UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBQO 11101.1B
B 044
JUN 20 2018

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE QUANTICO ORDER 11101.1B CH-1

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico
To: Distribution list

Subj: MANAGEMENT OF FAMILY HOUSING

Ref: (a) National Defense Authorization Act of 1996
(b) MCO 11000.22 CH-1
(c) MCBO 11101.3B
(d) MCO 1751.3
(e) DoD 7000.14-R, Vol 7A, Chap 26
(f) Public Law 109-163, Sec 611
(g) SECNAV Memo dtd 28 Jun 2013
(h) SECNAV Memo dtd 7 Oct 2008
(i) MCBO 10570.2D
(j) MCBO 8000.1D

Encl: (1) Locator Sheet
(2) DD Form 1746 Application for Assignment to Housing

1. Situation. To set forth rules, regulations and information pertaining to the occupancy of privatized Family Housing at Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), Virginia.

2. Cancellation. MCBO 11101.1B.

3. Mission. The Commanding Officer, MCINCR-MCBQ where applicable is responsible for providing government oversight of all privatized family housing inventory as executed by the Public/Private Venture (PPV) Property Manager at this activity per references (a) and (b). This responsibility is accomplished under the staff cognizance of the Director, GF Installation and Environment Division and directly by the Head, Family Housing Branch.

4. Execution

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure maximum utilization of privatized family housing consistent with the provisions of references (a) through (j).

(2) Concept of Operations. Housing constructed aboard base is intended to provide adequate alternatives to off-base housing if there is a lack of adequate or affordable housing in the surrounding communities in the Quantico Military Housing Area. Housing aboard base is not the primary source of housing for families assigned to MCINCR-MCBQ and therefore is considered a privilege, not a right. In order to ensure the most equitable assignment of housing, the content of this order applies.

b. Coordinating Instructions. Should there be any changes to the PPV family housing structure or organization, those changes will not negate the requirement for this order and the regulations contained therein.

5. Administration and Logistics. Directives issued by this Command are published and distributed electronically via email at MCB Quantico Directives Control Point. For commands and organizations in need of copies of this order, these directives can be obtained through accessing the internet at http://www.quantico.marines.mil/Offices-Staff/Adjutant/Orders.aspx.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. All privatized housing residents, including family members, guests, and visitors will abide by the contents of this order insofar as their occupancy of family housing is concerned. Residents are required to read and familiarize themselves with the housing guidelines and items of general interest published in this Order. This Order is applicable to all privatized housing residents.

J. M. MURRAY

Distribution: A

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

LOCATOR SHEET

Subj: MANAGEMENT OF FAMILY HOUSING

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

APPLICATION FOR ASSIGNMENT TO HOUSING

(Before completing form, read Privacy Act Statement and instructions on reverse)

1. TYPE SERVICE DESIRED *(X one or both)*

	a. MILITARY HOUSING		b. HOUSING REFERRAL

SECTION I - APPLICANT INFORMATION

2. NAME OF SPONSOR *(Last, First, Middle Initial)*	3. PAY GRADE	4. SSN	5. DOD COMPONENT

6. ADDRESS *(Street, City, State, Zip Code)*	7. TELEPHONE NUMBER		8. STATUS OF APPLICANT *(X one)*			
	a. HOME *(Area Code)*	b. DUTY *(DSN)*		a. MILITARY MEMBER		c. CIVILIAN
				b. MILITARY SPOUSE		d. FOREIGN NATIONAL
	9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS *(X one)*			
				a. VOLUNTARILY		b. INVOLUNTARILY

11. I REQUEST HOUSING FOR *(X one)*			
	a. SELF ONLY		b. SELF AND DEPENDENTS

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

SECTION II - MILITARY CAREER INFORMATION *(Civilians skip to Item 15.)*

14. DATES *(Enter in YYMMDD order)*	MILITARY APPLICANT	MILITARY SPOUSE
a. EFFECTIVE RANK/RATE DATE		
b. ACTIVE DUTY SERVICE COMPUTATION		
c. TIME REMAINING ON ACTIVE DUTY		
d. EFFECTIVE CHANGE IN DUTY STATION		
e. REPORT DATE		
f. ESTIMATED FAMILY ARRIVAL DATE		

