



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11101.31
G-F/FHD
APR 27 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 11101.31

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE AND MARINE CORPS AIR
STATION NEW RIVER FAMILY HOUSING ADMINISTRATION

Ref: (a) MCO 11000.22 Ch 1
(b) MCIEAST-MCB CAMLEJO 5350.1A
(c) MCIEAST-MCB CAMLEJBul 11101 of 12 Feb 18
(d) Joint Travel Regulations (JTR)

Encl: (1) Family Housing Administration Program

1. Situation. The Family Housing Administration Program ensures the efficient and economic use of housing aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station, New River (MCAS NR) in accordance with the references.

2. Cancellation. BO P11101.31.

3. Mission

a. This Order provides policies and procedures regarding operation of the Housing Referral Service at Marine Corps Installations East (MCIEAST)-MCB CAMLEJ, in accordance with the guidelines dictated by the references.

b. Summary of Revision. This Order has been updated from a BO to a MCIEAST-MCB CAMLEJO. It has been revised substantially to update policies and procedures and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Revisions to the guidelines and instructions for management of housing regulations have been modified to coincide with the references and criteria dictated

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by changes in the operation of housing facilities and programs due to the Public-Private Venture (PPV) Initiative.

(2) Concept of Operations. This Order provides guidance to implement policy, assign responsibilities and provide procedures on all matters associated with Marine Corps housing programs.

b. Tasks. See the enclosure and appendices.

5. Administration and Logistics

a. This Order will be available to individuals on the Family Housing Division website at:
<http://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/>. All residents should read, become familiar with, and comply with provisions contained herein.

b. This Order has been coordinated with and concurred by the Commanding Generals, II Marine Expeditionary Force, U.S. Marine Corps Forces, Special Operations Command and the Commanding Officers, Marine Corps Air Station, New River and Naval Medical Center.

6. Command and Signal

a. Command. This Order is applicable to all personnel residing aboard Camp Lejeune and New River.

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



M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/B/C

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RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

Housing Management

1. General Requirements. The Marine Corps recognizes no legal or inherent right to family housing for any group or individual and it is not mandatory by law that family housing be provided. All eligible personnel will be afforded an equal opportunity for family housing designated for their applicable grade category and bedroom requirement. Assignment to privatized military housing will be made on a nondiscriminatory basis. It is the objective of the Family Housing Division to assist eligible personnel in obtaining adequate housing in which to shelter themselves and their families. Service members and their families are not required to live in privatized military housing.

2. Military Housing Office (MHO). The MHO, headed by a civilian Regional Housing Program Manager (RHPM), is responsible for the management of on-Base Wait List and referral services for all privatized military housing and the off-base referral services for Camp Lejeune/New River. The MHO is staffed and operated by permanently assigned civilian personnel.

3. On-Base Housing Referral. All military housing located upon Camp Lejeune/New River is privatized. There are two PPV Partners; Atlantic Marine Corps Communities (AMCC) and Mid-Atlantic Military Family Communities (Lincoln). Occupancy of privatized military housing is intended to provide adequate, well-maintained housing for eligible personnel and to provide residents with an educational environment conducive to responsible tenancy in both rented and privately-owned housing.

4. Off-Base Housing Referral. A housing referral service is established to provide a personal, convenient service to assist military personnel and their dependents in locating suitable off-base housing when privatized military housing is not available or the service member chooses not to reside on base. The Housing Referral Program adheres to the policy of equal opportunity in off-base housing and is not intended to intrude on normal business relations between real estate brokers, rental agents, sales agents and their customers.

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5. Joseph Randy Reichler Reception Center (JRRRC). The MHO maintains a satellite office located in the JRRRC, Building 60, Molly Pitcher Road, Camp Lejeune. This office conducts limited check-in and check-out services.

6. Descriptive Titles

a. Military Housing. All privatized military housing located at Camp Lejeune and New River.

b. Public-Private Venture (PPV) Initiative. Atlantic Marine Corps Communities and Lincoln Military Housing have assumed cognizance for the management of military housing, to include the responsibility for property management and maintenance requirements at Camp Lejeune/New River.

c. Adequate Public Quarters. Those privatized housing units not specifically designated as substandard by congressional legislation. Adequate public quarters are occupied on a full-forfeiture of entitlement to Basic Allowance for Housing (BAH) when used by military personnel and/or their dependents unless the PPV Partners are offering rental incentives. Adequate public quarters are occupied at market rental rates for all other categories of personnel. All homes at Camp Lejeune/New River are considered adequate.

d. Quarters. Interchangeable term for housing units/homes.

e. BAH. The BAH monetary allowance is provided to a service member to offset the cost of housing when privatized military housing is not provided by the government.

(1) Termination of BAH Entitlement. Per the Joint Travel Regulations, shown as reference (d), the effective date for termination of BAH is 2400 on the day before the day that privatized military housing is assigned. BAH will not be terminated when a service member cannot occupy privatized military housing on the date scheduled because of delays incident to incompetent orders.

(2) Reinstatement of BAH Entitlement. BAH will be reinstated on the date of termination of assignment to privatized military housing; unless family members continue to occupy housing, in which case BAH will start when the family

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members physically depart housing pursuant to the sponsor's Permanent Change of Station Orders (PCSO).

f. Military Ranks/Grades. Ranks referred to throughout this Order are Marine Corps designations, but apply to equivalent ranks/grades of other branches of the services. For privatized military housing purposes, grade categories are as follows:

General	07-010
Senior Grade	06
Field Grade	04-05; CWO4-CWO5
Company Grade	01-03; WO1-CWO3
SNCO	E6-E9
Enlisted	E1-E5

g. Waterfall Categories. When a privatized military housing unit has been vacant for 30 days and there are no Active Duty (ACDU) service members with families on the active wait list, the housing unit may be offered to an applicant in one of the following waterfall categories:

- ACDU Bachelor
- Reservist - ACUD
- Reservist - Inactive Ready Reserve (IRR)
- Civilian-Department of Defense (DoD)
- Civilian - Non-Appropriated Fund Instrumentality (NAFI)
- Contract Employee
- Military Retiree
- Widow/Widower of ACUD Spouse
- Unaffiliated Civilian with ties to Base; job, etc.
- Unaffiliated Civilian with no ties to Base

NOTE: Unless there is a justifiable exception, the wait list for each category should be exhausted before advancing to the next category (e.g. there are no ACUD bachelors on the wait list; therefore, may proceed to offering the housing unit to an ACUD reservist). Exceptions may apply.

h. Designated Quarters. Seven family housing units have been designated by the Commandant of the Marine Corps for occupancy by General Officers: Quarters 2000, 2001, 2002, 2003, 2004, 2005 and 2006.

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i. Billet Designated Quarters. Quarters 2102 is designated for the Commanding Officer, Naval Medical Center. Quarters 4518 is designated for the Commanding Officer, Marine Corps Air Station, New River.

7. Duties and Responsibilities of Staff Sections

a. Regional Housing Program Manager (RHPM). The RHPM located in Building TT-43 Inchon Street, Tarawa Terrace, under the staff cognizance of the Assistant Chief of Staff, G-F, MCIEAST-MCB CAMLEJ is the regional primary subject-matter expert for all family, bachelor and transient housing matters at MCB CAMLEJ, MCAS NR, MCAS Cherry Point, MCAS Beaufort and Marine Corps Logistics Base Albany. The RHPM has both regional and installation roles and responsibilities for execution and is dual-hatted because of these requirements.

b. Deputy Director (Dep Dir). The Deputy Director, Family Housing Division, located in Building TT-43 Inchon Street, Tarawa Terrace, under the staff cognizance of the Assistant Chief of Staff, G-F, MCIEAST-MCB CAMLEJ is responsible for liaison with the PPV Partners' asset management and property management; community housing referral program, developing and establishing directives and implementing principle guidelines for all housing management activities for the installation.

c. Military Housing Office (MHO) Staff Sections. The MHO Staff Sections will provide assistance to housing residents as identified below:

(1) Personnel Support Branch/On-Base Housing Referral Section. This section is responsible for the assignment of personnel seeking privatized military housing to an appropriate wait list based on control date (the date of receipt by the MHO of a complete application package; to include all qualifying documents), rank and specific housing area. Each housing area is assigned a Referral Assistant to manage the wait list. This section is responsible for reporting start/stop BAH entries based on assignment or termination of assignment to privatized military housing at Camp Lejeune/New River.

