



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 11101.18DW|ch1,2  
FAC  
12 JAN 2009

AIR STATION ORDER 11101.18D w/ch 1, 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MILITARY FAMILY HOUSING ORDER

Ref: (a) MCO P11000.22  
(b) ASO 11101.2J  
(c) Atlantic Marine Corps Communities (AMCC)  
Community Guidelines and Policies October 2007

1. Situation. To provide policies and procedures regarding operation of the Housing Referral Service at Marine Corps Air Station (MCAS), Cherry Point, North Carolina, in accordance with the guidelines dictated by references (a), (b) and (c).

2. Cancellation. AirStaO P11101.18C.

3. Mission

a. A copy of this Order will be available to individuals upon assignment to privatized family housing and is available on the Station Adjutant website at <http://www.cherrypoint.usmc.mil>. All residents are required to read, become familiar with and comply with provisions contained herein.

b. Summary of Revision. This Order contains major changes 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 criteria dictated by changes in

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

(2) Concept of Operations. This Order will be used as a constant reference source for residents of military family housing.

5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding General, 2d Marine Aircraft Wing, and the Commanding Officers, Fleet Readiness Center East, Combat Logistics Company 21, Naval Hospital, and 12th Dental Company.

6. Command and Signal

- a. Command. This Order is applicable to all personnel.
- b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON  
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NC 28533-0003

AirStaO 11101.18D Ch 1  
FAC

09 APR 2009

AIR STATION ORDER 11101.18D Ch1

From: Commanding Officer, Marine Corps Air Station Cherry Point  
To: Distribution List

Subj: MILITARY FAMILY HOUSING ORDER

1. Situation. To direct pen changes to the basic Order.
2. Execution. Chapter 3, page 3-6, paragraph 10b - insert the following two sentences between the second and third sentences of the cited paragraph:

"In cases where the service member is separated from dependents upon acceptance of assignment to family housing, dependents must be anticipated to arrive within 30 days of the assignment date. In cases where 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."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

R. D. CLINTON  
Executive Officer

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**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 11101.18D CH 2  
FAC  
13 SEP 2010

AIR STATION ORDER 11101.18D CH 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MILITARY FAMILY HOUSING ORDER

1. Situation. To direct pen changes to the basic Order.
2. Execution. Chapter 3, page 3-17, paragraph 21.c.(4), delete sentence three and insert, "In cases where children are involved in dual military households, a record of physical custody by the sponsor for a minimum of six months per year while the separation or divorce is pending, is required. In households where children are involved with one military sponsor, a record of physical custody by the sponsor for a minimum of nine months per year while the separation or divorce is pending, is required."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


A handwritten signature in black ink, appearing to read "Robert D. Clinton".

ROBERT D. CLINTON  
Executive Officer

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change
1	09 APR 2009	10 APR 2009	
2	13 SEP 2010	15 SEP 2010	Alexis Palston

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*WELCOME LETTER*

Welcome to Marine Corps Air Station (MCAS), Cherry Point, North Carolina. All of us at the Housing Department hope that your tour of duty will be an enjoyable one for you and your family. We understand that your housing needs are an important aspect of your assignment and have a direct impact on your quality of life. It is our goal to provide comfortable, well-maintained homes for all military families during their tenure at this Installation.

As of 1 October 2007, all housing aboard MCAS, Cherry Point, has been privatized. The management of the housing units is assigned to our Public-Private Venture (PPV) Partner, Atlantic Marine Corps Communities (AMCC). Our partner is responsible for all day-to-day property management and maintenance operations for families assigned to military housing aboard this Installation. The Military Housing Office (MHO) will maintain the housing Wait List, refer applicants for available homes and run Basic Allowance for Housing (BAH) entries as required by the Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM).

The information contained in this Order has been compiled in an effort to provide answers to your questions regarding military family housing and to assist you in becoming a prudent homeowner. Each resident should do their part to ensure that high standards are maintained and that they are committed to being good neighbors and responsible members of the community.

Please let us know if we can be of any assistance with your housing needs; whether on or off the Marine Corps Air Station. Again, we take this opportunity to welcome you and your family to the Cherry Point area.

