



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT
PARRIS ISLAND, SOUTH CAROLINA 29905

DepO P11101.20
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22 Feb 1983

DEPOT ORDER P11101.20

From: Commanding General
To: Distribution List

Subj: Family Housing Assignment, Occupancy and Termination Policy
(Short Title: Housing Assignment, Occupancy and Termination)

Ref: (a) MCO 11101.61A
(b) MCO P11000.15A (NOTAL)
(c) NAVFAC P-930 (NOTAL)
(d) DepO P11101.21

Encl: (1) LOCATOR SHEET

1. Purpose. To publish guidance for assignment to, occupancy, and termination of family housing based on guidance contained in references (a), (b) and (c). Family housing occupant regulations are contained in reference (d).

2. Cancellation. Sections I, II, III, IV, V, VII, IX, and Appendices A, B, C, J, K, and L of DepO P11101.16A.

3. Information. It is the objective of the Marine Corps and the Commanding General to assure that military personnel have adequate housing in which to shelter their families.

4. Summary of Revision. The revision contains a substantial number of changes and should be completely reviewed.

5. Certification. Reviewed and approved this date.


E. G. WEATHERFORD
Chief of Staff

DISTRIBUTION: A plus 4D (20)



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PARRIS ISLAND, SOUTH CAROLINA 29905-5001

DepO P11101.20 Ch 1
HOUSING:pms
22 Jun 1988

C O R R E C T E D C O P Y

DEPOT ORDER P11101.20 Ch 1

From: Commanding General
To: Distribution List

Subj: Family Housing Assignment, Occupancy and Termination Policy
(Short Title: Housing Assignment, Occupancy and Termination)

1. Purpose. To direct pen changes to the basic Manual.
2. Action. In the basic Manual, paragraph 2000.5d, change "Operations Officer, Maintenance Department" to read "Aide-de-Camp" and change "Shops Engineer Officer, Maintenance Department" to read "Maintenance Engineer Officer."
3. Summary of Changes. To make changes to the priority assignment list.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.

R. C. MCINTEER
Chief of Staff

DISTRIBUTION: A plus 4D(20)

DepO P11101.20
22 Feb 1983

LOCATOR SHEET

Subj: Family Housing Assignment, Occupancy and Termination Policy
(Short Title: Housing Assignment, Occupancy and Termination)

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

ENCLOSURE (1)

RECORD OF CHANGES

[illegible]

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 ASSIGNMENT, OCCUPANCY, TERMINATION
- 3 HOUSING REFERRAL

APPENDIX

- A ALLOCATION OF FAMILY HOUSING
- B BEDROOM ENTITLEMENT BASED ON GRADE CATEGORY
- C GENERAL BEDROOM ENTITLEMENTS SCHEDULE
- D SAMPLE REQUEST FOR CONTINUED OCCUPANCY/
 RETENTION OF GOVERNMENT QUARTERS

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

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
LETTERS OF WARNING AND EVICTION FROM FAMILY HOUSING.	1004	1-6

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CHAPTER 1

GENERAL INFORMATION

1000. POLICY ON PROVIDING FAMILY HOUSING

1. The Marine Corps provides, maintains or participates in the provision and maintenance of adequate and inadequate housing for military families.
2. It is the objective of the family housing program to assure that eligible married military personnel have adequate housing in which to shelter their families. Government quarters will be provided for the maximum number of personnel possible.
3. Although the compensation of all service personnel is set by law at levels that presume that necessary housing will be provided in kind by the Government, service personnel have no legal entitlement to family quarters and it is not mandatory by law that Government quarters be provided.
4. A Housing Referral Office is established to provide a personal, convenient service to 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.

1001. DESCRIPTIVE TITLES

1. Family Housing. All family dwellings under assignment by Marine Corps Recruit Depot, Parris Island, South Carolina.
2. Adequate Public Quarters. Those family housing units not specifically designated as inadequate by Congressional legislation. Adequate public quarters are occupied on a full-forfeiture of entitlement to Basic Allowance for Quarters (BAQ) when used by military personnel and/or their dependents.
3. Inadequate Government-Owned Quarters. Those substandard family housing units as determined or designated in accordance with statutory authorization. These are the Ribaut Village units. These units are occupied on a partial forfeiture of entitlement to BAQ when occupied by military personnel and/or their dependents.
4. Personnel. Officer and enlisted personnel of all ranks.
5. Eligible Personnel. All officers and enlisted personnel who have obtained the rank of Corporal, with two years of service, or above.
6. Ineligible Personnel. Private through Lance Corporal and Corporal with less than two years of service.