(2) Personnel Support Branch/Off-Base Housing Referral Section. This section provides assistance to personnel of all

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services and their dependents in locating suitable off-base housing when privatized military housing at Camp Lejeune/New River is not available or not desired.

(3) Public-Private Venture (PPV) Liaison Branch. This section serves to coordinate between the MHO and PPV Partner. This coordination will include assistance in the resolution of complaints and/or problems associated with personnel assigned to privatized military housing.

(4) PPV Liaison Branch/Pay-Related Issues Section. This section is responsible for monitoring the start/stop BAH entries for privatized military housing based on assignment or termination of assignment. This section provides assistance to service members with pay-related issues regarding their privatized military housing assignment or termination.

(5) Administrative Branch. Current and future residents of privatized military housing may find it necessary to request special consideration for a particular problem or desire. All special requests for consideration require an Administrative Action Form (AA-Form/NAVMC 10274), routed through the service member's chain of command at the company/squadron level and submitted to the Military Housing Office (MHO), Attn: Director, Family Housing Division. All requests, along with forwarding endorsements and supporting documentation for the request(s), will be submitted to the MHO Administrative Section, for processing. Requests for special consideration are as follows:

(a) Request for Retention of Privatized Military Housing. In certain extenuating circumstances, personnel discharged, released from active duty or retired may remain in family housing for up to 60 days after the effective date of such Orders. Requests for extensions beyond 30 days may be approved when unusual circumstances warrant this consideration. All retention requests for reasons other than stated above, will be considered on a case-by-case basis (See Appendix A).

(b) Request for Relocation within Privatized Military Housing/Intra-Station Reassignments categories:

1. Category I is designated for Key and Essential (K&E) personnel, Wounded Warrior personnel and

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Exceptional Family Member Program (EFMP) participants. An EFMP participant requesting relocation may be designated as Category I once they provide an updated Headquarters, U.S. Marine Corps (HQMC) EFMP letter stating that relocation is required (e.g. relocation from a two-story home to a single-story home). All other EFMP participants will be designated as Category III for relocation consideration.

2. Category II is designated for all families waiting for on-Base housing.

NOTE: The Wait List for Category I must be exhausted before advancing to the Wait List for Category II.

3. Category III is designated for personnel who do not meet the criteria defined by Category I or Category II. NOTE: The Wait List for Category I and Category II must be exhausted before advancing to this category.

(c) Relocation Requests. A resident requesting to relocate within privatized military housing will be required to be at or near the end of his/her current lease term for approval of the request. Supporting documentation such as an updated Dependency Application (NAVMC 10922) Form, promotion warrant, etc., may be requested. Upon approval of the request, re-application is required (See Appendix B). These relocations are considered "own convenience" moves and a Distribution Management Office (DMO) funded move is not authorized. Movement of household goods will be at the resident's expense.

(d) Exceptions. Exceptions to this policy are as follows:

1. The service member is listed as Category I);

2. The service member has been promoted from enlisted rank to officer rank;

3. The service member has been demoted from officer rank to enlisted rank. NOTE: These excepted relocations are authorized a DMO funded move.

(e) Notice to Vacate (NTV). Once at or near the end of the current lease, the resident may request relocation or

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decide to vacate privatized military housing and relocate off-base. Those residents deciding to move off-base are required to submit a NTV to their Resident Services Coordinator at their Community Center. These relocations are considered "own convenience" moves and a DMO-funded move is not authorized. Movement of household goods will be at the resident's expense.

(f) Intra-station reassignments are only authorized when occupancy can be expected to last six months or longer; thereby, minimizing change of occupancy costs.

(g) Request to Relocate as Waterfall within Privatized Military Housing. A waterfall resident may submit a letter request to relocate within housing to the MHO. The requested housing area must currently be in a waterfall status and the waterfall resident must be at or near the end of his/her current lease term for approval of the request. Upon approval of the request, re-application is required (See Appendix C).

(h) Request for Extended Guest in Housing within Privatized Military Housing. All requests for extended visitation in excess of 14 days require approval from the MHO or the PPV Partner. Supporting documentation must include the identification of guest(s) by name, age, relationship to sponsor, current home address, reason for visit and duration of stay. Additional supporting documentation may be required for positive consideration (See Appendix D).

NOTE: A request for the extended stay of a son or daughter will be considered until the child reaches the age of 21, or 24, if still in school.

(i) Request for Semi-Permanent Guest in Privatized Military Housing. All requests for extended semi-permanent occupancy privileges for court-approved wards, foster children and non-family member relatives acting in loco parentis of the service member require approval from the MHO and PPV Partner. Supporting documentation must include the identification of the semi-permanent occupant(s) by name, age, relationship to sponsor. Additional supporting documentation may be required for positive consideration (See Appendix E).

(j) Request to Conduct an In-Home Business in Privatized Military Housing. It is the responsibility of the

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resident of privatized military housing to have an approved request before conducting a private business in a family housing unit or area. All requests for an in-home business are required to be submitted to the MHO, Attn: Director, Family Housing Division, for forwarding to Marine Corps Community Services (MCCS) for consideration. The Assistant Chief of Staff, MCCS, will return the proposed action to the MHO, Administrative Section. A copy of the approval/disapproval will be distributed to the PPV Partner and the resident. Approval of this request does not qualify the resident for a Resident Energy Conservation Program waiver. In all cases, the conduct of a private business in family housing units or areas must be in strict compliance with applicable Federal, state, and local ordinances (See Appendix F).

(k) Request to Re-Apply for Privatized Military Housing. All former residents who have vacated privatized military housing must submit a formal request to re-apply. Upon approval of the request, re-application is required (See Appendix G). A spouse with power of attorney may make a letter request for special consideration in the absence of the service member. The letter should be addressed to the MHO, Attn: Director, Family Housing Division. The request, along with all required supporting documentation, should be submitted to the MHO Administrative Branch for processing. In order for a letter to be accepted in lieu of an AA-Form request, the service member must be on an extended absence from the Camp Lejeune/New River area (90 days or more); such as Temporary Assigned Duty (TAD), deployment.

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Chapter 2

On-Base Referral

1. General Information. Military housing at Camp Lejeune/New River is now privatized and managed by two partners, AMCC and Lincoln Military Housing, in accordance with the PPV Initiative. Management and maintenance requirements for your home fall under the cognizance of your respective partner. The AMCC Guidelines and Policies Handbook and the Lincoln Military Housing Guidelines describe the policies and procedures that are required of residents living in privatized military housing. The MHO will accept applications, maintain wait lists and provide referrals to the PPV Partners, as applicable. Assignments to family housing will be effected by a lease agreement, in writing.

2. Eligibility for Privatized Military Housing. Military personnel regularly assigned for duty to units in the Camp Lejeune/New River area who are married or unmarried, divorced, separated or widowed and have bona fide dependents permanently residing with them are eligible for privatized military housing. All other personnel become eligible based on their status under an applicable waterfall category and based on the availability of housing units for those waterfall categories.

a. Grade and Bedroom Category

(1) Privatized military housing was constructed and is designated as general officer, senior grade officer, field grade officer, company grade officer, staff non-commissioned officer (SNCO) and enlisted housing. It is the policy of the Commandant of the Marine Corps that physical separation will exist between categories; whenever possible.

(2) Bedroom requirement is based on one bedroom for applicant/spouse and one bedroom per child at time of referral.

(3) The PPV Partner may assign a referred applicant to a housing unit that is larger than their actual requirement in the event no eligible personnel are on the active wait list awaiting assignment to the larger available housing unit.

(4) Personnel may elect to accept assignment to a smaller housing unit than that for which he/she is eligible. Such acceptance must be acknowledged in writing and shall

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preclude reassignment to a larger housing unit at a later date, prior to the end of their current lease term.