Sincerely,

*HOUSING DEPARTMENT STAFF*



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## Chapter 1

### Housing Management

1. General Requirements. Department of Defense (DOD) policy dictates that the civilian sector should be the first choice for our housing needs; therefore, the Marine Corps recognizes no inherent right to housing for any group or individual. It is the objective of the housing program to assist eligible military with accompanying family member/s in obtaining an acceptable dwelling in which to house their family member/s assigned to the Marine Corps Air Station (MCAS), Cherry Point area.

2. Military Housing Office (MHO). The MHO, headed by a civilian Housing Director, is responsible for management of the Wait List and referral services for all military housing aboard MCAS, Cherry Point. The MHO is staffed and operated by permanently assigned civilian personnel.

a. Director. The Director, Housing Department, is designated as the Military Family Housing Officer.

b. Off-Station Housing Referral. The MHO will also manage off-Station housing referral services to provide assistance to military personnel and their dependents in acquiring suitable housing in the civilian sector. The housing referral service was established to provide a personal, convenient method to assist military personnel and their dependents in locating suitable off-Station housing, when privatized family housing is not available. The Housing Referral Section adheres to the policy of equal opportunity in off-Station housing and is not intended to intrude on the normal business relations between real estate brokers, rental agents, sales agents and their customers.

### 3. Descriptive Titles

a. Military Housing. All privatized family housing located at MCAS, Cherry Point.

b. Adequate Military Family Housing. Adequate military family housing is occupied on a full-forfeiture of entitlement to Basic Allowance for Housing (BAH) when used by military

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personnel and/or their dependents. All homes at MCAS, Cherry Point, are considered adequate.

4. Hours of Operation. The Military Housing Office (MHO) will be open from 0730 to 1615, Monday through Friday, excluding holidays.

5. Military Housing Website. The Military Housing website can be accessed at: [www.cherrypoint.usmc.mil/housing/housing.asp](http://www.cherrypoint.usmc.mil/housing/housing.asp).

6. Public-Private Venture (PPV) Initiative. Atlantic Marine Corps Communities (AMCC) is a PPV company formed by the Department of the Navy (DON) and Actus Lend Lease. AMCC has assumed cognizance for the management of military housing at MCAS, Cherry Point, to include responsibility for property management and maintenance requirements for all military housing aboard the Installation.

## Chapter 2

### Duties and Responsibilities of Staff Sections

1. Director, Military Housing Office (MHO). The Director, Housing Department, falls under the staff cognizance of the Director, Facilities Directorate, Marine Corps Air Station (MCAS), Cherry Point. The Director of the Housing Department is responsible for the oversight management of the Public-Private Venture (PPV) Partner's Property Management Organization, Community Management Operations, Maintenance Operation and Leasing Operation to ensure personnel policies and practices are in place and carried out in accordance with the Atlantic Marine Corps Communities (AMCC) Management Plan, and policies promulgated by the Commandant of the Marine Corps and the Commanding Officer, MCAS, Cherry Point.

2. Military Housing Office (MHO) Staff Sections. The MHO Staff Sections will provide assistance to housing residents as identified below. The MHO telephone numbers are contained in Appendix A.

a. Military Housing PPV Liaison. Serves as the housing coordinator between the MHO and the PPV Partner. This coordination will include assistance in the resolution of complaints and/or problems associated with personnel assigned to military housing.

b. On-Station PPV Referral Section. Responsible for the assignment of personnel seeking PPV military family housing to an appropriate Wait List based on control date, rank and specific housing area. Each housing area is assigned a Referral Assistant to manage the Wait List. This Section is responsible for reporting the start Basic Allowance for Housing (BAH) entry and stop BAH entry based on assignment or termination of assignment to privatized military housing at MCAS, Cherry Point.

c. Off-Station Housing Referral Section. Provide assistance to personnel of all services and their dependents in locating suitable off-Station housing when military housing aboard MCAS, Cherry Point, is not available.

d. Pay-Related Issues Section. This Section is responsible for inputting the start Basic Allowance for Housing (BAH) entry and stop BAH entry for military housing based on assignment or

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termination of assignment. This Section provides assistance to service members with pay-related issues regarding their military family housing assignment.

e. Administrative Section. Residents of military family housing may find it necessary to request special consideration for a particular problem or desire. All special requests for consideration require an Administrative Action (AA) Form, routed up through the service member's Chain of Command. There must be an endorsement recommending approval of the request from each Via listed on the service member's AA Form. All requests, along with forwarding endorsements and supporting documentation for the request(s), will be submitted to the Military Housing Department, Administrative Section, for processing. There is a three to five day turnaround for all AA Form requests submitted to the MHO. Appendix F contains administrative instructions for submission requirements and example requests are included in Appendix G.