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME *(If more space is needed, continue on plain paper.)*

a. NAME *(Last, First, Middle Initial)*	b. DATE OF BIRTH *(YYMMDD)*	c. SEX	d. RELATIONSHIP	e. REMARKS *(Handicap, health problems, expected additions to family, etc.)*

SECTION IV - HOUSING DATA

16. COMMUNITY HOUSING DESIRED *(X as applicable)*

	a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE		j. ROOM AND BOARD
	b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE		k. SUBLET
	c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM		l. TRANSIENT

17. AMENITIES DESIRED *(X as applicable. Write number in d. and e.)*				18. DATE HOUSING NEEDED *(YYMMDD)*	19. PRICE RANGE *(Community Housing)*
	a. FURNISHED		e. NO. BATHS		
	b. UNFURNISHED		f. PETS *(Allowed)*		
	c. AIR CONDITIONING		g. OTHER *(Explain)*	20. LOCATION PREFERENCE *(Community Housing)*	
	d. NO. BEDROOMS				

21. REMARKS

22. SIGNATURE OF APPLICANT	23. DATE SUBMITTED *(YYMMDD)*

SECTION V - DISPOSITION *(To be completed by the Housing Office.)*

24. MILITARY HOUSING

a. APPLICATION RECEIVED *(YYMMDD and time)*	b. APPLICATION EFFECTIVE *(YYMMDD)*	c. DD FORM 1747 PROVIDED *(YYMMDD)*	d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT *(YYMMDD)*	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED *(YYMMDD)*

SECTION VI - HOUSING REFERRAL CERTIFICATE

On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.

In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.

25. SIGNATURE OF APPLICANT	26. DATE SIGNED *(YYMMDD)*

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY:	5 USC 5911 & 5912.
PRINCIPAL PURPOSE:	To identify customer needs for assistance and housing requirements.
ROUTINE USE:	None.
DISCLOSURE:	Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. All items not listed are self-explanatory. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address *(street number and name, apartment number, city, state/country and the 9-digit ZIP code).*

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES *(Military Applications/Military Spouse Only)*

Enter dates in order of YYMMDD. *(May 17, 1993, would be entered as 930517).*

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time *(in months)* that you have remaining on active duty.

d. **Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.**

e. **Enter your official report date** *(from your PCS orders).*

f. Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION *(To be completed by the Housing Office)*

24. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. **Application Effective.** Enter the date of change of duty station *(Line 14d)* or other date that will be the effective *(control)* date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. **Date Unit Assigned.** Enter the date the unit was assigned.

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 primarily for use by the service member to whom it is assigned and his/her dependents. 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 (e). See paragraph 3006 for preferred resident priority order.

1001. RESPONSIBILITIES OF THE FAMILY HOUSING BRANCH. The Family Housing Branch (FHB) (B 044), GF, Installation and Environment (I&E) Division is responsible for managing the Housing Referral Program, maintaining waiting lists for privatized homes, and certification of unit diary entries. Additionally, GF, I&E 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 FHB 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 Installations National Capitol Region-Marine Corps Base Quantico, Virginia (Commander, MCINCR-MCBQ) on privatized housing issues.

1002. EXCEPTED RESPONSIBILITIES/PROCEDURES FOR APPEAL AND EXCEPTION

1. 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, MCINCR-MCBQ (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 exceptions 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 (LMH) believes that successful community management encompasses more than just facilities maintenance. LMH 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 no inherent right to privatized housing for any group or individual is recognized. 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 MCINCR-MCBQ or tenant activities.

2002. RENTAL PAYMENT. Upon acceptance of an available home, the service member will be instructed to meet with LMH 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 encouraged 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 (1) bedroom; service member and spouse are assigned one (1) bedroom. The service member may choose to be placed in a home where more than one (1) family member shares a bedroom. No more than two family members should share a bedroom unless permission is granted by LMH who determines the bedroom is large enough to accommodate more than two (2) persons.

2. Exceptional Family Members will be assigned to the appropriate style home that meets their housing modification requirement as stated in their EFMP enrollment letter. Exceptional Family Members with requirements for single level homes should be assigned as specified. The service member may not choose to be placed in a multiple-level home if no single-level homes are available.

