine Corps Base, for information.

FAMILY HOUSING ADMINISTRATION

(2) The Commanding Officer, Marine Corps Air Station, New River, will set forth the date for all evictions occurring aboard the Air Station. The actual date of eviction will occur within 30 days of the date the LOE is signed.

(3) The Commanding Officer, Marine Corps Air Station, New River, will obtain appropriate legal reviews of NOIEs, LOEs, and documentation relating thereto prior to signing any LOE.

(4) There is no administrative appeal from the decision of the Air Station Commanding Officer to issue a LOE via (1) the Assistant Chief of Staff, Facilities, Marine Corps Base; (2) any member of the Marine Corps Base housing staff; or (3) any other administrative body aboard the base.

FAMILY HOUSING ADMINISTRATION

APPENDIX D

COMMANDING GENERAL, MCB CAMP LEJEUNE,
FACILITIES DEPARTMENT, FAMILY HOUSING DIVISION

QUARTERS LEASE AGREEMENT

1. HOUSING POLICY. It is the policy of the Commanding General that residents of family housing should regard their responsibility toward the dwelling unit, its equipment, and the surrounding yard areas as would a prudent resident of a private dwelling. The rights, privileges, and responsibilities of the resident are those of a normal tenancy. Residents of family housing may expect to move into clean, well kept units and shall be required, when vacating, to leave the units and surrounding areas in a clean and well kept condition.

2. CERTIFICATION OF ALLOWANCE FOR QUARTERS. I am aware the appropriate rate of Basic Allowance for Housing (BAH) will be withheld from my monetary allowance effective the date my quarters are available for occupancy. I understand that Family Housing will make a unit dairy entry, stopping my housing allowance (or, for other Branches of Service, the voucher will be mailed to appropriate disbursing office). If, after 30 days from assignment, no monetary change occurs in my pay, I am responsible for contacting my disbursing officer to ensure the proper action has been taken to stop my housing allowance. Also I will immediately report to the area manager any status changes caused by: promotion, demotion, number of family members, divorce, separation, or any other factor pertinent to quarters assignment.

3. RESIDENT USE OF QUARTERS. I will use the premises solely as a single-family residence. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without written consent of the area manager. Child care providers must be certified and approved by the Commanding General.

4. GUESTS. Visitors who will be staying for seven days or more must be registered by my spouse or me at the Family Housing Office. Social visits will not exceed 30 days without prior written permission of the Director, Family Housing. By signing the Guest-in-Quarters Request form, I am certifying that a guest of more than 30 days is not a member of the military who is drawing BAH. The Provost Marshal will issue a visitor vehicle pass for my guest upon proper registration.

5. PETS. I certify my entire family is aware of and fully understands we are allowed no more than two (2) pets, dog(s), and/or cat(s), in all housing areas. I will register my dog(s) and/or cat(s), four months and older, at the Veterinary Treatment Facility (VTF) within 15 days of the animal's arrival on Camp Lejeune, along with proof of vaccination. I also understand that I am responsible for

FAMILY HOUSING ADMINISTRATION

cleanliness of areas used by my pets and that my pets are not permitted to run loose at any time. My pet must be kept within an enclosure or on a hand held leash at all times. I further understand any damages caused to the unit or grounds by my pet(s) are also my responsibility. Farm-yard or exotic pets (**REPTILES, DUCKS, RABBITS, CHICKENS, FERRETS, IGUANAS, ETC.**) are **NOT ALLOWED** in any housing area. I understand that breeding or raising of animals for commercial purposes is prohibited. We agree to abide by these rules while we occupy quarters and understand that any violation of same may result in termination of all pet privileges.

6. **CONDITION OF PROPERTY.** My quarters have been inspected by the Quality Assurance housing manager. I will attend the Check-in Orientation where I will be given the keys and Move-in Inspection form for the purpose of annotating any discrepancies I may find in my quarters as I am moving in. I must return this form within 10 days. The area manager will review my comments and contact me for clarification, if necessary. Appropriate action will be taken, if required, and my Move-in Inspection form will be retained in file until I vacate.

7. **QUARTERS MAINTENANCE.** Housing will maintain the quarters in good repair and habitable condition. However, if any time during the term of occupancy, the Family Housing Office is required to make repairs to the quarters, or its equipment, for damages caused by me, my family members and/or guests, I understand such damages will be at my expense. As appropriate, I will be afforded the right to complete the necessary repairs subject to the approval of the Housing Director.