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Chapter 3

Housing Resident Assignment Policies

1. Information. The instructions contained in this Order have been compiled to make your occupancy of military family housing as pleasant as possible. Military family housing is now privatized and managed by Atlantic Marine Corps Communities (AMCC) in accordance with the Public-Private Venture (PPV) Initiative. Management and maintenance requirements for your home fall under the cognizance of AMCC. The *Atlantic Marine Corps Communities Community Guidelines and Policies Handbook* describes the policies and procedures that are required of residents living in military family housing. The Military Housing Office (MHO) will maintain the Wait List and provide referrals to AMCC based on housing availability.

2. Objective. In preparing this Order, our objective is to provide guidance and answer questions concerning occupancy of military family housing at MCAS, Cherry Point. You should remember that, although many issues are not specifically referred to in these pages, the spirit or intent of this Order as equally valid as the "literal meaning".

3. Personnel. Military service members are described as officer and enlisted personnel of all ranks. Military ranks referred to throughout this Order are Marine Corps designations, but apply to equivalent ranks of other branches of service. For military family housing purposes, grade categories are as follows:

- Generals ..... 07-010
- Senior Grade ..... 06
- Field Grade ..... 04-05; CWO4 & CWO5
- Company Grade ..... 01-03; WO-CWO3
- SNCO..... E6-E9
- Enlisted ..... E1-E5

4. Military Family Housing Eligible Personnel. Military personnel regularly assigned for duty to units in the MCAS, Cherry Point area who are married or unmarried, divorced, separated or widowed and who have bonafide dependents permanently residing with them, are eligible for privatized military family housing. Personnel will not be assigned or reassigned to housing unless at least six months occupancy is

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anticipated, except as may be required for the convenience of the government. In the event of cancellation or modification of Orders, which extends the effective date, affected personnel will be reinstated on the Wait List with their original control date. An unmarried, pregnant service member with no other dependent(s) is eligible for housing upon the birth of the child, unless the Wait List is in a waterfall status as described in reference (c).

5. Reporting-In Requirements. Military personnel reporting to the MCAS, Cherry Point, area are required to physically report to the MHO to apply for housing prior to making any commitments for off-Station housing. Military personnel may also submit an advance application and when the application is received, the service member will be placed on the inbound Wait List. The application is inactive until a detaching endorsement or reporting endorsement, as applicable, is provided. If there are more housing units available than there are service members on a particular Wait List or no one is on the Wait List for that particular pay grade, the inbound service member may be referred for assignment to housing prior to checking-in, provided the service member has detached from their previous command and is en-route to the MCAS, Cherry Point area. Documentation verifying that the service member has detached their previous command is required in order to be eligible for advance assignment. The service member is required to have one of the following documents when reporting to the MHO Office:

(1) The original Orders with original reporting endorsement; or

(2) Commanding Officer certified true copies of original orders and reporting endorsement; or

(3) Letter from member's Commanding Officer indicating the date detached from last permanent duty station and date reported to the MCAS, Cherry Point area; or

(4) For Marine Corps personnel, copy of page 3 from his/her Service Record Book (SRB), with a recorded entry reflecting the date detached from previous command and for Navy personnel, copy of page 5 from their Personnel Record.

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(5) In the case of a divorce, a copy of a Divorce Decree showing custody or Dependency Application, NAVMC 10922, for Marine Corps personnel and copy of page 2 for Navy personnel, will be required as supporting documentation.