3. Referral

a. All housing offers will be made by the PPV Partner to prospective residents. Service members should be provided no less than 31 days advance notice of their housing assignment, unless unusual circumstances prevent such notice, so that proper notice and release from civilian housing can be made. The applicant will notify the PPV Partner of acceptance or refusal by close of business no later than 24 hours after the offer. An extension may be granted if there are valid extenuating circumstances.

b. In cases where the service member is separated from dependents upon acceptance of assignment to privatized military housing, dependents must be anticipated to arrive within 30 days of the assignment date. In cases where the dependents are not expected to join the service member within 30 days of the assignment date, the housing offer will be rescinded and the housing application will be placed in an inactive status until the requirement can be met.

c. Acceptance will commit the resident to assignment of privatized military housing once it becomes available for occupancy. Once an applicant is referred to the PPV Partner, their name will be removed from the wait list. In the event the house is not vacated as anticipated, the applicant's name will be reinstated on the wait list in the number one position.

d. There are several different floor plans in some housing areas, but not to a degree that permits applicants to wait for a particular type of floor plan. Once a house offer is declined, the applicant will be placed on the wait list with a new control date being the date of refusal. In instances where there is refusal of a second offer, the applicant will be removed from the wait list and will be required to submit an AA-Form request to re-apply for housing. If approved, the control date will be the date a complete application package is received by the MHO.

4. Special Referrals

a. Temporary Duty Assignments. An individual reporting for temporary duty, when accompanied by family members at the service member's expense, may be assigned to privatized military

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housing at an installation where all family housing is not needed for assignment to personnel on permanent duty. A minimum occupancy of six months is required to reduce costs attributed to change of occupancy.

b. Bachelor and Unaccompanied Chaplains. Bachelor and unaccompanied chaplains may be assigned privatized military family housing when it is determined that such housing is essential for the performance of their professional and pastoral duties, whether or not the wait list is in a waterfall status. Multiple occupancy is an option when there is more than one bachelor/unaccompanied chaplain.

c. Bachelor and Unaccompanied General Officers

(1) A bachelor general officer will normally be assigned to designated General Officer Quarters (GOQ). The family housing unit must first be temporarily diverted to bachelor housing following the guidance outlined in reference (a). The housing unit will revert back to family housing upon vacancy of the bachelor resident. This policy is also applicable to installation commanders for whom command family housing has been designated.

(2) A general officer serving an accompanied tour, but unaccompanied by his/her family member(s), will not be assigned to a designated GOQ or other family housing without prior approval of the Assistant Deputy Commandant, Installations and Logistics (Facilities). In this instance, unaccompanied shall be construed to mean that the family member(s) of the general officer will not join the sponsor within a period of 120 days after assuming the new duty assignment. This policy shall also apply to unaccompanied installation commanders for whom command family housing has been designated.

5. Referral of Other Personnel

a. Selected for Promotion

(1) Upon application, personnel reporting who have been selected for promotion are eligible for referral to privatized military housing for the rank to which they have been selected.

(2) Once assigned to privatized military housing, promotion does not warrant relocation; with the following exceptions:

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(a) Promotion from enlisted rank to an officer rank. No AA-Form relocation request is required. A DMO move is authorized because the service member is required to relocate.

(b) Demotion from officer rank to enlisted rank. No AA-Form relocation request is required. A DMO move is authorized because the service member is required to relocate.

(c) Promotion from enlisted rank to SNCO rank. The service member must be at or near the end of his/her lease term at the time of the within- housing relocation request. No AA-Form relocation request is required. The service member is not required to relocate. These relocations are considered "own convenience" moves and a DMO-funded move is not authorized. Movement of household goods will be at the service member's expense. For all other within housing relocation requests, an AA-Form request for relocation approval is required. A service member will be required to be at or near the end of their lease term for approval of the within-housing relocation request. These relocations are considered "own convenience" moves and a DMO-funded move is not authorized. Movement of household goods will be at the service member's expense.

b. Impending Marriage. A service member with imminent marriage plans is eligible to apply for privatized military housing up to thirty 30 days prior to marriage. The service member must provide information regarding the planned marriage date to the MHO at the time of application. The date that a completed application is received, with the exception of the proof of marriage, will be the control date for the wait list. The service member's application will be held in a pending status until actual proof of marriage is provided to the MHO which shows the new spouse listed as a dependent with Installation Personnel Administration Center (IPAC). Proper documentation of the marriage is required within 30 days of the marriage in order for the original control date to remain in effect. If proof of marriage is not received by the 30 day mark, the application will be cancelled.

c. Pregnancy

(1) Once at 20 weeks, a pregnancy will be considered as a dependent for family housing purposes. Medical verification indicating the 20th week date and expected due date for birth of the child will be required.

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(2) An unmarried, pregnant service member with no other dependent(s) is eligible to reside in the barracks until the birth of the child.

(3) An unmarried, pregnant service member is eligible for privatized military housing upon the birth of the child unless the wait list is in a waterfall status. In addition to medical verification showing the 20th week date and expected due date, all enlisted personnel (E1-E5) must provide a BAH approval letter, signed by the Director, Bachelor Housing Division, in order to apply for housing in a waterfall status.

(a) All unmarried, pregnant service members will be housed at the BAH, without dependent-rate, until the birth of their child. At that time, their privatized military housing rent rate will change to BAH with dependents.

(b) To prevent possible financial hardship, the service member is responsible for notifying the Military Housing Office, PPV Partner and IPAC of their change to the BAH with dependent rate. NOTE: The BAH with dependent rate will be charged by the PPV Partner as of the child's birth date, whether or not the service members makes proper notification. Any rent not paid at the proper rate will be collected at time of discovery through regular audits.

d. Dual Military/ACDU with Dependents. When both service members are in the uniformed services and either or both have dependents other than the spouse, the eligibility for referral to privatized military housing for the service member and dependents rest with either member.

(1) BAH is taken from the service member at the higher rank. If this service member is drawing full BAH with dependents, this is the only BAH forfeited.

(2) If both service members are drawing BAH without dependents, BAH is taken from the service member at the higher rank. Each month, a cash payment is made to PPV by the service member to make up the difference between BAH with dependents, and BAH without dependents.

e. Dual Military/ACDU without Dependents. When both service members are ACDU with no other dependents and are stationed in the Camp Lejeune/MCAS NR area, the eligibility for referral to privatized military housing rests with either

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service member. When both service members are precluded by distance in excess of 50 miles from living together, both are considered as service members without dependents for the purpose of determining entitlement to BAH. These service members are not eligible for referral to privatized military housing unless the wait list is in a waterfall status. All enlisted personnel (E1-E5) must provide a BAH Approval Letter, signed by the Director, Bachelor Housing Division, in order to apply for housing in a waterfall status. A service member may apply for privatized military housing when his/her ACDU spouse is due to join him/her within a 30 day period. In this circumstance, a copy of the ACDU spouse's PCSO will be required upon application.

f. Divorce or Separation. Upon divorce or separation, personnel residing in privatized military housing at Camp Lejeune/New River must provide their updated marital status to the MHO.

(1) A service member with an impending divorce/separation residing in privatized military housing at Camp Lejeune/New River with no other dependents must initiate a Notice to Vacate (NTV) to the PPV Partner unless he/she qualifies for waterfall housing. The service member must submit an AA-Form request to retain housing to the MHO for consideration and be residing in a waterfall-designated area, or be willing to relocate to a waterfall-designated area, for continued occupancy. When no waterfall housing is available, the service member will be required to vacate.

(2) A service member with impending divorce/separation, residing in privatized military housing at Camp Lejeune/New River with physical custody of dependent children may submit an AA-Form request to retain housing to the MHO. The request must contain an expected vacate date.

g. Personnel with Joint Custody. In the case of a service member who is a divorced or unmarried, biological parent of a child and who has 51 percent court-ordered joint custody or court-ordered temporary custody/visitation rights of at least one minor child, is eligible for privatized military housing.

(1) The service member must have no less than 51 percent court-appointed custody prior to moving into privatized military housing.

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(2) All enlisted personnel (E1-E5) must provide documentation showing that they are drawing BAH, with dependents, or provide a BAH Approval Letter, signed by the Director, Bachelor Housing Division, in order to apply for privatized military housing.

(3) In the case of dual military, if both parents have been decreed equal custody time, they will both be ineligible for housing. One parent may waive their right to housing in favor of the other parent.

h. Officer Married to Enlisted. Referral under this circumstance will be to the senior service member given the marriage was not in violation of the Uniform Code of Military Justice (UCMJ).

i. Foreign Nationals. Privatized military housing will be made available to foreign nationals, including foreign students. Rental rates will be equivalent to the BAH of United States military personnel of comparable grade.