3. Personnel who report to MCINCR-MCBQ and the National Capitol Region (NCR) 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. The housing office will utilize the date of receipt of the Housing Application (DD Form 1746), with all qualifying documents, and PCS orders or equivalent (includes web orders) as the control date for the housing waiting list. A control date will not be established without receipt of these documents. If the application, along with all qualifying documents, and PCS orders are received separately, the control date will be established upon the receipt of the latest document and then the validated application shall be forwarded to the privatized partner. Service members who do not submit a housing application electronically in advance will need to physically report to the housing office with signed PCS orders before receiving a control date and/or advancing to the freeze zone. The freeze zone is the top 10% or top three applicants, whichever is greater. Once in the freeze zone, homes will be referred based on the service members report date. When several members have the same report date, referrals will be prioritized based on control dates.

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, FHB at the time of application.

c. Date application is made by graduates of the Officer Candidates School when there was no previous permanent duty station, provided application is made within 14 calendar days of graduation.

d. Date application is made by students at The Basic School when there was no previous permanent duty station, provided application is made within 14 calendar days of reporting.

e. In Instances where there is a previous permanent duty station for OCS & TBS Students, the provisions set forth in

paragraph 3000.1a apply as may be applicable.

f. Date application is made when the foregoing time limits have expired.

2. When two (2) or more applicants have the same control date, seniority shall govern.

3001. PRIVACY ACT RELEASE FORM. Service members must sign the Privacy Act Release form (Appendix D) in order to be referred to LMH for assignment.

3002. UTILIZATION OF DD FORMS 1746 AND 1747

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

a. Require the individual to inform the appropriate housing office at least 30 days prior to the member's planned date to terminate family housing. At the same time, the individual should complete DD Form 1746 to make application for family housing at any installation to which assigned.

b. Individual is responsible for sending and confirming that the FHB has received the completed application with qualifying documents identified in paragraph 3000.1. Applications should be sent to the Commander, MCINCR-MCBQ via the Head, FHB of the activity to which the member is 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 FHB at the new duty station within the first 30 days after reporting to the installation.

2. Use of DD Form 1747 (Status of Housing Availability). Upon receipt of a DD Form 1746, PCS orders with a detach date or web orders, the Head, FHB 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.

1. Submission of the documents in Paragraph 3000.1a will place the service member's name on the appropriate waiting list; However, service members must report/check-in with the Installation Personnel Administration Center (IPAC) or their unit prior to accessing privatized housing. Additionally, service members must physically report to the FHB 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 FHB as part of their reporting-in procedures.

2. However, should dependency status change, the service member shall report to the Head, FHB in order to receive on base housing information, 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-1 to CWO-3), senior enlisted (E-9), senior noncommissioned officer (E-6 to E-8), and junior enlisted (E-1 through E-5). In those cases when personnel are "selected" or "frocked" for promotion, they will be placed on the wait list, assigned, and occupy housing designated for their "selected" pay grade. The waiting list will be maintained by the FHB. The location of a service member's name on a waiting list is predetermined based on the individual's control date. The top 10% or top three applicants, whichever is greater 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, FHB on the submitted 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, FHB. If there is no waiting list, actual housing assignment will not be made until proof of marriage is provided to the Head, FHB.

3. Unmarried pregnant service members without family members may apply for privatized housing with documented proof of pregnancy from competent medical authority. The service member shall not be assigned quarters until after the birth of the child unless applicants other than preferred referrals are being accepted. If so, the pregnant service member may reside in privatized housing prior to the birth of the child once they rise to the top of the waiting list. The service member will be required to pay rent equivalent to the without dependent BAH rate until the birth of the child.

4. Applicants 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 applicant is placed in the "freeze zone" an applicant 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), 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, GF or higher authority, and if approved, shall be specifically annotated for "freeze zone displacement". Otherwise, the applicant shall be placed in a position just below the freeze zone.

5. The freeze zone represents the relative position of the top 10% or top three applicants, whichever is greater, of the personnel on each waiting list which shall be stabilized and not altered by placing new arrivals therein.

6. Waiting lists will be updated weekly or as requested by LMH. Wait list positioning will be made available to applicants at the FHB during normal working hours.