6. Application. Military personnel may apply for military family housing based on the following guidelines:

(1) Physically check into the MHO to provide the following documentation:

(a) Housing Application, DD Form 1746

(b) Addendum to Housing Application Form DD 1746

(c) Privacy Act Release Form

(d) Copy of Permanent Change of Station Orders (PCSO), with detaching endorsement

(e) Copy of Dependency Application, NAVMC 10922

(2) Download and complete (a) thru (c) above, from the MHO website: [www.cherrypoint.usmc.mil/housing/housing.asp](http://www.cherrypoint.usmc.mil/housing/housing.asp) and send via mail or facsimile (FAX) along with (d) and (e), listed above. Application instructions and contact information is included on the web site.

a. Applications must be validated at the MHO during regular working hours. Personnel must contact the MHO within 30 calendar days after reporting for duty to ensure that their control date is the date of detachment from their previous command, or to activate their advanced application date to allow their name to enter the freeze zone on the Wait List.

b. Personnel reporting to the MCAS, Cherry Point area, for duty who have been selected for promotion are eligible only for the type of military family housing allocated to the rank for which they have been selected. Enlisted personnel selected for Officer rank will not be assigned Officer housing prior to promotion.

c. A service member with imminent marriage plans is eligible to apply for housing up to 30 days prior to marriage. The service member must provide information of the planned

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marriage date to the MHO on the date of application. The service member's name will not be allowed to enter into the frozen zone of the Wait List and the housing assignment will not be made until actual proof of marriage is provided to the MHO. Proper documentation of the marriage is required within 30 days of the marriage in order for the original control date to remain in effect.

7. Control Date and Wait List

a. All applications will be assigned a control date in accordance with Appendix I and will be placed on the appropriate Wait List by control date. Applications assigned identical control dates will be placed on the Wait List, giving preference to the most senior applicant. A Wait List shall be maintained for each type of family housing designated in Appendix D. Wait Lists will afford applicants the greatest opportunity to obtain the type housing of their choice.

b. The top three applicants on any Wait List or top ten percent of the Wait List, whichever is greater, will be stabilized and will not be altered by placing new arrivals within this stabilized portion, regardless of grade or duty assignment, with the exception of the criteria identified in paragraph 13, above.

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

d. Applicants will have 30 days from date of application to change their Wait List selection with no adverse affect to their control date. If a member changes to a different Wait List after 30 days, the control date will reflect that change. Applicants will be allowed to change Wait Lists when the change is based on change of rank or family situation, requiring a different assignment. Control dates in these circumstances will remain the same.

e. Current Wait List information is available by accessing the Military Housing Website at:  
[www.cherrypoint.usmc.mil/housing/housing.asp](http://www.cherrypoint.usmc.mil/housing/housing.asp)

8. Inactive Wait List. Personnel on the Wait List who will be unavailable for assignment to housing for just cause when



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housing becomes available, may have their assignment deferred until they can accept assignment. The following procedures apply:

a. Advance written request must be made by the applicant specifying the period they will not be available for assignment to housing and the reason for their desire to be placed on the inactive Wait List. Electronic mail (e-mail) will be accepted.

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

c. An individual's application will be activated at the expiration of the specified period by the Housing Referral Assistant. The application will be integrated by original control date below the stabilized portion of the Wait List.

d. Absence of Sponsor. Personnel who will be absent when assignment to military family housing is anticipated, may authorize their spouse to accept housing in their absence. A Power of Attorney (POA), with AMCC specific criteria, is required for lease signing.

## 9. Utilization

a. General Policy. Housing units will be managed so as to maintain the maximum utilization of privatized assets. The accomplishment of this objective requires advance planning, careful scheduling of occupancy changes, and expeditious performance of maintenance and improvement work, with the goal of reducing the timeframe that units remain unoccupied.

b. Standing Vacancies. Housing units, other than those which are specifically designated for General Officers or other specific billet occupants, shall not be kept vacant for assignment to a specific individual.

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

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10. Referral to Housing. Referrals are based on a vacancy driven system. Prospective residents will be referred to AMCC in a window of 30-45 days of availability. Military family housing voluntarily accepted and occupied shall be conclusively presumed to be adequate.

a. As housing units become available, applicants from the Wait List will be referred to AMCC for assignment in control date order.

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b. All housing offers will be made by AMCC to perspective residents and they will have five days to accept or refuse the offer. The applicant will notify AMCC of acceptance or refusal by close of business no later than the fifth day after the offer. In cases where the service member is separated from dependents upon acceptance of assignment to family housing, dependents must be anticipated to arrive within 30 days of the assignment date. In cases where 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 replaced in an inactive status until the requirement can be met. Acceptance will commit the resident to assignment of housing once it becomes available for occupancy. Once an applicant is referred to AMCC, 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.

c. In some housing areas, there are several different floor plans, but not to a degree that permits applicants to wait for a particular type of floor plan. Once a housing offer is declined, AMCC will return the application to the MHO and 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 housing offer, the applicant will be removed from the Wait List and will be required to submit an AA Form to re-apply for housing. If approved, the control date will be the date of signature on the approval letter.