6. Priority Referral Designations

a. Priority 1: Key and Essential (K&E) military personnel/civilian employees, specifically designated Wounded Warriors and EFMP participants who are eligible for priority housing consideration.

NOTE: All above sub-categories are equivalent in status and will be placed on the wait list by order of control date.

(1) K&E Personnel. Military necessity takes precedence over all other considerations in priority of assignment to privatized military housing. Married personnel serving on accompanied tours in a K&E billet, defined in the current edition of reference (c), will be assigned to available privatized military housing upon arrival or placed in a position of priority on the wait list. Other applicants already given a firm housing commitment will not be displaced.

(2) Wounded Warrior. Medical hold personnel receiving outpatient treatment shall be referred to privatized military housing that meets or exceeds the applicable quality standards and is appropriate for their medical hold condition, expected duration of treatment, dependency status; including that authorization amenities/services provided shall be an integral

part of their medical treatment plan, as determined by the primary care physician, patient and chain of command. Some medical hold personnel with serious medical conditions are authorized non-medical attendants at the discretion of their primary care physician to assist in their recovery and rehabilitation. Non-medical attendants can include the service member's parent, guardian or an adult, 18 years old or over.

(3) EFMP. Unless specifically stated by an official HQMC EFMP Letter, membership in this program does not justify early assignment to privatized military housing, regardless of the type or degree of medical requirements. All requests will be considered on a case-by-case basis and researched in detail before a decision is made.

(a) When a current home does not meet the needs of an EFMP family, the service member may submit an AA-Form relocation request for consideration. The request should contain an updated HQMC EFMP letter stating the special needs requirements. All requests are considered on a case-by-case basis.

(b) If approved, the service member can apply for relocation as a Category I applicant. A DMO-funded move will be authorized for relocation of household goods.

(c) If disapproved, the service member can request to relocate at the end of the current lease term. This relocation will be as a Category III applicant. No DMO-funded move will be authorized. Movement of household goods will be at the service member's expense.

b. Priority 2: Service members and eligible civilians who are assigned or attached for duty at Camp Lejeune/New River, or who are assigned to other installations that are served by the housing complex.

c. Priority 3: Eligible military personnel and civilian employees of all military services assigned to duty in the vicinity of a particular installation, but are not actually assigned to the installation.

d. Priority 4: Unaccompanied families of eligible personnel who currently do not occupy privatized military housing at the installation.

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e. Financial Distress. This unfortunate situation does not warrant a housing referral priority. The service member should be informed about on-base resources that are made available to assist families in distress.

f. Emergency Situations. Not including financial distress, emergency situations will be considered for priority on a case-by-case basis. Each situation will be judged on its own merit and must justify any delay for other families on the wait list.

7. Reporting-In Requirements. Incoming personnel are no longer required to physically report to the MHO to apply for family housing. A listing of all required documentation can be found on the MHO website at: <http://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/Housing-Application-Information/> and listed below. The required application documentation may be submitted via one of the following methods:

Mail: Camp Lejeune Military Housing Office
43 Inchon Street, Tarawa Terrace, NC 28543
E-Mail: lejeunefamilyhousing@usmc.mil
Fax: 910-450-1630 or 910-450-1631
In Person: Bldg. TT-43, Tarawa Terrace, NC

a. In person applications for on-base housing are accepted from 7:30 a.m. to 3:30 p.m. (0730-1530), Monday through Friday (except holidays).

b. In the absence of the service member (for 90 days or more), the spouse may apply with a Power of Attorney (POA) and documentation proving the service member is attached to Camp Lejeune/New River. Please note that in the absence of the service member, a Special Power of Attorney (SPOA) is required for lease signing. Information and downloadable forms are provided by the Legal Services Support Section East at: <http://go.usa.gov/YNte>.

8. Application For Non-Waterfall Applicants. The following documentation must be included:

- a. Application for Assignment to Housing/DD Form 1746.
- b. Privacy Act Statement.
- c. Statement of Understanding for On-Base Housing.

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- d. Sex Offender Policy Acknowledgement & Disclosure.
- e. Pet Addendum (regardless of whether or not you have pets).
- f. SPOA for On-Base Housing; notarized by a Notary Public (if applicable).
- g. SPOA for On-Base Housing; notarized by a commissioned officer (if applicable).
- h. Page 2 from the Service Record Book (SRB) (USN personnel).
- i. Original orders with original reporting endorsement; or commanding officer certified true copies of original orders and reporting endorsement; or letter from the service member's commanding officer stating date detached from last permanent duty station and date reported to the Camp Lejeune/New River for duty; or page 3 from Electronic Service Record (USMC personnel); or Page 5 from SRB (USN personnel).

9. Advance Application. An advance application may be submitted to the MHO at any time, provided the service member is/will be attached to Camp Lejeune/New River. Once all of the required documentation is received, one of the following situations will occur:

- a. In cases where there is no wait list, completed applications will be referred to the PPV Partner, up to six months out. Current wait list information is available by accessing the MHO website at:
<http://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/>.

The projections listed on the website are subject to change depending on the number of completed applications referred and neighborhood chosen. The wait times can fluctuate drastically during the height of PCS season.

- b. In cases where there is a wait list, completed applications are placed on the inbound wait list until the service member has physically checked in to the command. The service member must contact the MHO before advancing to the Freeze Zone (top ten percent or top three applicants); whichever is greater, for each wait list. In the event the service member

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does not report to the MHO by the date they would enter the Freeze Zone, the application will remain stationary for 30 days or until the service member contacts the MHO. After 30 days of no contact, the MHO will cancel the application package and remove the service member's name from the wait list.

NOTE: Your control date is no longer your date of detachment. In accordance with a recent change to reference (a), the MHO will utilize the date of receipt of a complete application package; to include all qualifying documents and PCSO, as the control date for the MHO Wait List. Qualifying documents include: Application for Assignment to Housing (DD Form 1746); Privacy Act Release Form; Statement of Understanding; Sex Offender Policy Acknowledgement & Disclosure; Pet Registration Addendum (whether or not you have pets). If the documents are received separately, the control date will be established upon receipt of all required documentation.

10. Application. Required Documents for Waterfall Applicants by Category:

a. ACDU Bachelor:

- (1) PCSO/Web Orders to Camp Lejeune/New River.
- (2) Receipt of BAH; Leave and Earning Statement (LES).

NOTE: For those bachelors desiring to share a housing unit with another ACDU bachelor, each bachelor must complete the application process and qualify as a waterfall applicant. One bachelor will be the primary lease holder, while the other bachelor will be the alternate lease holder. In the event the primary lease holder should vacate prior to the end of the current lease term, the alternate lease holder will become responsible for rent payment through the remainder of the current lease term.

(3) Dependency Application (NAVMC 10922) Form; if applicable. NOTE: If a dependent is showing on the NAVMC 10922 Form, the bachelor will pay rent at the "with dependent" rate.

(4) Contact the school superintendent's office for enrollment eligibility.

b. ACDU Reservist-Active Duty Tier I:

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(1) Orders or Military Service Record (Form DD-214).

(2) DoD ID Card/Common Access Card (CAC).

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(5) Tax documents must list all claimed dependents who will be living in the home.

(6) Contact the school superintendent's office for enrollment eligibility. NOTE: If not on orders for 365 days, school enrollment is not authorized. Contact the school superintendent's office to confirm.

c. IRR Reservist-Inactive Ready Reserve Tier II:

(1) Military Service Record (Form DD-214).

(2) DoD ID Card/CAC.

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(5) Tax documents must list all claimed dependents who will be living in the home.

(6) School enrollment not authorized. Contact the school superintendent's office to confirm.

d. DoD Civilian:

(1) Notification of Personnel Action (Form SF-50).

(2) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

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(3) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) Tax documents must list all claimed dependents who will be living in the home.

(5) Check with the school superintendent's office for enrollment eligibility.

e. Non-Appropriated Fund Instrumentality (NAFI) Civilian:

(1) Personnel Action Form (Form PAF-500) showing full-time employment.