7. Grade Categories. Categories referred throughout this Manual are Marine Corps designated. (See Appendix B).

1002. RESPONSIBILITIES

1. Family Housing Officer. The Family Housing Office is located in Building 864. It functions under the staff cognizance of the Assistant Chief of Staff, Logistics, manages and administers all activities related to family housing according to policies, regulations, and procedures promulgated by the Commandant of the Marine Corps, and the Commanding General, Marine Corps Recruit Depot, Parris Island, South Carolina. The responsibilities of the Depot Family Housing Officer shall include, but are not limited to, the following:

- a. Developing and implementing rules and regulations pertaining to family housing.
 - b. Supervising training of the Family Housing Office staff.
 - c. Conducting a family housing survey, when required, for the primary purpose of validating the requirements for programming new construction, in accordance with appropriate Marine Corps instructions.
 - d. Planning or programming for the requirements of new housing construction, improvements, maintenance and repair.
 - e. Translating plans and programs into budgetary requirements.
 - f. Conducting cost reduction programs.
 - g. Utilizing housing assets to the maximum.
 - h. Developing rent schedules.
 - i. Designating and terminating assignments.
- The Depot Family Housing Officer's responsibilities for family housing located at Laurel Bay are limited to assignment and coordination thereof with the Housing Office of the Marine Corps Air Station, Beaufort, South Carolina.
- j. Providing housing referral services.
 - k. Conducting routine inspections other than fire inspections.
 - l. Monitoring occupant self-help programs.
 - m. Preparing inventory, occupancy and utilization reports.
 - n. Reviewing maintenance and operations performance data.

2. Commanding Officers

a. Check-In Requirements. Commanding Officers will require each newly assigned military person desiring government 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 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 space will ensure that the appropriate check-out sheet includes Family Housing as an office of required clearance. Clearance will be indicated only by the facsimile house stamp. Noncompliance will result in the cognizant organizational unit assuming responsibility for cleaning and checking out quarters of the member concerned.

d. Application for and Assignment to Military Family Housing (DD Form 1746). Upon receipt of notification of PCS orders of a member eligible for housing, require the individual to complete a DD Form 1746, the form by which all personnel shall make application for family housing. The Commanding Officer shall be responsible for mailing the completed form with a copy of the PCS orders, at least five days prior to date of detachment, to the housing officer of the activity to which he/she is to be assigned. The Marine will be counselled that the use of the DD 1746 does not preclude the requirement to report to the housing office upon arrival at the new duty station and that their name will not be placed on the appropriate waiting list until such time as they report.

e. Continued Occupancy/Retention Of Quarters. Commanding Officers will ensure that sponsors occupying government quarters and who elect continued occupancy upon receipt of dependents restricted overseas orders execute Appendix D as expeditiously as possible. Further, encourage sponsors to execute a limited power of attorney for dependents to preclude possible hardships or unnecessary delays in matters pertaining to military family housing.

1003. UTILIZATION

1. General Policy. Family housing must be operated so as to efficiently maintain occupancy and utilization of all units. The utilization standard of 98 percent occupancy for adequate public quarters has been established by the Office of the Secretary of Defense.

2. Standing Vacancies. Family housing units, other than those designated for a specific billet occupancy, shall not be kept vacant in excess of 10 days after the unit has been determined ready for occupancy.

3. Assignment To Persons One Grade Category Senior Or Junior. When necessary to best fulfill a current need and to enhance utilization, quarters may be assigned to personnel not more than one grade category senior or junior than the grade category for which they are allocated. When assigning quarters to one grade category junior, assignment will be made to rank in descending order. For example, vacant field grade quarters will be offered first to Captains, then to First Lieutenants and finally to Second Lieutenants.