8. **QUARTERS CLEANLINESS/GROUNDS CARE.** I am responsible to keep the premises, including all plumbing fixtures, and appliances in clean and safe condition. I am responsible to maintain my yard area, cut grass, trim shrubs, edge walkways, driveways, etc., and keep my porch/patio free of trash and debris.

9. **RESIDENT MAINTENANCE.** I understand I am to provide my own replacement light bulbs, and use the self-help facilities to correct minor maintenance problems. I will routinely call the Customer Service Desk at 451-2244 on items requiring maintenance. Failure to do so may be considered negligence. I am responsible for making provisions for maintenance personnel to gain reasonable access to my quarters for the purpose of necessary repairs.

10. **RESIDENT CONDUCT.** I am personally responsible and liable for the conduct of all family members and guests within my quarters. I understand that my occupancy may be terminated if I and/or my family members are unwilling to resolve problems, continually be a source of conflict, disturb the peace and harmony of the neighborhood, and/or fail to properly maintain my quarters.

11. **UTILITY/ENERGY CONSERVATION.** I will operate my utilities in a manner to conserve energy and eliminate waste.

12. **SMOKE DETECTORS.** I am responsible, after acceptance of quarters, to ensure the smoke detector(s) function properly at all times. I am also responsible for periodically testing and ensuring the detector is/are working properly.

FAMILY HOUSING ADMINISTRATION

13. INSURANCE. I have been advised I should consider a comprehensive renters insurance policy which provides for protection of my personal property and the quarters which I am assigned. If damage is due to my negligence, I may be held liable for damage or loss to Government quarters, equipment, or furnishings.
14. ALTERATIONS TO THE BUILDING. I am required to obtain written consent from the area manager before making any alterations to the quarters or grounds.
15. PERIODS OF ABSENCE. I will notify the area manager by completing the Absence from Quarters form at the Family Housing Office, and notifying the Provost Marshal whenever I expect to be away from my quarters over seven days. Absence from quarters for over 30 days must be submitted in writing and approved by the Director, Family Housing.
16. TERMINATION OF ASSIGNMENT. I understand the following: When a service member is declared a deserter; released from active duty; separated from the service; transferred to the Fleet Reserve; retired; transferred to Temporary Disability Retired List; separated from family members (i.e., court order, legal separation or divorce; or separation from family members), I will need to vacate Government quarters. An Intent to Vacate Notice must be filled out by either the spouse or myself. A 45 day notice is required. If I fail to provide sufficient notice due to "short fuse" orders, as much notice as possible should be given.
17. ACCESS TO PROPERTY BY THE AREA MANAGERS AND A REPRESENTATIVE:
- a. The Marine Corps reserves the right to enter my Government quarters to ensure proper use and care of property and to make repairs. Therefore, a designated representative of the Commanding General, MCB, Camp Lejeune, Family Housing office officials and the Safety Fire Inspector/Department personnel have the right to enforce all published rules and regulations and to enter my unit at reasonable times for any purpose including, but not limited to, inspection, making necessary repairs, and to prevent delay of contract work.
- b. This Command respects the privacy of all residents. However, when warranted, I realize that unannounced inspection for cleanliness, safety, and habitability may be conducted. I am also responsible to ensure that I keep the appointment that I set up for the Fire Inspector's orientation, and for any future fire inspections that may occur.
18. FIREARMS AND WEAPONS. The use of all dangerous weapons, such as firearms, air rifles, bow and arrows, sling shots, and highly explosive articles or compounds is prohibited within the housing area. I will register all of my privately-owned firearms with the Provost Marshal. I will ensure that all firearms, weapons, and ammunition will be made inaccessible to children at all times and will be disassembled or locked up when possible.

FAMILY HOUSING ADMINISTRATION

19. DAMAGE AND CLEANING OF QUARTERS. I am liable for the cost of damages and cleaning of quarters. Voluntary payment is my responsibility and payments will be accepted in the form of money order, certified check, or voluntary deduction of my pay account. Payments will be made to the housing collection clerk. All certified checks or money orders for such payments will be made payable to the "DISBURSING OFFICER, DFAS KANSAS CITY CENTER."

20. HOUSING RULES AND REGULATIONS. I will become familiar with the rules and regulations pertaining to housing. Failure to do so will not be considered an excuse should infractions occur.