(2) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(3) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) Tax documents must list all claimed dependents who will be living in the home.

(5) Check with the school superintendent's office for enrollment eligibility.

f. Retiree:

(1) Military Service Record (Form DD-214).

(2) DoD retiree ID Card.

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

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(5) Tax documents must list all claimed dependents who will be living in the home.

(6) School enrollment not authorized. Contact the school superintendent's office to confirm.

g. Contract Employee:

(1) Confirmation of employment on letterhead stationary showing the effective start date and current employment status.

(2) Common Access Card must match information provided in employment letter.

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(5) Tax documents must list all claimed dependents who will be living in the home.

(6) School enrollment not authorized. Contact the school superintendent's office to confirm.

h. Widow/Widower:

(1) Military Service Record (Form DD-214).

(2) DoD ID Card.

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(5) Tax documents must list all claimed dependents who will be living in the home.

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(6) School enrollment not authorized. Contact the school superintendent's office to confirm.

i. Unaffiliated Civilian with Ties to Camp Lejeune/New River:

(1) Confirmation of employment via pay stub verifying current employment.

(2) Identification badge issued by Camp Lejeune/New River; must match information provided on employment documentation.

(3) Most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(4) If not shown on the sponsor's tax forms, the spouse is required to provide his/her most recent tax forms; pages 1 and 2 and the signature page or page 8879 (electronic signature-ELSIG page).

(5) Tax documents must list all claimed dependents who will be living in the home.

(6) School enrollment not authorized. Contact the school superintendent's office to confirm.

11. Distribution Management Office (DMO) Vouchers. A government-funded local move is an entitlement that is available to service members only when the following circumstances are met:

a. The service member has contacted the MHO within 30 days of reporting to Camp Lejeune/New River; which is their new, permanent duty station.

b. No privatized military housing was available at the time the service member reported to Camp Lejeune/New River; which is their new, permanent duty station.

c. The service member placed his/her name on a housing wait list within thirty 30 days of reporting to Camp Lejeune/New River; which is the new, permanent duty station, and accepts the first house offered by the PPV Partner.

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12. Ninety-Day (90) School Letters. A 90-day School Letter may only be issued to ACDU service members and must be in conjunction with their PCSO assigning them to Camp Lejeune/New River. If assignment by the PPV Partner cannot be guaranteed within 90 school days, a letter should not be issued. There is no allowance for a second/consecutive letter.

a. The service member must:

(1) Be on the active wait list to receive privatized military housing within 30 days of reporting to Camp Lejeune/New River.

(2) Be within 90 school days of assignment to privatized military housing.

(3) Not refuse a housing offer.

(4) Not remove their application from the active wait list for any reason.

NOTE: If the service member refuses housing or is removed from the active wait list, the MHO must rescind the 90-day School Letter and should notify the Department of Defense Education Activity (DODEA). Any child/ren enrolled in DODEA Schools under a 90-day School Letter will have to be withdrawn immediately.

13. Inactive Wait List. If you will not be able to accept housing immediately, you may request to have your application placed in an inactive status. Your name will be removed from the wait list and held in a separate file until the end of the time period you specify, which can be up to one year. Your control date will remain the same.

14. Cancellation of Application. It is your responsibility to keep your application current. If we cannot contact you, your application will be cancelled. Please notify us if your contact information changes.

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Chapter 3

Utilization

1. General Policy. Privatized military housing will be managed so as to maintain the maximum utilization of family housing assets. The MHO maintains oversight of the PPV Partners to ensure they provide advance planning, careful scheduling of occupancy changes and expeditious performance of maintenance and improvement work with the goal of reducing to the absolute minimum the time that the units remain unoccupied.
2. Double Occupancy. Double occupancy of a single family housing unit by families of two service members who are not dual military is prohibited.
3. Subletting of Housing. Subletting of privatized military housing is not authorized. Family housing units may not be sublet by the resident or used in any manner for which the service member might be compensated.
4. Continued Occupancy/Retention of Quarters. Commanding officers will ensure that personnel occupying privatized military housing and electing continued occupancy execute an AA-Form as expeditiously as possible, but no later than 30 days prior to detachment. Service members should also execute a SPOA for dependents to preclude possible hardships or unnecessary delays in matters pertaining to privatized military housing, transportation entitlement, etc.
5. Continued Occupancy/Dual Military. When one service member is separated from the other as a result of assignment to a dependent-restricted tour, the other service member, with or without dependents, may retain privatized military housing under the continued occupancy policy.
6. Assignment to Persons One Grade Category Junior or Senior. When necessary to best fulfill a current need and to enhance utilization, quarters may be assigned to personnel not more than one grade category junior or senior than the grade category for which they are allocated.
7. Standing Vacancies. Privatized military housing units, other than those specifically designated for general officers or

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other billet-specific occupancy, shall not be kept vacant for assignment to a specific individual.

8. Checkout Clearance. For planning purposes, a NTV should be provided to the PPV Partner at least 30 to 45 days prior to the expected vacate date.

a. Once a resident has vacated privatized military housing for his/her own convenience and desires to re-apply for privatized military housing within the same tour of duty, an AA-Form Request to re-apply is required. All requests will be considered on a case-by-case basis.

b. Unless otherwise approved in advance via an AA-Form request, personnel must vacate privatized military housing within the following time limits:

(1) Detachment or Transfer: On or before the effective date of detachment or transfer, except where continued occupancy by dependents of overseas absentee sponsor is authorized.

(2) Retirement, Separation, or Release from Active Duty: No later than the last day of active service.

(3) Terminal Leave: Prior to the last day of terminal leave and/or detachment.

(4) Change in Marital Status: Within 30 days of the effective date of divorce or legal/voluntary separation, unless dependent children are involved. In cases where children are involved in dual military households, a record of 51 percent of physical custody is required by the sponsor. Physical custody by the sponsor is determined by court order. The MHO will consider each situation on a case-by-case basis.

(5) Voluntary Absence of Housing: Vacate required when either the service member and/or spouse are absent from the home for more than 30 days, to be determined on the basis of circumstances involved.

(6) Abandonment of Housing for 90 Days or More: To be determined on the circumstances involved.

(7) Dependents Leave the Sponsor for More than 90 Days: To be determined on the circumstances involved.

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(8) Alleged Entitlement to BAH at the With-Dependent Rate is Later Determined to be Fraudulent or Erroneous: Privatized military housing must be vacated immediately.

(9) Assignment to Housing was Made Based on a Falsified Application: Privatized military housing must be vacated immediately.

9. Debarment from the Installation. The Installation Commander has the authority to bar anyone from Camp Lejeune/New River that is deemed to be a threat to Camp Lejeune/New River or mission security; the health, welfare, safety or security of persons at Camp Lejeune/New River; or good order and discipline at Camp Lejeune/New River.

a. If a resident, in cases other than military, or the resident's family member is debarred from the installation by the Commanding General, MCIEAST-MCB CAMLEJ in accordance with the debarment authority, the debarment may void the resident's status as a resident.

b. After reviewing the family's situation, the Commanding General and the PPV Partner will decide if the debarment of the family member will void the family's status as a resident. Each case will be considered individually, as not all family situations or debarments result in a requirement to revoke the family's housing status. If it is decided that the family's status as a resident is voided, the PPV Partner will notify the family that they shall vacate the premises no later than 30 days from the date of the loss of status as a resident and the lease shall terminate as of that date.