11. Referral to Privatized Housing When Both Members of a Family Unit Are Members of the Uniformed Services

a. Without Dependents. When both husband and wife are members of the uniformed services, with no other dependents, and are stationed in the MCAS, Cherry Point area, the eligibility for assignment to military family housing rests with either member. However, rent for the premises will be at "with the dependents rate" for the service member who is the higher-ranking Officer or Enlisted member. When both service members concerned are precluded by a distance in excess of 50 miles from

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living together, both are considered as service members without dependents for the purpose of determining entitlement to BAH and are; therefore, not eligible for assignment to family housing. The service member attached to this activity may be placed on the Wait List, but will not be assigned to housing until joined by their spouse.

b. With Dependents. When both members concerned are in the uniformed services and either or both have dependents other than the spouse, the eligibility for assignment to military family housing for the member and the dependents rests with either member. However, rent for the premises will be at "with the dependents rate" for the service member who is the higher-ranking Officer or Enlisted member.

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

d. Continued Occupancy. When one 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 housing under the continued occupancy policy.

12. Assignment. Assignment to military family housing will be effected by a North Carolina Military Residential Lease agreement issued by AMCC based on designations contained in Appendix D and bedroom entitlements schedule contained in Appendix E, except as follows:

a. The number of dependents, excluding the spouse, who are authorized to reside in a two-bedroom housing unit will not exceed two children upon assignment.

b. Personnel will not be entitled to a housing unit that contains more bedrooms than the number of dependents acquired. Appendix E outlines the number of bedrooms a member is authorized, based on dependents. In the event there is a Wait List for the service member's current bedroom entitlement and no one on the Wait List for a larger housing unit, an exception to this policy can be made by the MHO Director. Personnel will be assigned to the larger housing units based on their original control date.

c. An applicant may elect to accept assignment to a housing unit of a lesser bedroom category than that for which he/she is eligible based on number of dependents. Such acceptance must be acknowledged by written waiver and shall preclude reassignment to a larger housing unit at a later date.

d. For otherwise eligible personnel, pregnancy will be considered as dependency for purposes of bedroom entitlement upon their initial assignment. Medical verification is required at 20 weeks.

e. When determining bedroom entitlements in case of divorce, separation or remarriage, the sponsor or his/her spouse must have permanent custody of dependents awarded by a court of law for at least six months of the year, to include a custody agreement signed by a Judge, prior to moving into military family housing. Personnel may apply for housing while a separation/divorce is pending, but will not be referred for assignment until the final results concerning custody are determined by the court.

### 13. Priority Assignment

a. Military necessity will take precedence over all other considerations in priority assignment to military family housing. There are eight Senior Grade Officer billets aboard MCAS, Cherry Point, which are designated as "key and essential" for purposes of priority assignment to housing.

b. The Colonel, Navy Captain and Senior Officer (O-6) billets listed for priority assignment purposes to military family housing are designated by the Commanding Officer, MCAS, Cherry Point. Service members in these billets will be referred to designated homes, as appropriate. In the event the service member chooses to live off Station, an appropriate preferred referral shall be provided for the designated home so that it is not left vacant.

c. Married individuals serving on accompanied tours assigned to "key and essential" billets will be assigned to available housing upon arrival or placed in a position of priority on the Wait List. However, applicants already provided a firm housing commitment will not be displaced. It is the intent of the Commanding Officer, MCAS, Cherry Point, to provide individuals holding "key and essential" billets a door to door

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move, whenever possible. Advance notice and careful planning are critical to obtain the stated objective. However, when a home is not available upon arrival, "key and essential" individuals will be provided precedence over all families waiting, including those in the frozen zone, without a firm housing commitment.

d. Chaplains. Bachelor and unaccompanied Chaplains may be assigned housing when it is determined that such housing is essential to the performance of their professional and pastoral duties. Multiple occupancy is recommended where there are more than one bachelor/unaccompanied Chaplain. Guidance for diversion of military family housing for use by bachelor Chaplains is contained in the reference (a).

e. Wounded Warrior (WW). Medical hold and holdover personnel receiving outpatient treatment shall be assigned or referred to housing that exceeds or meets the applicable quality standards and is appropriate for their medical hold condition, expected duration of treatment, dependency status; including 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 member's parent, guardian or adult, 18 years or over.