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

1004. LETTERS OF WARNING AND EVICTION FROM FAMILY HOUSING

1. Family housing is for the use of military personnel, their bonafide dependents and those individuals authorized to reside with them. To ensure personnel are protected from disorders and misconduct on the part of neighbors that materially interfere with the peace and tranquility of a quarters area, Command action to control perpetrators of such disorders or misconduct is mandatory.

a. The Housing Officer will monitor all offenses of officially recorded misconduct resulting in a Provost Marshal incident report or a written record in the Family Housing Office.

b. Letters of warning and eviction will also be sent to residents of family housing who misuse or display indifference toward occupancy maintenance of their quarters area.

c. When residents of family housing consistently fail to mow yards, they will be sent a warning letter advising that continued disregard for yard maintenance could lead to a letter of eviction from family housing.

d. When an offense, or a series of offenses, conclusively warrants a letter of warning/eviction from family housing, the Housing Officer will prepare the appropriate correspondence for the Commanding General and forward to the Assistant Chief of Staff, Logistics.

e. Letters of warning will be sent to the military member of the family concerned, via his chain of command, in order that appropriate counselling may be conducted.

f. Eviction letters, when signed, will be returned to the Housing Officer for delivery to the military member. A copy of the eviction letter will be provided to the individual's Commanding Officer.

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CHAPTER 2

ASSIGNMENT, OCCUPANCY, TERMINATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
ASSIGNMENT	2000	2-3
ASSIGNMENT TO ARGONNE MOBILE HOME PARK	2001	2-6
OCCUPANCY	2002	2-6
RELOCATION	2003	2-7
TERMINATION OF ASSIGNMENT	2004	2-7
SPECIAL RETENTION OF QUARTERS	2005	2-8

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CHAPTER 2

ASSIGNMENT, OCCUPANCY, TERMINATION

2000. ASSIGNMENT

1. General Information. The assignment of eligible individuals to family housing and ineligible individuals to inadequate Government-owned housing will be made in writing by the Housing Officer or his duly authorized representative, in accordance with the allocations contained in Appendix A and bedroom entitlements schedule contained in Appendix C.

2. Eligibility For Family Housing

a. Military personnel with dependents (dependent is defined as any person on whose behalf BAQ may be claimed by the military member) in the grade of Corporal, with more than 2 years of active service, and above who are assigned to the Depot for permanent duty are eligible for adequate family housing if they have at least 6 months of obligated service remaining.

b. Military personnel with dependents in the grade of Corporal, with less than 2 years of active service, and below who are assigned to the Depot for permanent duty are eligible for inadequate Government-owned family housing if they have at least 6 months of obligated service remaining.

3. Application For Family Housing

a. Application for family housing must be made by the military member in person, at the Depot Housing Office within 15 days from initial date of reporting for duty at Parris Island.

b. During the initial visit to the Depot Housing Office, the applicant will verify information submitted on the DD Form 1746, if sent in advance; otherwise, the applicant will complete the Application for and Assignment to Military Family Housing, then his name will be placed on the appropriate waiting list in accordance with his control date.

c. At such time as an individual becomes eligible for family housing while assigned to the Depot, he may report, in person, to the Depot Housing Office and apply for family housing.

4. Control Date. The control date for determining where an individual's name is placed on the waiting list will be based on the date of detachment from the previous permanent duty station. If a military member fails to send an advance DD Form 1746 application and does not report to the Depot Housing Office within 15 days from initial date of reporting for duty at Parris Island, then his control date will be the date of application. When two or more applicants have the same control date, seniority will govern.

5. Waiting Lists

- a. Waiting lists for eligible personnel will be established by grade categories and bedroom composition.
- b. A waiting list will be established for ineligible personnel.
- c. Position on the waiting lists is determined by the member's control date.
- d. The relative position of the top 10 percent or top three individuals, whichever is greater, on any waiting list will be stabilized and not altered by placing new arrivals within the stabilized zone. Personnel who are assigned to a "Priority Billet" will ascend to a position immediately below the stabilized portion on the appropriate list. The following billets are designated as Priority Billets and will be housed on the Depot:

Facilities Maintenance Engineer Officer
~~Operations Officer, Maintenance Department~~ AIDE DE CAMP
 Depot Adjutant
 Depot Provost Marshal
~~Shops Engineer Officer, Maintenance Department~~
 MAINTENANCE ENGINEER OFFICER

- e. An individual awaiting housing who becomes eligible for housing of a different type than originally applied for, upon request, may be transferred to the appropriate waiting list in accordance with his original control date.
- f. An individual reporting to Drill Instructor's School from an unaccompanied overseas tour of duty, whose dependents did not remain in government quarters, will report to the Housing Office with his orders upon completion of the fourth week of training. Under no circumstances will he be assigned to government housing prior to graduation of the school.
- g. An ineligible individual awaiting housing, who becomes eligible for adequate housing, will be transferred to the appropriate waiting list in accordance with the date in which he became eligible for adequate housing.