10. Eviction from Housing. Military housing is primarily assigned to military personnel, their bona-fide dependents and those individuals authorized to reside with them. To ensure these personnel are protected from disorder and misconduct on the part of neighbors, or anyone that may materially interfere with the peace and tranquility of a housing area, command action to control perpetrators of such disorder or misconduct is mandatory. Misconduct in privatized military housing by military personnel may be punishable under the UCMJ.

a. Basis for Eviction. Eviction from privatized military housing may be based on the resident and/or misconduct of their guest(s), to include fraudulent application for housing,

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commission of drug-related offenses, other crimes or actions threatening the installation, or multiple violations of community guidelines and policies that negatively impact good order and discipline within the community.

b. Standard of Proof. Eviction may be recommended whenever there is probable cause to believe that an individual's continued presence in privatized military housing will undermine the peace, security or welfare of the installation.

c. Letters of Warning. All Letters of Warning will be initiated by the PPV Partner or the Base Inspector. If initiated by the Base Inspector, a copy shall be provided to the PPV Partner for inclusion in the resident's official housing file.

d. NTV. When the offense or series of minor disorders warrants a NTV, the PPV Partner will prepare the appropriate correspondence and forward it to the MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-F, via the PPV Partner General Manager, who will determine if the NTV should be forwarded to the Command Inspector General (CIG) and Staff Judge Advocate.

e. Drug-Related and Criminal Offenses. The CIG's Office is responsible for reviewing the daily military police blotter and Incident Complaint Reports for drug-related activity and all other civilian, juvenile or military misconduct which are reported as criminal offenses. The term "drug-related activity" includes the use of drugs by service members and/or their dependents in privatized military housing, at any location aboard the installation and ashore. That term also includes a situation in which a resident knowingly allows a guest to use drugs in assigned privatized military housing.

f. Options. After reviewing all relevant facts and circumstances of the alleged offense(s), the CIG will take appropriate administrative action with regard to the reported misconduct.

11. Sex Offenders. In order to preserve morale, welfare, good order and discipline, it is the Office of the Chief of Naval Operations Instruction 1752.3 policy to deny registered sex offenders residence in housing aboard the installation. Accordingly, referral of military personnel, civilians, and their dependents to privatized military housing

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shall include a determination of whether the service member or any dependent otherwise authorized to reside in housing, is required or has ever been required, to register or provide notification as a sex offender under the laws of the United States or any state.

12. Confinement. When a service member who is assigned to privatized military housing is sentenced to prolonged periods of confinement, three months or longer, by either military or civilian authorities, their entitlement to privatized military housing will be terminated.

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

b. During any grace period before the dependents vacate privatized military housing, whether or not the service member forfeits pay and allowances, cash rent will be charged equal to BAH based on the service member's pay grade.

c. A service member who is not assigned to privatized military housing and is confined by either military or civilian authorities, will not be referred to privatized military housing.

d. Retention of privatized military housing will not be authorized while a service member is on appellate leave.

13. Special Retention of Housing

a. Continued Occupancy/Retention of Housing by Dependents of Absentee Sponsor. Dependents of absentee sponsors (sponsors serving unaccompanied dependent-restricted overseas tour of duty) may retain assigned housing during the sponsor's absence.

(1) This continued occupancy program does not apply to those sponsors assigned to an accompanied overseas tour.

(2) Executive homes and billet-designated homes are excluded for the provisions of this policy. In these cases, dependents are eligible for priority assignment to other housing, if available. Such moves will be chargeable to PCSO

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funds. Housing provided to dependents of general officers in this case will not be considered executive homes.

(3) To be eligible for retention of privatized military housing, personnel must be assigned to housing, with a bona-fide address prior to detachment. Personnel desiring retention of housing must submit an AA-Form Request for Retention of Housing via their chain of command. Requests should be submitted at least 45 days prior to detachment, whenever possible. A copy of the PCSO to a dependent-restricted tour or TAD Orders must be included as supporting documentation for the request.

(4) Dependents of sponsors who are ordered to an accompanied overseas tour may retain their assigned housing until military family housing is available at the next duty station. Executive homes and billet-designated homes are excluded from the provisions of this policy.

(5) Service members assigned duty overseas and who do not vacate their stateside housing assignment prior to departure will be charged BAH. If the service member is subsequently assigned housing overseas, he/she will be charged for both housing assignments. A daily rental fee will be assessed for the stateside housing assignment and BAH will be imposed for the housing assigned overseas.

(6) Personnel retaining privatized military housing as a result of an unaccompanied tour will retain their housing in the same manner upon completion of their overseas assignment.

(7) Authority for dependents to remain in housing normally will not exceed one year.

b. Retention of Housing When Sponsor is TAD, Deployed or Serving on an Unaccompanied Tour and Dependent(s) are Absent from Housing

(1) When sponsors are serving TAD, on deployment or an unaccompanied tour which causes them to reside away from their assigned housing, and dependents desire to absent themselves from housing, the PPV Partner may permit retention of housing for a period normally not to exceed 90 days of non-occupancy in a 12 month period. Personnel desiring retention of housing must submit an AA-Form Request for Retention of Housing via their chain of command.

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(2) A spouse with POA may submit a letter request for special consideration in the absence of the service member. The letter should be addressed to the MHO, Attn: Director, Family Housing Division. The request, along with all required supporting documentation, should be submitted to the MHO Administrative Section for processing. In order for a letter to be accepted in lieu of an AA-Form request, the service member must be on an extended absence from the Camp Lejeune/New River area, such as TAD or deployment.

c. Families Awaiting Dependent Entry Approval to Overseas Locations. Families awaiting dependent entry approval who currently occupy privatized military housing, may remain in housing until entry approval is received. Personnel desiring retention of housing must submit an AA-Form Request for Retention of Housing via their chain of command. Requests should be submitted at least 45 days prior to detachment, whenever possible.

d. Duty Under Instruction for more than 20 Weeks, but not Exceeding 45 Weeks. When a service member receives PCSO for duty under instruction for more than 20 weeks but not more than 45 weeks, retention of housing may be approved. Personnel desiring retention of housing must submit an AA-Form request for Retention of Housing via their chain of command. Requests should be submitted at least 45 days prior to detachment, whenever possible.

e. Death of the Active Duty Service Member. The spouse of an active duty service member has certain entitlements if the active duty service member dies. If the service member dies in the line of duty, the spouse is entitled to remain in housing up to one year. The spouse will be charged cash rent at the normal BAH rate for the service member's pay grade. If additional occupancy is required, the spouse can submit a written request for an extension.

f. Abandonment of Privatized Military Housing. The commanding officer of an occupant who abandons assigned privatized military housing is responsible for inventory and removal of the occupant's personal effects if applicable, which will be disposed of in accordance with the references.

14. Resident Complaint and Concerns. The goal of privatized military housing is to ensure that well-maintained and comfortable premises are provided for an exceptional quality of

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life for all residents. When a resident's complaints and concerns have not been addressed in the manner that is considered to be satisfactory by the resident, there are several alternative avenues for resolution, as follows:

a. A resident's first recourse is to ensure that the complaint or concern has been clearly stated, in writing, and is delivered to the community manager of their neighborhood. The community manager should respond to the complaint or concern in a timely manner.

b. In the event the community manager does not respond in a manner that is consistent with a resident's complaint or concern, or the resident disagrees with the response, a copy of the written complaint or concern should be submitted to the PPV Partner's director of operations or director of property management.

c. If a satisfactory solution to a complaint or concern has not been resolved at this point, residents may contact the PPV Liaison Director, located in the MHO, for assistance. While the MHO will offer assistance, the PPV Partner has the final determination of the outcome of all complaints and concerns.

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Chapter 4

Off-Base Referral

1. General Information

a. The Off-Base Housing Referral Section shall offer complete referral services and a full range of related personal assistance to all permanently assigned or TAD personnel and their dependents who desire off-base housing. These services will adhere to the policy of equal opportunity and fair housing. They are offered regardless of pay grade, number of years of service, or marital status. The same service will be provided to DoD civilians. These services are not intended to intrude on the normal business relations between real estate brokers, rental agents, sales agents, and their customers.

b. Every effort shall be made to obtain the maximum number of available, suitable listings of property within the commuting area. Off-base housing referral personnel will physically survey the facilities listed on a semi-annual basis. A clear understanding should be reached with rental management companies as to current rental policies, practices, and rates.

2. Housing Referral Chit. All personnel reporting to/stationed at Camp Lejeune/New River who require a Housing Referral Chit for BAH purposes, are required to physically report to Family Housing Division, located in building TT-43 Inchon Street, Tarawa Terrace, to obtain this chit.

3. Off-Base Rental Listings. Three separate lists shall be maintained by the MHO:

a. Listed Facility. A suitable facility listed with the MHO that is available to DoD personnel without regard to race, color, religion, sex, national origin, handicap or familial status and whose agent and/or owner has provided a non-discriminatory assurance. Signatures of owner, manager and/or agents signifying assurance are not required.

b. Restrictive Sanction. Facilities which have been found to discriminate against DoD personnel. DoD personnel shall not enter into a new rental, lease or purchase arrangement for, or otherwise move into, restricted sanctioned facilities. Restrictive sanctions are effective against the agent and facility and remain in effect a minimum of 180 days.