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 d through h below 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 LMH at least 30 calendar days prior to their anticipated vacate date.

a. LMH will notify Head, FHB within five (5) days of the written notice. FHB will provide LMH a referral from the Preferred Referral categories within 30 days.

b. The Service Member referred 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, LMH 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 they have at least six (6) months remaining on their 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). In cases of divorce or children born out of wedlock, the member must show court documents that identify primary physical custody of the children establishing housing eligibility and bedroom requirement. Placement into smaller housing may be 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 are as follows. Changes to the designations are at the discretion of LMH.

Neighborhood	Grade Assignment
McHugh Woods	E-7 - E-8 WO-1 - CWO-3 O-1 - O-3
Geiger Ridge	E-9
Lyman Park	E-1 - E-8
Neville Heights	O-6
Thomason Park	WO-1 - CWO-3 O-1 - O-3
Waller Hill	O-7+

Neighborhood	Grade Assignment
Masters Hill Numbered Town Homes	E-1 - E-5
Masters Hill Lettered Town Homes A, B, D - O	CWO-4 - CWO-5 O-4 - O-5
Masters Hill Lettered Town Homes P, Q, R, S, T	WO-1 - CWO-3 O-1 - O-3
Masters Hill Single Family	CWO-4 - CWO-5 O-4 - O-5
NOTE: During construction or times of limited availability, intended grade assignment is subject to change without notice.	

4. The number one eligible applicant shall be contacted by LMH and offered a home provided applicant has 6 months remaining on tour of duty, and can meet the minimum lease requirements. Every effort will be made to allow viewing of offered home. However, due to high demand, pre-leasing, and short transition times between occupants and maintenance, interior viewing of homes may not always be feasible. In such cases, exterior views and floor plans can be viewed online by the applicant to assist in determining acceptance of quarters. Acceptance is not contingent upon interior viewing. Once initial contact is made the applicant shall report to LMH within 24 hours (weekends and holidays excluded) to sign a Lease Agreement. Applicants who do not sign a Lease Agreement within 24 hours of a housing offer will be passed over and the non-response counted as a refusal. The home will then be offered to the next eligible applicant. Each applicant should contact LMH to inform them of their acceptance or declination of offered home.

a. If housing is accepted, rent will begin on the lease commencement date.

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

c. 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 for EFMP 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 stated in paragraph 3000.1a. The second

offer of housing shall be in consonance with the administrative procedures established herein. If housing is again declined, the application shall be so annotated and automatically removed from the waiting list.

d. When housing is declined because of an unexpired lease term of 30 days or less, the applicant shall remain in the same wait list position with the lease expiration date annotated. 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 then is the responsibility of the applicant to contact the Head, FHB 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, FHB 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 order, 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.

e. Applicants who decline offered housing twice, for reasons other than obligations to 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, FHB, 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 are not normally 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; the 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, also in those cases when the Health Care Advisor recommends favorable consideration due to medical reasons.

f. When requestors are approved for a third offer of housing, their 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.

g. 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 (1) 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. Prior to each school year, the Marine Corps University will mail out Welcome Aboard packages to incoming students.

2. To be considered for assignment to housing, Service members are required to submit a DD Form 1746 to the FHB no earlier than 15 April and no later than 15 May. 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. Each school year, based upon housing availability as of 1 May through 31 July, incoming students will be assigned priority housing. Service members on the waitlist are assigned housing after students are assigned.

a. In order to secure assigned housing, the student will be required to complete and return a signed Lease Agreement to LMH no later than 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. In accordance with the Lease Agreement, if the student fails to occupy assigned housing after signing the Lease Agreement, they will incur an Early Termination Fee.

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 FHB 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 order.

3. The Head, FHB will furnish all possible assistance to International officers who express a desire to live in the civilian community or for whom housing aboard the installation 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 LMH.

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, FHB. Requests will be handled on a case-by-case basis, and should include written justification and supporting documentation. Requests for extensions exceeding 1 year will not normally be approved.

3. Semi-Permanent Residence of 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 Head, FHB. Each case will be considered on its own merit, taking into consideration the 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, FHB 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. Service members and dependents may not sublet privatized housing or use the home 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 (6) 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. All requests of intent to vacate will be submitted in writing to LMH.