(1) It is fitting that medical hold personnel who have "serious physical disabilities" or that are the "direct result of armed conflict" have priority for housing and certain services.

(2) For purposes of this provision, "serious physical disability" means:

(a) Any physiological disorder or condition or anatomical loss affecting one or more body systems which has lasted, or with reasonable certainty is expected to last, for a minimum period of 12 continuous months, and which precludes the person with the disorder, condition or anatomical loss from unaided performance of at least one of the following major life activities: breathing, cognition, hearing, seeing, and age appropriate ability essential to bathing, dressing, hearing,

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grooming, speaking, stair use, toilet use, transferring, and walking; or

(b) Serious psychological disabilities, such as post-traumatic stress disorder.

(3) For purposes of this provision, "direct result of armed conflict" means there was a definite causal relationship between the armed conflict and the resulting unfitting disability.

f. Foreign Exchange Personnel. Military Exchange Officers from host countries are assigned housing upon arrival in the Continental United States. Normally these Officers are assigned housing on a rotating basis. Once an Exchange Officer vacates housing, his home is assigned to an incoming Exchange Officer. Foreign military personnel in the exchange program will receive priority assignment to housing. Rental rates will be based on the scale of BAH for United States military personnel of comparable grade.

14. Priority Assignment Designations. There is no other recognized designation for priority housing. In certain cases, assignment to the Wait List just beneath the "frozen zone" may be made if the situation warrants. Extreme justification is necessary for approval since such assignment causes inequity for all others whose entry into housing will be delayed. Limits for consideration are as follows:

a. Exceptional Family Member Program (EFMP). Membership in this program does not, in and of itself, justify early assignment to housing, unless the type or degree of their medical requirements places them into an EFMP Category 4 membership. All other requests will be considered on a case-by-case basis and researched in detail before a decision is made. If any of the following conditions apply, approval will not normally be granted:

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

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

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

b. Financial Distress. This unfortunate situation is prevalent among families waiting for housing. Scarcity of housing precludes this condition from being considered for approval. There are many services available on-Station to assist families in this circumstance.

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

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

16. Other Eligible Personnel

a. When there are no families waiting for a particular bedroom category entitlement and there are families waiting for a lesser bedroom category entitlement, the Housing Referral Assistant will refer the families with lesser children to the stated bedroom entitlement until the Wait List is exhausted.

b. When there are no families with children on the Wait List, the Housing Referral Assistant will proceed to refer families with no children to the stated bedroom category entitlement.

c. If there are no families active on the Wait List, a family from the inactive Wait List should be referred. Prior to referring any families from the inactive Wait List, the Housing Referral Assistant will purge the list to see if a family may desire earlier inactivation and to ensure that the family has not been pre-leased to another home.

d. When individual Wait Lists are totally exhausted and none of the above-listed personnel are waiting for military family housing, the Housing Referral Assistant shall proceed to

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the waterfall categories in accordance with reference (c). The below-listed members are waterfall category eligible in descending order:

- (1) Active Duty Bachelor
- (2) Active Duty Reserve Bachelor
- (3) Qualified Selective Reserve
- (4) Department of Defense Civilians
- (5) Military Retirees

A Wait List will be established for military bachelors; both bonafide and geographical. When placed on the Wait List, their control date will be established as the date they apply on a priority code of "3". The number of bachelors assigned to a home is determined by the number of bedrooms. For one bonafide bachelor in a home, rent will be equivalent to Basic Allowance for Housing (BAH) without dependent rate. If more than one bachelor share the home, the rent will be established at the Fair Market Rate, which will be established annually by AMCC and set as a per square foot rate per Installation.

17. Occupancy of Housing

a. General. Military family housing is assigned primarily for use by the sponsor and dependents of the sponsor.

b. Double Occupancy by Families of Two Sponsors. Double occupancy of military family housing is not authorized. Only one sponsor and dependents of that sponsor will be assigned and permitted to occupy a military family housing unit.