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c. Non-Approved List. Identifies listings in the civilian community, which are determined by the Off-Base Referral Section to be undesirable rental property. These listings are placed on the Non-Approved List and considered restricted as rental property for military personnel. Placement of any rental unit/business on the non-approved list will result after inspection, investigation of complaints by military service members, or failure of the owner/landlord to meet minimum standards of adequacy or other conditions that may determine undesirability. Rental property owners will be provided a list of documented discrepancies noted by the off-base housing referral section and given a reasonable amount of time to correct such discrepancies. Follow-up inspections of the property will result after the recommended time period and results will be used to determine suitability. Written notification of placement on a Non-Approved List will be provided by the off-base referral section. Such notification will advise the recipient of the right to request re-inspection for removal from the Non-Approved List.

4. Off-Base Housing Referral Counseling and Assistance. Individuals requesting assistance from the Off-Base Housing Referral Section shall be informed that they are not authorized to rent or lease a housing unit which is on the Restrictive Sanction List, and that they take specified risks when renting or leasing a unit on the Non-Approved List. Individuals shall be provided listings of available, suitable housing, a map of the local area, handouts concerning schools, shopping areas, recreational facilities, transportation, churches, emergency services and other community facilities and services in the geographic area. All service members reporting for duty should be advised to report to the MHO prior to locating housing in the local community to ensure accurate information is provided on restrictive sanctions and non-approved rental listings.

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

6. Inspections. An additional inspection of a rental property should be conducted when there is reason to question the suitability of property based on environmental conditions,

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including health and safety considerations. When a facility is unsuitable for occupancy by military families in the opinion of the off-base housing referral section, it may be removed as a listing or not accepted for listing until appropriate corrective action has been taken.

7. General Criteria for Off-Base Housing Standards

a. Section I: Site Condition. The site objective is to assure an interesting, attractive, livable residential environment. Facilities used as human habitation shall meet the following criteria to be considered adequate:

(1) The site is not located in an area designated by the Installation Commander to be off-limits and/or not adequate for health or safety reasons.

(2) Convenient parking is available at the residence.

(3) Convenient access is available to roadways and sidewalks.

(4) All maintenance material is in a secure area, which is not accessible by residents.

(5) Access roads and common areas are maintained in a manner that compliments the appearance of the property, while maintaining a high level of safety and serviceability.

(6) Must be within an hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.

b. Section II: Utilities Conditions

(1) Must have adequate electrical service to each dwelling.

(2) Must have hot and cold potable running water.

(3) Must have adequate sanitary facilities and sewage disposal.

(4) Must meet state and local building codes.

c. Section III: Structure Conditions. Must be a complete dwelling unit with a private entrance, bath and kitchen for the sole use of the occupant and arranged so that both the kitchen and the bathroom can be entered without passing through the bedrooms.

8. Rental Partnership Program (RPP). The RPP provides qualified service members the opportunity to occupy civilian community rental property without payment of a security deposit in exchange for rent payment by allotment at installations where the program has been established.

a. To Qualify for RPP

(1) A copy of your PCSO.

(2) You must provide your LES showing your Expiration of Active Service.

NOTE: Must have 14 months of active duty remaining to qualify for a 12 month lease; must have 11 months of active duty to qualify for a nine month lease; must have eight months of active duty remaining to qualify for a six month lease.

(3) If dual military status, both must provide their LES.

(a) If both are collecting BAH without dependents, the rental cap will be the combined BAH amounts.

(b) If one service member is deployed, or if a spouse is applying with a POA, an e-mail from the deployed service member stating that they are aware their spouse is initiating an allotment and will be responsible for the rental payment is required. The e-mail must initiate from an appropriate military email account (i.e., @usmc.mil or @usn.mil); no personal e-mail will be accepted. If a military account is unavailable, please further coordinate with your chain of command for qualification.

(4) You must be in receipt of the BAH with dependents rate or BAH without dependents rate.

(5) You must have less than five allotments currently pulling out of your pay per pay period.

(6) You must have no more than one allotment paying to First Citizen's Bank.

(7) You must not be currently living in privatized military housing.

(8) You must not have roommates; anyone not listed on your Dependency Application (NAVMC 10922) Form is considered a roommate.

b. Application Process for RPP

(1) The MHO completes an application in the electronic Military Housing (eMH) database. The service member checks the application for accuracy and signs and dates the form.

(2) A statement of understanding is provided to the service member. The service member reads and initials each line and signs and dates the form.

(3) The MHO completes a verification of eligibility. The service member checks the information for accuracy and signs and dates the form.

(4) A copy of the documentation, along with a listing of available rentals through RPP participants, is provided to the service member.

(5) Once the service member locates a preferred rental, he/she submits his/her verification of eligibility to the property manager.

(6) The property manager provides a completed, signed and dated letter of intent to the service member. The service member checks the letter for accuracy and signs and dates the form. The service member returns the completed, signed and dated Letter of Intent to the MHO so that the allotment can be processed. The allotment is processed for rent only. No additional fees should be added in the rental amount, such as pet fees, washer/dryer rental, garage rental, etc.

(7) Allotment

(a) United States Marine Corps: The MHO will process an Authorization to Stop, Start or Change an Allotment

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(DD-2558) Form. The service member checks the form for accuracy and signs and dates the form.

(b) United States Navy: No DD-2558 Form is required. In lieu of the DD-2558 Form, the MHO will process a Bank Allotment (850) Form. The service member will log into MyPay so that the Housing Referral Assistant can set up their allotment. The service member checks the form for accuracy and signs and dates the form.

(c) A monthly processing fee of \$3.00 is added to the rental amount for RPP.

(8) A check-in inspection will be scheduled with the service member.

c. Vacate Process for RPP:

(1) The service member is required to provide a written vacate notice in accordance with the terms of the lease.

(2) Once notified of the intent to vacate, a checkout inspection will be scheduled with the service member.

(3) If the service member is vacating due to deployment, a copy of the deployment letter from the chain of command is required. The letter must be signed by a captain or higher rank (no enlisted signatures will be accepted).

(4) The RPP allotment cannot be stopped until the service member has passed a final inspection and turned in keys. If the service member wants the allotment to stop prior to the final inspection/turning in keys, they are required to pay the full security deposit and bring the receipt to the MHO.

(a) USMC: The MHO will process an Authorization to Stop, Start or Change an Allotment (DD-2558) Form. The service member checks the form for accuracy and signs and dates the form.

(b) USN: The service member will run their stop via MyPay.

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APPENDIX A

REQUEST FOR RETENTION OF PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		<div>Please review Privacy Act Statement on Page 3</div> <div>Print Form</div>	
1. ACTION NO.		2. SSIC/FILE NO. 11000	
3. DATE Current Date			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rank, Full Name, EDIPI (NO SSN), MOS		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542	
6. VIA (As required) (1) CO, (list your company in your Chain of Command)			
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542		8. NATURE OF ACTION/SUBJECT Request for Retention of Privatized Military Housing	
		9. COPY TO (As required) (1) Files (2) SVM	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31		11. ENCLOSURES (if any) (1) List enclosed documentation relevant to your request.	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			

-SAMPLE-

1. I request to retain privatized military housing, located at 10 Main Street, until 30 June 2017. This retention will allow my children to complete the current school year.

YOUR SIGNATURE
TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter from your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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MCIEAST-MCB CAMLEJO 11101.31
APR 27 2018

REQUEST FOR RETENTION OF PRIVATIZED MILITARY HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000
UNIT
DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST FOR RETENTION OF PRIVATIZED MILITARY HOUSING

1. Forwarded, recommending approval.

SIGNATURE
TYPED NAME OF COMMANDING OFFICER

APPENDIX B

REQUEST FOR RELOCATION WITHIN PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		<div>Please review Privacy Act Statement on Page 3</div> <div>Print Form</div>	
1. ACTION NO.		2. SSIC/FILE NO. 11000	
3. DATE Current Date			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rank, Full Name, EDIPI (NO SSN), MOS	5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542		
6. VIA (As required) (1) CO, (list your company in your Chain of Command)			
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542	8. NATURE OF ACTION/SUBJECT Request for Relocation Within Privatized Military Housing		
	9. COPY TO (As required) (1) Files (2) SVM		
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31	11. ENCLOSURES (if any) (1) List enclosed documentation relevant to your request.		
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			

-SAMPLE-

1. I request to relocate from my current privatized military housing, located at 10 Main Street, due to an increase in family size. My current lease expires/expired on (list date).