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 request to remain in privatized housing after the effective date of such orders. Requests shall be submitted via NAVMC 10274 (Request for Administrative Action) to the Head, FHB for approval. Such requests will set forth the unusual circumstances which warrant consideration of the requested extension. Requests should be received not less than 30 days before the effective date of the orders and will be handled on a case by case basis. 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 non-pay 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, FHB 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 with prior approval from LMH. The service member must arrange for the upkeep of the dwelling and yard area while absent from their home. LMH 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 MCINCR-MCBQ.

d. Service Members retaining housing under this policy and who are reassigned to MCINCR-MCBQ upon completion of their "dependents restricted tours" may continue to occupy housing upon their return, but the Service Member must provide LMH with a copy of their PCS orders.

e. Service Members 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, FHB and will not generally be approved.

f. Service Members whose families remain in housing during this period are responsible for keeping LMH 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 LMH. Authorization for continued occupancy of privatized housing will be automatic in such cases.

g. At the discretion of LMH, 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 (b) for information pertaining to changes in marital and dependency status.

h. When Service Members take advantage of this policy, they should also consider executing a limited power of attorney prior to their departure for overseas in order to permit 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 Office.

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 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 Assigned to 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, LMH may permit retention of housing for periods not to exceed three months of non-occupancy. 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 unoccupied privatized housing in question, to include the following:

(1) Written consent should be provided to LMH 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 LMH.

(3) The Provost Marshal should be informed of the period of non-occupancy.

(4) Pets should be boarded or otherwise accommodated.

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

c. Periods of such non-occupancy in excess of three (3) months require approval by the Head, FHB, and will generally be approved only in cases of extreme hardship, for humanitarian reasons, or where medical reasons are demonstrated. Requests will be submitted by NAVMC 10274 to the Head, FHB. 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 non-occupancy 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 non-occupancy 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 (f) 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 LMH 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, LMH 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, and initiation of subsequent eviction proceedings if necessary.

3015. INVOLUNTARY TERMINATION OF HOUSING. At the discretion of LMH 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. Eviction proceedings will be used if necessary.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 4

HOUSING REFERRAL SERVICES

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SET ASIDE PROGRAM	4002	4-2

MANAGEMENT OF FAMILY HOUSING

CHAPTER 4

HOUSING REFERRAL SERVICES

4000. GENERAL. Off-base family housing referral services are provided by the FHB for personnel of MCINCR-MCBQ. Responsibilities and functions are further detailed in references (b) and (c).

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 MCINCR-MCBQ under permanent change of station (PCS) orders that are eligible for privatized housing, report to the Head, FHB in conjunction with the check-in process.

2. The Head, FHB is responsible for establishing and operating the Housing Referral Office per reference (b).

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 includes house rentals and an approved apartment listings.

4. Guidelines for the conduct of service members in off-base housing are contained in reference (c).

4002. 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 off-base, 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, MCINCR-MCBQ 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 apartment complexes participating in the Set Aside Program.

5. It is advisable for the service member to make several site visits to the apartments 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 management 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

CHAPTER 5

REGISTERED SEX OFFENDERS

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 5

REGISTERED SEX OFFENDERS

5000. GENERAL. Reference (h) prohibits sexual offenders from occupying privatized housing except where prohibited by law or otherwise waived by competent authority. This applies to service members, their dependents, and non-dependent family members who will reside with the applicant or service member.

5001. SCREENING PROCESS. To safeguard personal, family, and housing community interest the following actions are taken to establish screening procedures:

1. Using existing public sex offender registers/databases, applicants fourteen years of age and older will be screened.

2. Service members who apply for privatized housing will be required to complete a Sex Offender Disclosure Certification. Sexual offenses include but are not limited to rape, sexual assault, child molestation, indecent exposures, etc.

3. If service members identify themselves, their dependent, or non-dependent family member as a sex offender, or is identified through the sex offender registry, immediate notification and referral of the housing application will be made to the Staff Judge Advocate (SJA) and Base Commander for due process.

