



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLINE AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 11101.3B
B 044
04 Jun 13

MARINE CORPS BASE ORDER 11101.3B

From: Commander
To: Distribution List

Subj: OFF-BASE HOUSING REFERRAL PROGRAM AND GUIDELINES FOR
MILITARY PERSONNEL RESIDING ASHORE

Ref: (a) MCO P11000.22 w/ch 1-6
(b) Virginia Residential Landlord and Tenant Act (NOTAL)
(c) MCO P5354.1D w/ch 1

1. Situation. It is Marine Corps policy to provide a personal and convenient housing referral service to assist military personnel and their dependents in locating suitable off-base housing when privatized Public Private Venture Family Housing is not available.

2. Cancellation. MCBO 11101.3A and MCBO 5350.1.

3. Mission. To promulgate instructions for the Off-Base Housing Referral Program and military personnel authorized to reside ashore in the civilian community in a tenant capacity.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Develop an Off-Base Housing Referral Program that is nondiscriminatory, i.e., facilities will be open to all military personnel regardless of age, race, color, sex, religion, or national origin as required by reference (a).

(2) Concept of Operations. Public housing units are subject to regulations promulgated by the Secretary of Housing and Urban Development. Reference (b) governs the landlord-tenant relationship.

b. Subordinate Element Missions

(1) Head, Family Housing will:

(a) Establish and operate the Housing Referral Office and provide the housing referral service as outlined in references (a) and (c).

(b) Maintain listings of:

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1. Recommended civilian housing which is nondiscriminatory;

2. Disapproved facilities for which military occupancy is determined to be undesirable; and

3. Facilities that are not authorized by reason of discrimination, as outlined in section 2104 of reference (c).

(c) A Housing Referral Representative will furnish a copy of this Order to all military personnel authorized to reside in the civilian community in a tenant capacity.

(2) Organizational Commanders

(a) Ensure all personnel checking in report to the Head, Family Housing prior to executing any commitment for private housing and prior to signing any rental or lease agreement.

(b) Personnel encountering what they believe to be a discriminatory practice in off-base housing will report such information to the Head, Family Housing immediately.

c. Coordinating Instructions. Military tenants will conduct themselves in the same exemplary manner as is required when occupying on-base privatized housing.

(1) Military Tenants will:

(a) Abide by all terms of the lease agreement;

(b) Be familiar with and abide by the published rules and regulations of the rental facility;

(c) Pay rents and other fees when due;

(d) Maintain the dwelling, both interior and exterior, in a high state of cleanliness;

(e) Give required written notice prior to terminating occupancy; and

(f) Leave the rental unit clean and undamaged, and return all keys to the manager/owner when vacating.

(2) Landlords will:

(a) Offer the tenant a safe habitable dwelling; keeping the rental unit in a good state of repair.

(b) Ensure that facilities and appliances supplied by the landlord are maintained in a good and safe working order and condition.

5. Administration and Logistics. When problems cannot be resolved between the owner/manager of a listed housing facility and the military tenant, either party may lodge a complaint with the Housing Supervisor, Personnel Support Section, who has the responsibility of investigating noncriminal complaints for validity per reference (a). Full and complete information shall be obtained from each party concerned and the circumstances evaluated impartially. When complaints are of a serious nature and when there are indications that the Commander, MCBQ should become involved, the facts should be reported via the chain of command to the Commander, MCBQ (B 10) for further investigation or necessary action. Complaints of a criminal nature will be immediately referred to the Provost Marshal.

6. Command and Signal

a. Command. This Order is applicable to all military personnel aboard MCBQ.

b. Signal.

1. Any discrimination encountered in trying to secure housing ashore or while occupying a facility ashore should be reported immediately to the Housing Supervisor, Personnel Support Section, (703) 784-2711. Personnel may have a right to initiate civil suits against discriminatory establishments.

2. This Order is effective the date signed.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A