6. Assignment To Quarters

- a. Personnel are assigned to available family housing in accordance with their position on the appropriate waiting list. The military person must accept or decline the quarters, within 24 hours after being notified that quarters are available. If the member declines to accept the quarters, his name will be permanently removed from the waiting list for the remainder of his tour of duty at this Command. If the waiting list is exhausted and quarters become available on a mandatory basis, only then may the member be assigned to quarters.

b. Personnel who sign housing leases will notify the Housing Officer of the date their lease expires, and their name may be held in abeyance at the top of the waiting list until expiration of their lease. Should mandatory assignments, which rarely occur, be required of personnel prior to the expiration of their lease, the ones with the least amount of time remaining on their lease will be the first required to move into family housing.

c. Anyone refusing family housing on a mandatory basis will be subject to forfeiture of their BAQ until mandatory assignments are no longer in effect. Hardship cases will be considered on an individual basis by the Commanding General.

d. This Command is allocated 355 quarters at Laurel Bay and occupancy of these quarters must be maintained. However, field grade and senior enlisted (E-7 - E-9) personnel may elect to decline these quarters and wait for housing aboard the Depot. Should they elect to accept the Laurel Bay quarters, they will normally remain in there for the duration of their tour at Parris Island.

e. Assignment to more than one set of quarters at a time is not authorized.

f. Only one military sponsor will be assigned to a set of quarters at a time and that sponsor is not authorized to sublet his quarters.

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 at Parris Island, the eligibility for assignment for family housing rests with either member. When both members concerned are precluded by distance from living together, both are considered as members without dependents for the purpose of determining entitlement to BAQ and are, therefore, not eligible for assignment to family housing.

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. Male Enlisted - Female Officer or Vice Versa. Assignment to public quarters under these conditions is not considered to be in the best interest of the Marine Corps. Accordingly, such an assignment will not be made.

d. Continued Occupancy. When one member is separated from the other as a result of assignment to a dependents restricted tour, the other member may retain quarters under the continued occupancy policy.

2001. ASSIGNMENT TO ARGONNE MOBILE HOME PARK

1. General Information. Individuals will apply for spaces in essentially the same manner as for family housing. A single waiting list for officers and enlisted personnel will be maintained. Occupancy is effected under a contractual agreement by execution of NAVFAC 8-11101/11, available at the Housing Office.

2. Standards For Mobile Homes. Mobile homes shall not be of a smaller size than 10 by 40 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. Any exception to this minimum size must be approved by the Commanding General. Mobile homes must contain smoke alarms and be tied down.

3. Mobile Home Space Rent and Charges. Upon initial occupancy, occupants must pay in advance a pro rata share of rent, flat-rate utilities and other services based on the number of days remaining in the month including the day of assignment. A security deposit is also required upon initial assignment to forestall delinquencies or to cover possible loss or damage to Government property. A separate charge is made for cost of connecting and disconnecting utility services for mobile homes. All utility and service charges are established by the Commanding General on advice of the Depot Utilities Board. Electricity is metered. Rent and utility charges are based upon a 30-day standard rental period and monthly bills are payable by the 10th of each month. Vacating occupants must settle all outstanding charges upon termination.

2002. OCCUPANCY

1. General Information. Housing is assigned primarily for use by the dependents of the sponsor to whom it is assigned and the sponsor themselves. Social visits, such as might occur in private housing, are acceptable so long as guests meet standards of conduct prescribed for residents by the Commanding General.

2. Double Occupancy By Families of Two Sponsors. Double occupancy of a single set of quarters by the families of two service members in excess of 30 days is considered to be assignment to quarters for both sponsors and will cause both sponsors to forfeit their BAQ.

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 Commanding General. Each case will be considered on its merits. In no such case will approval guarantee assignment to a unit with more bedrooms than the member is normally entitled to, although the Commanding General may authorize such a move at the member's expense if no waiting list exists for the larger quarters. When approval of cases involving foster children is granted, portions of funds awarded by local governments and welfare agencies for shelter may not be

accepted from the government agency.

4. Subletting Of Quarters. Public quarters, including inadequate quarters and mobile home spaces, may not be sublet by the occupant or used in any manner for which the member might be compensated.