5002. CURRENT RESIDENTS. Current residents shall be screened in accordance with the above stated procedure. This screening is conducted monthly through the United States Department of Justice National Sex Offender Public Website. If a current resident is identified as a sex offender, immediate notification will be made to the SJA and Base Commander for due process.

5003. WAIVER REQUEST. If a service member, dependent, or non-dependent family member is identified on a sex offender registry pursuant to the screening process, it will be immediately reported to the SJA and Base Commander. The service member may request a waiver via the appropriate chain of command. After consideration of the facts and information provided, the Base Commander will determine if the waiver request warrants

forwarding to the Deputy Commandant for Installation and Logistics for final disposition.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 6

DOMESTIC ANIMAL CONTROL

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 6

DOMESTIC ANIMAL CONTROL

6000. PURPOSE. To provide policy on the control of domestic animals with regard to privatized housing aboard MCINCR-MCBQ.

6001. APPLICABILITY. This policy applies only to privately owned animals, specifically those pet cats and dogs owned by service members, and/or their family members applying for or residing in privatized housing. This policy is also applicable to accredited service animals and companion/comfort/therapy animals.

6002. BACKGROUND INFORMATION. Pet ownership for service members and their families provides a real and tangible benefit, and contributes to quality of life for families. This policy is an attempt to provide for the health, safety, and tranquility of all residents of privatized housing.

6003. PROHIBITED DOG BREEDS. Full or mixed breeds of Pit Bulls, Rottweilers, canid/wolf hybrids, any wild animal or any dog crossed with a wild animal or other canine breed or mixed breed with dominant traits of aggression that present an unreasonable risk to the health and safety of personnel are prohibited. Additionally, any animal that is determined to be a dangerous or vicious animal is prohibited and may be debarred. Entry of authorized patrons with pets that are otherwise prohibited under this order will be for the sole purpose to obtain care, involving travel immediately to and from the veterinary treatment facility only, with no other stops aboard base. Reference (i) provides detailed guidance on the control of pets and other prohibited animals onboard MCINCR-MCBQ.

6004. REGISTRATION, VACCINATION, IDENTIFICATION AND CONTROL OF DOMESTIC ANIMALS. All cats and dogs must be vaccinated, implanted with a microchip and registered at the Vehicle/Pet/Weapons Registration Provost Marshal's Office (PMO). Proof of registration with certification documents must be provided to the FHB prior to accessing housing. The FHB will ensure the animal's information is recorded in the housing files

and provided to the PPV partner, if the member is referred for privatized housing. Current residents are expected to immediately comply with this policy.

a. Cats and dogs, whether a pet, service animal or companion animal, will be vaccinated at the individual owner's expense against rabies every one (1) to three (3) years depending upon age, vaccination history, local laws, and MCINCR-MCBQ regulations. In the case of animals that are less than four (4) months of age, this information will be furnished before the animal reaches the age of five (5) months.

b. All cats and dogs, whether a pet, service animal or companion animal, must wear a collar at all times with a valid current rabies vaccination or animal registration tag. Upon assignment to privatized housing, owners will ensure an additional tag with the current address of the owner is attached within 30 days of occupancy.

c. Owners are responsible at all times for controlling the behavior of their animals. No animal will be allowed to roam free at any time.

6005. BREEDING OF ANIMALS. Breeding of animals, whether intentional or accidental, is expressly prohibited. There is no requirement that cats and dogs be spayed or neutered, but owners are strongly encouraged to pursue the procedure for their animal.

6006. NUMBER OF ANIMALS ALLOWED. Residents of privatized housing will be limited to no more than two (2) animals.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 7

PERSONALLY OWNED FIREARMS

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CHAPTER 7

PERSONALLY OWNED FIREARMS

7000. PURPOSE. To provide policy on the requirement to register, properly store, and transport all personally owned firearms stored in privatized housing aboard MCINCR-MCBQ in compliance with MCBO 8000.1D.

7001. REGISTRATION. MCBO 8000.1D mandates that occupants of MCINCR-MCBQ Family Housing wishing to store privately owned weapons inside their quarters:

a. Must register all privately owned weapons within 10 working days of initially bringing them on to Base at the PMO Vehicle, Pet and Weapons Registration Office located at building 2043, Barnett Avenue. . See additional registration instructions in MCBO 8000.1D
(Encl 1).