YOUR SIGNATURE
TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter from your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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APR 27 2018

REQUEST FOR RELOCATION WITHIN PRIVATIZED MILITARY HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000
UNIT
DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST FOR RELOCATION WITHIN PRIVATIZED MILITARY HOUSING

1. Forwarded, recommending approval.

SIGNATURE
TYPED NAME OF COMMANDING OFFICER

APR 27 2018

APPENDIX C

LETTER REQUEST TO RELOCATE WITHIN PRIVATIZED MILITARY HOUSING-
WATERFALL RESIDENTS

Jane Doe
10 Main Street
Camp Lejeune, NC 28542
CURRENT DATE

Director, Family Housing Division
43 Inchon Street, Bldg. TT-43
Tarawa Terrace, NC 28543

Subject: WATERFALL RESIDENT REQUEST FOR RELOCATION WITHIN
PRIVATIZED MILITARY HOUSING

Director:

I am a Waterfall resident. I am requesting to relocate to another housing area within privatized military housing to be closer to work. My current lease ends on (provide date).

Approval of this request will greatly reduce the stress on our family at this time.

Sincerely,

SIGNATURE

APR 27 2018

APPENDIX D

REQUEST FOR EXTENDED GUEST IN PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		Please review Privacy Act Statement on Page 3		Print Form	
		1. ACTION NO.		2. SSIC/FILE NO. 11000	
		3. DATE		Current Date	
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rmk, Full Name, EDIPT (NO SSN), MOS		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542			
6. VIA (As required) (1) CO, (list your company in your Chain of Command)					
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542		8. NATURE OF ACTION/SUBJECT Request for Extended Guest in Privatized Military Housing			
		9. COPY TO (As required) (1) Files (2) SVM			
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31		11. ENCLOSURES (if any) (1) List enclosed documentation relevant to your request.			
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)					

-SAMPLE-

I request to have my mother, Jane Doe, as an extended guest in privatized military housing while I am deployed. My mother, who lives at 10 Main Street, is 50 years old. She will be here to assist my spouse with childcare through my deployment which ends (provide date). Approval of this request will greatly reduce the stress placed on our family at this time.

YOUR SIGNATURE
TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter form your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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REQUEST FOR EXTENDED GUEST IN PRIVATIZED MILITARY HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000

UNIT

DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT

To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST FOR EXTENDED-STAY GUEST IN PRIVATIZED MILITARY
HOUSING

1. Forwarded, recommending approval.

SIGNATURE

TYPED NAME OF COMMANDING OFFICER

APR 27 2018

APPENDIX E

REQUEST FOR SEMI-PERMANENT GUEST IN PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 09-11) (EF)
 Previous editions will be used
 FOUO - Privacy sensitive when filled in.

Please review Privacy Act Statement
 on Page 3

Print Form

1. ACTION NO.		2. SSIC/FILE NO. 11000	
3. DATE		Current Date	
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rmk, Full Name, EDIPI (NO SSN), MOS		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542	
6. VIA (As required) (1) CO, (list your company in your Chain of Command)			
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542		8. NATURE OF ACTION/SUBJECT Request for Semi-Permanent Guest in Privatized Military Housing	
		9. COPY TO (As required) (1) Files (2) SVM	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31		11. ENCLOSURES (if any) (1) Valid Identification (ID) of Semi-Permanent Guest (2) List all other enclosed documentation relevant to your request.	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			

-SAMPLE-

I request to have my niece, Jane Doe, as a semi-permanent guest in privatized military housing while we await determination by HQMC to list her as a dependent. My niece, who lives at 10 Main Street, is 6 years old. Approval of this request will greatly reduce the stress placed on our family at this time.

YOUR SIGNATURE
 TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter from your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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APR 27 2018

REQUEST FOR SEMI-PERMANENT GUEST IN PRIVATIZED MILITARY HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000
UNIT
DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST FOR SEMI-PERMANENT GUEST IN PRIVATIZED MILITARY
HOUSING

1. Forwarded, recommending approval.

SIGNATURE
TYPED NAME OF COMMANDING OFFICER

APR 27 2018

APPENDIX F

REQUEST TO CONDUCT AN IN-HOME BUSINESS IN PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 09-11)(EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		Please review Privacy Act Statement on Page 3		Print Form	
		1. ACTION NO.		2. SSIC/FILE NO. 11000	
		3. DATE		Current Date	
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rank, Full Name, EDIPI (NO SSN), MOS		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542			
6. VIA (As required) (1) CO, (list your company in your Chain of Command)					
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542		8. NATURE OF ACTION/SUBJECT Request to Conduct an In-Home Business in Privatized Military Housing			
		9. COPY TO (As required) (1) Files (2) SVM			
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31		11. ENCLOSURES (if any) (1) List all other enclosed documentation relevant to your request.			
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)					

-SAMPLE-

I request that my spouse, Jane Doe, be authorized to operate a cupcake business from my privatized military housing located at 10 Main Street. Approval of this request will greatly reduce the financial hardship on our family at this time.

YOUR SIGNATURE
TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter from your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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APR 27 2018

REQUEST TO CONDUCT AN IN-HOME BUSINESS IN PRIVATIZED MILITARY
HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000
UNIT
DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT
To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST TO CONDUCT AN IN-HOME BUSINESS IN PRIVATIZED
MILITARY HOUSING

1. Forwarded, recommending approval.

SIGNATURE
TYPED NAME OF COMMANDING OFFICER

APR 27 2018

APPENDIX G

REQUEST TO RE-APPLY FOR PRIVATIZED MILITARY HOUSING

ADMINISTRATIVE ACTION (5216)
 NAVMC 10274 (REV. 09-11) (EF)
 Previous editions will be used
 FOUO - Privacy sensitive when filled in.

Please review Privacy Act Statement
 on Page 3

Print Form

1. ACTION NO.		2. SSIC/FILE NO. 11000	
3. DATE Current Date			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Rank, Full Name, EDIPI (NO SSN), MOS		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Unit Address Camp Lejeune, NC 28542	
6. VIA (As required) (1) CO, (list your company in your Chain of Command)		7. NATURE OF ACTION/SUBJECT Request to Re-Apply for Privatized Military Housing	
7. TO: Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Family Housing Division Camp Lejeune, NC 28542		8. COPY TO (As required) (1) Files (2) SVM	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) MCIEAST-MCB CAMLEJO 11101.31		11. ENCLOSURES (if any) (1) Copy of your PCSO on Page 3 from your SRB-Required. (2) List all other enclosed documentation relevant to your request.	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			

-SAMPLE-

I request to re-apply for privatized military housing. I vacated last year due to deployment.

YOUR SIGNATURE
 TYPE/WRITE YOUR FULL NAME

NOTE 1: Explain the nature of your request in short detail. The request must include the duration of the request and a justification for the request. Your signature is required.

NOTE 2: Hand-carry this request, along with the endorsement letter from your Commanding Officer, to the Military Housing Office (MHO), Administrative Section, Bldg. TT-43, Tarawa Terrace, NC.

NOTE 3: There is a three to five-day turnaround on all requests. The Administrative Section will provide you with a Privacy Act Statement to complete. Ensure that you provide updated contact information so that you can be contacted once your response is ready to be picked up.

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

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APR 27 2018

REQUEST TO RE-APPLY FOR PRIVATIZED MILITARY HOUSING
SAMPLE ENDORSEMENT



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

11000

UNIT

DATE

FIRST ENDORSEMENT on Sgt John Doe's AA-Form of 1 Jan 17

From: Commanding Officer, UNIT

To: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune (Attn: Director, Family
Housing Division)

Subj: REQUEST TO RE-APPLY FOR PRIVATIZED MILITARY HOUSING

1. Forwarded, recommending approval.

SIGNATURE

TYPED NAME OF COMMANDING OFFICER

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