5. Tenant Responsibilities. Tenant responsibilities are discussed in the current edition of DepO 11101.21.

2003. RELOCATION. Once eligible personnel are assigned to a set of quarters, they will not under normal circumstances be reassigned during their tour to another set of quarters.

1. Relocation from one type of housing to another is not authorized when personnel are housed in accordance with the bedroom entitlements schedule and quarters allocation.

2. Personnel occupying family housing who are promoted may apply for relocation to other quarters at their own expense, provided they are occupying quarters of a type not allocated to the new rank and if at least six months occupancy of the new quarters can be expected.

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

2004. TERMINATION OF ASSIGNMENT

1. Detailed instructions for the occupancy and vacating of family housing are contained in the current edition of DepO P11101.21. Occupants of adequate family housing will not be permitted to voluntarily surrender such quarters, except when on orders, unless continued occupancy may create a serious hardship to the military member and/or his dependents. Requests to surrender family housing under such conditions will be made in writing using Administrative Action forms in triplicate, and addressed to the Commanding General, via the appropriate chain of command. As a rule, such requests will not be honored unless occupant has been in quarters six months or more.

2. Once an occupant has vacated public quarters for his own convenience, he will be considered ineligible for family housing during the remainder of his tour of duty, unless there is no waiting list and quarters are available.

3. Personnel must vacate quarters as indicated below:

a. Detachment Or Transfer. When an occupant of quarters receives Permanent Change of Station (PCS) orders, that individual and dependents must under normal circumstances vacate public quarters within 30 days after the effective date of the orders except where

continued occupancy by dependents of overseas absentee sponsors is authorized.

- b. Retirement Or Separation--by the last day of active duty.
- c. Change in Marital Status--including divorce and voluntary or legal separation--quarters must be vacated immediately.
- d. When Quarters Are Abandoned For 30 Days Or More--to be determined on the basis of circumstances involved.
- e. When Dependents Leave Sponsor For More Than 90 Days--to be determined on the basis of circumstances involved.
- f. When Alleged Entitlement to BAQ at the With-Dependents Rate is Later Determined to be Fraudulent or Erroneous--quarters must be vacated immediately.
- g. When It Is Later Determined Assignment to Quarters Was Made Based on Falsified Application Record--to be determined by the Commanding General.

4. Upon request in hardship cases, the Commanding General may approve retention of quarters for a period not to exceed 90 days under 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 BAQ rate for the individual's grade.

- c. Upon death of sponsor. Occupancy by dependents will be on a rental basis at the normal BAQ rate of the sponsor's grade.

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, subject to the following provisions:

- a. This continued occupancy program does not apply to those sponsors assigned to an accompanied overseas tour and who subsequently elect to serve on 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 officers' quarters.

c. To be eligible for retention of military family housing, personnel must be assigned in writing to government quarters prior to the date of departure. Those personnel desiring retention of government quarters must submit a request in writing in the format of Appendix C via the appropriate channels, to the Commanding General (Attn: Housing Officer) at least 30 days prior to departure. A copy of the Permanent Change of Station orders to dependents restricted tour will be included with the request.

d. Personnel retaining Government quarters under this program and who are reassigned to Parris Island, 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.

e. Those personnel who elected to remain in Government quarters and do not return to Parris Island will be required to vacate quarters within 90 days after return to CONUS pursuant to permanent change of station orders.

2. Retention of Quarters When Sponsor is TAD, Deployed, or Serving on an Unaccompanied Tour and Dependent(s) is(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 at his option may permit retention of quarters for a period not to exceed 90 days of nonoccupancy.

3. Families Awaiting Dependents' Entry Approval to Adak, Alaska; Guantanamo Bay, Cuba; Keflavik, Iceland; Or Midway Island. At the discretion of the Commanding General, families awaiting dependents' entry approval to Adak, Alaska; Guantanamo Bay, Cuba; Keflavik, Iceland; or Midway Island who currently occupy family housing may remain in quarters until entry approval is received.

4. 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 exceeding 45 weeks, the Commanding General may approve retention of quarters during that duty.