7002. STORAGE REQUIREMENTS.

a. Weapons shall be stored in a fully encased container (e.g. commercial gun safe, hard plastic, etc.) as that is capable of completely enclosing the firearms and being locked with a key or combination lock. See additional storage requirement instructions in MCO 8000.1D (Encl 1).

7003. TRANSPORTATION REQUIREMENTS.

a. Personnel proceeding to or from a site approved for Recreational weapons use, hunting activities, and or other authorized use of privately owned vehicles. See additional transportation requirement instructions in MCO 8000.1D (Encl 1).

MANAGEMENT OF FAMILY HOUSING

APPENDIX A

ADMINISTRATION OF WAITING LISTS

1. The freeze zone is the top 10% or top three applicants, whichever is greater, of the personnel on each waiting list. The freeze zone is stabilized and not altered by placing new applicants therein, 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, MCINCR-MCBQ 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, MCINCR-MCBQ (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.

3. Promoted, demoted, or reverted personnel - those individuals not occupying housing will retain their original control date provided the Head, FHB is notified of such changes within five (5) days. Otherwise, the control date will be changed to the date the Head, FHB is notified.

a. 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 six (6) months or more remain on the current tour of duty.

b. Lieutenant Colonels promoted to the grade of Colonel and service members promoted from E-8 to E-9, 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 six (6) months or more remain on the current tour of duty.

c. 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.

d. 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 FHB and request reactivation of this application. Reactivation of the application can be accomplished at or within 90-days of the service members lease end date. It will then be placed on the appropriate waiting list with the original control date, but will not be placed in the top 10% or top three applicants, whichever is greater 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, FHB 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 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 (1) 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 (6) months or less remain on the current tour of duty.

c. Three (3) 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 member shall arrange with LMH for the preliminary and final inspections of the vacated unit. If the service member fails to meet established standards for formal dispossession of the 3rd 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.

4. No reassignments will be effected unless six (6) months or more remain on the current tour of duty. Unless otherwise specified in reference (e) the cost of reassignments are the full responsibility of the resident.

MANAGEMENT OF FAMILY HOUSING

APPENDIX C

KEY AND ESSENTIAL PERSONNEL HOMES

1. Key & Essential Personnel for purposes of assignment to Family Housing are as follows:

BILLET	HOME
Commanding General, Marine Corps Combat Development Command (MCCDC) President, Marine Corps University (MCU)	1 Neville Road (Billet Home) 15000-15009 Heywood Road
Commander, Marine Corps Installations National Capitol Region Marine Corps Base Quantico (MCINCR-MCBO)	15000-15009 Heywood Road

2. Individuals assigned to the following positions have priority assignment into the first available home and neighborhood for which they qualify:

3. BILLET
Chief of Staff, MCCDC
Chief of Staff, MCINCR-MCBQ
Executive Assistant, Manpower and Reserve Affairs (M&RA)
Chief of Staff, Training and Education Command (TECOM)
Chief of Staff, Marine Corps Recruiting Command (MCRC)
Commanding Officer, Security Battalion
Commanding Officer, Marine Corps Air Facility (MCAF)
Sergeant Major, MCCDC
Sergeant Major, MCINCR-MCBQ
Sergeant Major, M&RA
Sergeant Major, TECOM
Sergeant Major, MCRC
Sergeant Major, MCAF

4. Up to 175 homes are reserved for students and international students/officers.

5. With the exception of the Commanding General, MCCDC, all key and essential personnel will be assigned the first available home at time of arrival.

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 this Family Housing Application to Lincoln Military Housing the Public-Private Venture Partner, for the purpose of placement on the Family Housing Wait list and assignment into a Public-Private Venture home.

Name (please print): _____

Signature: _____

Date: _____

MANAGEMENT OF FAMILY HOUSING

APPENDIX E

Registered Sex Offender Policy
Prohibited Occupancy and Access to Family Housing

Specific Objective: To comply with prohibited Registered Sex Offender occupancy and access to USMC Family Housing policy stipulated in the following directives:

A. SECNAV Memo of 07 Oct 2008 -- "Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy"
B. CMC I&L Policy Letter of 31 Dec 2008 – "Registered Sex Offenders Prohibited Occupancy and Access to Marine Corps Government-Owned, Leased, or Privatized family Housing"

Disclosure Statement: Information provided is for public safety disclosure purposes in accordance with the Sex Offender Registration and Notification Act (SORNA), (P.L. 109-248), and to check names against national/ state sex offender registries.