21. ACCEPTING SMALLER QUARTERS. If I am accepting these quarters with less bedrooms than I am currently qualified for, I understand that I will not be authorized to apply for larger quarters at a later time.

FAMILY HOUSING ADMINISTRATION

I HAVE READ AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

My assignment to Family Housing is confirmed and effective on

_____ at _____

My Address is: _____

My area manager is _____,
Telephone number: (910) 451-2895, extension _____. I will
inform the Family Housing Office of my duty phone and home phone numbers
within seven working days. Currently my phone number is
_____.

With my signature below, I attest the above rules have been explained to
my satisfaction. I also understand that if I have pets occupying the
unit, I agree to pay a flat charge of \$90 for defleaing the unit at check
out time. I also agree to read BO P11101.32, Family Housing Manual, for
an in-depth explanation of all housing rules and regulations.

RANK/NAME

SSN

COMMAND

RESIDENT SIGNATURE

DATE

HOUSING REPRESENTATIVE

TRANSFER FROM

CHECKOUT

FAMILY HOUSING ADMINISTRATION

APPENDIX E

ALLOCATION OF FAMILY HOUSING

	1BR	2BR	3BR	4BR	TOTAL
<u>General Officers</u>			4	2	6
<hr/>					
<u>Senior Grade Officers</u>					
Paradise Point - 2 Story			51		51
Hospital Point - 2 Story				1	1
MCAS, New River - Capehart				<u>3</u>	<u>3</u>
			51	4	55
<hr/>					
<u>Field Grade Officers</u>					
Paradise Point - 2 Story			125		125
- Capehart			25	11	36
MCAS, New River - Capehart			4	3	7
Courthouse Bay - 2 Story			<u>8</u>		<u>8</u>
			162	14	176
<hr/>					
<u>Company Grade Officers</u>					
Rifle Range - 2 Story			5		5
Paradise Point - 2 Story			58		58
and Hospital - Crackerbox			102		102
Point - Cape Cod (1 Story)			43		43
- Cape Cod (2 Story)			24		24
- Capehart			61	26	87
- Farm House			1		1
MCAS, New River - Capehart		<u>8</u>	<u>79</u>	<u>13</u>	<u>100</u>
		8	373	39	420
<hr/>					
<u>TOTAL OFFICERS</u>		8	590	59	657
<hr/>					
<u>Senior Enlisted</u>					
Berkeley Manor - Capehart			473	204	677
MCAS, New River - Capehart		30	245	48	323
Watkins Village - Townhouse				<u>90</u>	<u>90</u>
		30	718	342	1090
<hr/>					
<u>Enlisted</u>					
Watkins Village - Townhouse				160	160
Tarawa Terrace - Wherry	70	1022	751		1843
Midway park - Lanham Act		<u>699</u>			<u>699</u>
	<u>70</u>	<u>1721</u>	<u>751</u>	<u>160</u>	<u>2702</u>
<hr/>					
<u>TOTAL ENLISTED</u>	<u>70</u>	<u>1751</u>	<u>1469</u>	<u>502</u>	<u>3792</u>
<hr/>					
<u>TOTAL QUARTERS</u>	70	1759	2059	561	4449
<hr/>					
Knox Community - Mobile Home Park - Single 125/Double 62					

FAMILY HOUSING ADMINISTRATION

APPENDIX F

GENERAL BEDROOM ENTITLEMENTS SCHEDULE

<u>Number of dependents excluding spouse</u>	<u>Number of bedrooms</u>
None	1
One	2
Two, except as follows:	2
One 10 years or older	3
One 6 years or older and other opposite sex	3
Three, except as follows:	3
Two 10 years or older	4
One 10 years or older and the other two opposite sex with one 6 years or over	4
Four, except as follows:	3
One 10 years or older	4
One 6 years or older and all of the other three opposite sex of the one	4
Two 6 years or older of opposite sex and the other two same sex	4
Five	4 or more

FAMILY HOUSING ADMINISTRATION

APPENDIX G

CONTROL DATES

1. Application validated/made by reporting to the Family Housing Office within 30 working days after reporting for duty Date detached from previous duty station or date of initial eligibility, whichever is later.
2. Personnel called to active duty whose first permanent duty station is Camp Lejeune, Naval Hospital, or MCAS New River, North Carolina, when application is made within 30 working days after reporting for duty First date of current active duty status.
3. Single personnel acquiring dependents while enroute or after reporting for duty, who make application within 30 working days after reporting or acquisition of dependents Date of acquisition of dependents.
4. Personnel on waiting lists who have a change in dependents which makes them eligible for quarters other than originally applied for Original control date.
5. Personnel promoted or selected for promotion while on the waiting list for housing .. Original control date.
6. Personnel reduced in rank which changes their eligibility while on waiting lists Original control date.
7. Officer personnel residing in MOQ and reverted to enlisted rank Original control date.
8. Enlisted personnel residing in MEMQ and promoted to officer rank Original control date.