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CHAPTER 3

HOUSING REFERRAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
HOUSING REFERRAL OFFICE	3000	3-3
APPLICANTS' RESPONSIBILITY	3001	3-4
COMPLAINTS	3002	3-4
INSPECTIONS	3003	3-5
GUIDELINES	3004	3-5

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

CHAPTER 3

HOUSING REFERRAL

3000. HOUSING REFERRAL OFFICE

1. General Information. Housing referral services have been established to provide a personal and convenient service to assist personnel of all services and all grades in locating suitable off-base housing when military family housing is not available. The off-base housing referral program will adhere 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.

a. The Depot Housing Officer is assigned the responsibility for establishing and operating the Depot Housing Referral Office, Marine Corps Recruit Depot, Parris Island, and of coordinating the activities of the Parris Island Office with the off-base referral office at Marine Corps Air Station, Beaufort.

b. Each military person reporting for duty at Parris Island will report to the Housing Referral Office, Building 864, as a part of the check-in procedure prior to executing any commitment for private housing. Personnel will be provided centralized information on the availability, type and cost of private rental housing; schools; shopping facilities; and other community services. Each military person shall retain his freedom of choice in the selection of private accommodations, except in those situations when competent authority has exercised restrictive sanctions against specific rental properties.

2. Housing Listings. Every effort will be made to obtain the maximum number of housing listings available for use as referrals for those personnel authorized to live off base. However, listings will be maintained for and referral made to only the housing which is available to personnel without regard to race, color, religion, national origin or sex. Three separate lists shall be maintained by the housing referral office.

a. Approved Vacancy List. Those proprietors that have provided written assurance of availability to all military personnel without regard to race, creed, color, national origin or sex.

b. Restrictive Sanction List. Those facilities placed off-limits by the activity commander for reasons of discrimination, health or safety.

c. Nonapproved List. Those proprietors who will not sign or assure a statement of availability or will not rent to military personnel.

3. Housing Referral Counseling and Assistance. All personnel reporting to the Housing Referral Office with a valid housing requirement will fill out the DD Form 1668 (Off-Base Housing Application). If restrictive sanctions have been imposed, the individual shall be provided with a listing of these restricted facilities and shall be required to sign a statement of receipt on the reverse side of application form. If the applicant does not desire housing referral assistance, the reason why will be recorded in the remarks section of the application. Personnel requesting assistance will be provided with the following:

- a. A complete file or list of rentals and/or sales offerings in the size, location, and price range for which the applicant has indicated on his application.
- b. Personal assistance in the selection of housing.
- c. Confirmation of vacancy status of selected housing units prior to departure of the applicant from the office.
- d. Assistance in locating and mapping the housing units chosen, and advice that additional listings may be obtained from the Housing Referral Office by telephone.
- e. General information on the geographic area, information of public, private and parochial schools, transportation, churches, recreational facilities, insurance coverage for personal property and emergency services.
- f. Counseling concerning the scope of the Department of Defense policy on off-base housing. Any form of discrimination or other complaints encountered must be reported to the Housing Referral Office immediately.
- g. Written guidelines covering standards of conduct for military personnel residing off base.
- h. A DD Form 1669 (Applicant's Record of Housing Data) for recording the information from the files.

3001. APPLICANTS' RESPONSIBILITY. All personnel reporting to the Housing Referral Office shall be requested to complete and mail a DD Form 1670 (Notification of Housing Selection) within 10 days after reporting to the Housing Referral Office.

3002. COMPLAINTS. Complaints of off-base housing problems will be investigated immediately by the Housing Referral Office staff for validity. Detailed information will be obtained from each party concerned, and after a complete and impartial review of the circumstances, every effort will be made to resolve the dispute equitably. Discrimination complaints in off-base housing will be handled in accordance with the instructions outlined in the current edition of MCO P5354.1.

3003. INSPECTIONS. Inspection of rental property is for the protection of the military family moving into the community. Property will be inspected 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 command, housing is unsuitable for occupancy by military families for reason of health and/or safety, restrictive sanctions will be imposed.

3004. GUIDELINES. Detailed guidelines concerning the operation of the Housing Referral Office are contained in the current edition of MCO P11000.15.