Family Housing Applicant Action:

1. Are you or any member of your family for whom you seek authorized housing under this application a sex offender as defined in the enclosure, or required to register as a sex offender? (circle one)

YES **NO**

Note: If you answered "Yes", your application will be referred to the Installation Commander and Legal for processing.

2. CERTIFICATION OF APPLICANT
I hereby certify that my response contained herein is true and correct, and I understand that the omission of any material fact may result in denial of my application for housing, or eviction from housing if the omission is discovered after assignment.

Signature:_____ Date: _____

Printed Name: _____

APPENDIX F

Pet Disclosure Policy

Objective: To comply with restrictions regarding Prohibited Canine Breeds and their access to USMC Privatized Family Housing stipulated in the following directives:

A. Marine Corps Order (MCO) 11000.22, Chapter 3 "Domestic Animal Control:"

B. Lincoln Military Housing Pet Agreement, July 09 -"PPV Community Pet Agreement"

1. **Family Housing Applicant Action:**

a. Do you own a dog that would be considered one of the "Prohibited Canine Breeds" defined as full or mixed breeds of Pit Bulls, Rottweilers, canid/wolf hybrids, or any canine breed with dominant traits of aggression that are not permitted aboard Marine Corps Base Quantico? (circle one)

YES **NO**

b. Is your pet a "dangerous dog" defined as any canine or canine crossbreed that has attacked and bitten, or inflicted injury on another person or animal, or killed another animal? (circle one)

YES **NO**

c. Is your pet a "vicious dog" defined as a canine or canine crossbreed that has either killed a person or inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function? (circle one)

YES **NO**

d. If you answered "No" to the questions above, do you understand and agree not to bring any "Prohibited Canine Breeds" aboard Marine Corps Base Quantico at any time, no matter how brief in the future?

YES **NO**

2. **Responsibilities of Pet Owner:**

a. All dogs and cats must be registered with the Provost Marshal Office (PMO). Such proof of registration must be submitted to the local Family Housing Office, prior to entry into family housing units. This registration will include a civilian or military veterinarian certification of required vaccinations and a functioning microchip identification device that is compatible with the International Standards Organization (ISO), procured at the owner's expense.

b. Dogs and cats must be vaccinated at owner's expense against rabies every one to three years depending upon age, vaccination history and local laws and installation regulations. All owners must furnish proof of current rabies vaccination to PMO at the time of registration. In the case of pets that are less than four months of age, this information will be furnished before the animal reaches the age of five months.

c. There is no requirement that dogs or cats be spayed or neutered, but owners are encouraged to pursue this procedure for their pet. Owners of pets which have reproductive organs intact must maintain awareness of the risks of unwanted pet pregnancy, as well as the possibility of inducing unwanted behavior in other pets.

d. All dogs and cats must wear a collar at all times with a valid, current rabies vaccination tag attached to the collar. In addition, a tag with current address of the owner must be attached within 30 days of occupancy of family housing.

e. Owners are responsible at all times for controlling behavior of their pets. No animal will be allowed to roam free at any time. Failure to comply with local guidelines relating to control of pets may be grounds for eviction.

f. Visitors, sponsors and dependents will not bring prohibited canine breeds, dangerous dogs or vicious dogs aboard Marine Corps Base Quantico at any time. Residents will be liable for any visitor, sponsor or dependent bringing such dogs aboard Marine Corps Base Quantico as if it were his/her own dog.

g. Violation of MCO 11000.22, Chapter 3 and/or the terms of the lease agreement may result in disciplinary action and/or eviction from quarters.

3. **Certification of Applicant:**

a. I hereby certify that I have read and understand Marine Corps Order 11000.22, Chapter 3.

4. I further certify that my responses contained herein are true and correct, and I Understand that the omission of any material fact may result in denial of my application for housing, or eviction from housing if the omission is discovered after assignment.

Signature:_____ Date: _____

Printed Name: _____