FAMILY HOUSING ADMINISTRATION

- 9. Personnel occupying quarters who have an increase in dependents. Assignment may be made prior to birth of expected child Date of Application.

- 10. Personnel occupying quarters whose children reach age level which changes quarters eligibility Date of Application.

- 11. All other applications not covered aboveDate of Application.

PRIVACY ACT RELEASE FORM

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM11101-1 DON Family and Bachelor Housing Program (April 1, 2008, 73 FR 17334). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63-M, DoD Housing Management; and E.O. 9397 (SSN). **PRINCIPLE:** Military/civilian personnel eligible for/interested in occupying DON housing and those occupying DON housing (including privatized housing). **PURPOSE:** To determine an individual's eligibility for Navy or Marine Corps housing and to oversee housing occupancy once assigned. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as identified in the Systems Notice. **DISCLOSURE:** Mandatory

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 Family Housing Office, Tarawa Terrace, North Carolina to release the information contained in this family housing request to the Marine Corps Public-Private Venture partner, Atlantic Marine Corps Communities (AMCC), for purposes of requesting exceptions to housing policy that impact occupancy of assignment to privatized housing in accordance with BO P11101.31A.

Name (Please Print): _____

Current Mailing Address
(Please Print): _____

Cell Phone Number: _____

Work/Home Number: _____

Signature: _____ Date: _____

FAMILY HOUSING ADMINISTRATION

INDEX

A

Abandonment of quarters	1002.2b
Absence from quarters	2005.3
Absence of sponsor	2000.11
Adequate public quarters	1001.2
Allocation of family housing	C-1
Application for housing	2000.8
Assignment one grade junior, senior	1003.3
Assignment to Knox Community	2001
Assignment to quarters	2000;2000.12

B

Bedroom entitlements schedule	D-1
Billet designated quarters	1001.9
Both members military	2000.7

C

Chaplains	2000.4
Check-in/out of quarters	1002.2a/2c
Commercial activities in quarters	2002.8
Complaints (landlord/tenant off-Base)	3003
Confinement	2004.5
Continued occupancy	1002.2d
Control dates	2000.9;E-1
Custody	2000.1i; 2002.4a

D

Descriptive titles	1001
Designated quarters	1001.8
Double occupancy	2002.2
Drug related and criminal offenses	1004.5

E

Effective date of assignment	2000.12b
Eligibility for family housing	2000.2
Eviction	1004
Extended visit of guests	2002.3

F

Foreign exchange personnel	2000.5
Foster homes	2002.5

FAMILY HOUSING ADMINISTRATION

G

Guests 2002.3

H

Housing referral service 3000

I

Inactive waiting list 2000.10
 Inspections (off-Base) 3000.2;3004
 Involuntary checkage of pay 2002.9

K

Knox Community 2001

L

Loco parentis 2002.6

M

Mandatory assignment 1003.4
 Military ranks 1001.6
 Minimum occupancy 2000.13
 Minor disorders and misconduct 1004.4

N

Non-approved list (off-Base) 3001.3
 Nonavailability of quarters 2000.6
 Nondependent relatives in quarters 2002.4

O

Occupancy of family housing 2002

P

Pets.....F-1
 Policy on providing family housing 1000
 Pregnancy 2000.1h

Q

Quarters eligible personnel 1001.7

FAMILY HOUSING ADMINISTRATION

R

Relocation, quarters to quarters 2003
Reporting-in requirements 2000.3
Responsibilities 1002;2002.9
Restrictive sanctions (off-Base) 3001.2
Retention of quarters 1002.2d;200

S

Sale of mobile home in place 2001.2
Standing vacancies 1003.2
Subletting 2002.7
Substandard quarters 1001.3

T

Termination of assignment 2004

U

Utilization 1003

V

Vacating quarters 2004

W

Waiting lists 2000.9
Wards, court approved 2002.4
Warning letters 1004