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

APPENDIX A

ALLOCATION OF FAMILY HOUSING

<u>ADEQUATE</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>TOTAL</u>
<u>GENERAL OFFICERS QUARTERS</u>				
Depot - 2 Story			<u>2</u>	<u>2</u>
TOTAL			2	2
<u>SENIOR GRADE OFFICERS</u>				
Depot - Bungalow		11		11
2 Story		—	<u>2</u>	<u>2</u>
TOTAL		11	2	13
<u>FIELD GRADE OFFICERS</u>				
Depot - Bungalow		15		15
2 Story		—	<u>29</u>	<u>29</u>
TOTAL		15	29	44
<u>COMPANY GRADE OFFICERS</u>				
Depot - Bungalow		2		2
Laurel Bay - Capehart	<u>13</u>	<u>59</u>	<u>8</u>	<u>80</u>
TOTAL	13	61	8	82
TOTAL OFFICERS - 141				
<u>SENIOR ENLISTED</u>				
Depot - Bungalow		45		45
Laurel Bay - Capehart	<u>33</u>	<u>114</u>	<u>38</u>	<u>185</u>
TOTAL	33	159	38	230
<u>JUNIOR ENLISTED</u>				
Depot - Wherry	31	46		77
Laurel Bay - Capehart	<u>5</u>	<u>80</u>	<u>5</u>	<u>90</u>
	36	126	5	167

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

<u>ADEQUATE</u>	<u>2BR</u>	<u>3BR</u>	<u>4BR</u>	<u>TOTAL</u>
TOTAL ENLISTED - 397				
TOTAL ADEQUATE - 538				
<u>INADEQUATE</u>				
<u>INELIGIBLES</u>				
Depot - Substandard	48			48
<u>CIVILIAN RENTAL</u>				
Depot - Golf Pro	1			1
<u>MOBILE HOME PARK</u>				
Depot - Argonne 100 Spaces				
TOTAL OFFICERS				141
TOTAL ENLISTED				397
TOTAL INELIGIBLES				48
TOTAL RENTAL				<u>1</u> 587
TOTAL MOBILE HOME SPACES				100

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

APPENDIX B

BEDROOM ENTITLEMENT BASED ON GRADE CATEGORY

GRADE CATEGORY	GRADES	NO. OF BEDROOMS
General	O-7 - O-10	4
Senior Grade	O-6	4
Field Grade	O-4 - O-5	3
Company Grade	O-1 - O-3 W-1 - W-4	Family Size Composition (See Appendix C)
Senior Enlisted	E-6 - E-9	
Junior Enlisted Eligible	E-4 over 2 years, E-5	
Junior Enlisted Ineligible	E-1 - E-4 under 2 years	Family Size Composition --Inadequate or Available Units Only

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

APPENDIX C

GENERAL BEDROOM ENTITLEMENTS SCHEDULE

<u>Number of Dependents Excluding Spouse</u>	<u>No. of Bedrooms</u>
None	1
One	2
Two, except as follows:	2
One 10 years or over	3
One 6 years or over and other opposite sex	3
Three, except as follows:	3
Two 10 years or over	4
One 10 years or over and other two opposite sex with one 6 years or over	4
Four, except as follows:	3
One 10 years or over	4
One 6 years or over and all of the other three opposite sex of the one	4
Two 6 years or over of opposite sex and other two same sex	4

1. 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.

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

HOUSING ASSIGNMENT, OCCUPANCY AND TERMINATION

APPENDIX D

SAMPLE REQUEST FOR CONTINUED OCCUPANCY/RETENTION
OF GOVERNMENT QUARTERS

From:

To: Commanding General, Marine Corps Recruit Depot, Parris
Island, South Carolina 29905 (Attn: Housing Officer)

Via: (Chain of Command)

Subj: Continued Occupancy/Retention of Government Quarters; request
for

Ref: (a) DepO P11101.20

Encl: (1) Copy of PCS Orders dtd _____

1. In accordance with the reference, it is requested that my dependents be permitted to remain in Government quarters. I have received orders for a dependents restricted overseas tour as indicated by enclosure (1). My departure date is _____.

2. I understand that if this request is approved and I am not reassigned to Parris Island following my restricted tour, subject quarters must be vacated within 45 days after return to CONUS. It is my responsibility to keep the Housing Office informed of my projected date of return from overseas or any extension on my overseas tour.

3. I further understand that quarters 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 Housing Officer and move my dependents immediately if my marital status changes to make them ineligible for occupancy of public quarters.

5. I agree to notify the Housing Officer immediately in the event I am discharged from the service while my wife/husband occupies public quarters.

6. I have been counseled that my failure to notify the Housing Officer in the event of a legal separation or divorce may result in disciplinary action.

7. I have been counseled that, should I lose my entitlement to occupy quarters due to a change in my marital status, my wife/husband may be required to vacate quarters. Should she/he decline to vacate quarters on a date specified, action may be initiated through the U. S. district attorney for her/his eviction by court order.

SIGNATURE