18. Subletting of Housing. Subletting of military family housing is not authorized. Family housing units may not be sublet by the occupant or used in any manner for which the service member might be compensated.

19. Continued Occupancy/Retention of Housing. Unit Commanders will ensure that personnel occupying military family housing and desiring continued occupancy execute a request for Retention of Housing via an Administrative Action (AA) Form as expeditiously as possible, but not later than 30 days prior to detachment. In



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addition, occupants must execute a limited Power of Attorney (POA) for dependents to preclude possible hardships or unnecessary delays in matters pertaining to housing, transportation entitlement, automobile decal requirements, etc. An example request can be found in Appendix G. Refer to the *Atlantic Marine Corps Communities Community Guidelines and Policies Handbook* for the approval process.

20. Administrative Requests. Administrative Action (AA) Forms from the sponsor (service member assigned to housing) routed up thru his/her Chain of Command or a Letter Request from the spouse with POA, will be submitted to the Director, Housing Department. The submission must include forwarding endorsements from each Via listed on the AA Form. Military members who are deployed may submit their request via e-mail to the Military Family Housing Mailbox via: [www.cherrypoint.usmc.mil/housing/housing.asp](http://www.cherrypoint.usmc.mil/housing/housing.asp). These requests will require a Commanding Officer's endorsement. A spouse submitting a request in lieu of the sponsor will not require a Commanding Officer's endorsement; however, their request must include a POA. The submission should include the reason for the request, pertinent details, relative supporting documentation, if any, and a printed name and signature. A current address and daytime telephone number should be included with the request to prevent a delay in the event additional information is required. The following applications may be submitted to the Administrative Section for action:

a. Requests for Retention

(1) Requests for retention of military family housing past the Expiration of Active Service (EAS) or while on terminal leave, may be submitted by means of an AA Form. These requests must be endorsed by the Commanding Officer and include a copy of Terminal Leave Orders.

(2) Requests for retention of military family housing during a dependent-restricted tour or an unaccompanied overseas tour, may be submitted by AA Form. If the sponsor is temporarily away from the local area or deployed, the spouse may submit the request in letter format.

(3) Service members in receipt of Unaccompanied PCSO's may request that their dependents remain in military family housing during their tour of duty. The request should be

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submitted to the Director, Housing Department, at least 45 days prior to detachment. Requests from service members who have had incidents involving misconduct either by themselves or their dependents, or violations involving misconduct, may not be approved. Approvals will be contingent upon both the service member and their spouse signing a Statement of Understanding.

(4) Service members in receipt of Overseas Accompanied PCSO's may request that their dependents remain in military family housing for up to one year while awaiting assignment to housing overseas. Residents may utilize the request format contained in Appendix G. The request will be submitted to the Director, Housing Department, at least 45 days prior to detachment. Requests from service members who have had incidents involving misconduct either by themselves or their dependents, or have received violations, may not be approved.

(5) Residents of military family housing in receipt of PCSO's with Temporary Additional Duty (TAD) enroute such as; Recruiter School, Drill Instructor School, Marine Security Guard School, etc., who desire that their dependents remain in military family housing while they are TAD, must notify the MHO by means of an AA Form at least 30 days prior to detachment. Service members on TAD orders are not required to submit requests for continued occupancy of military family housing, although they should notify the MHO if their TAD Orders are to exceed 30 days.

b. Request to Apply for Housing. A service member may request housing at MCAS, Cherry Point, while awaiting housing at Marine Corps Base (MCB), Camp Lejeune (this area includes MCAS, New River). The service member must include the Camp Lejeune Military Housing Director as a Via on the AA Form. A copy of the Camp Lejeune Military Housing Application, along with a forwarding endorsement from the Director recommending approval, must be included as supporting documentation with the AA Form request. The determination for approval will be based on the current MCAS, Cherry Point, Wait List at the time the request is received.

c. Request to Re-Apply for Housing. Re-application requests will be submitted to the Director, Housing Department, when the housing unit has been vacated for less than six months. The reason for vacating, along with an evaluation of previous

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occupancy history, will be considered in determining eligibility for reassignment to housing.

d. Request for Relocation. Once eligible personnel are assigned to military family housing, they will not be reassigned to another home; except in the following circumstances:

(1) Enlisted service members at the rank of Sergeant may request assignment to Staff Non-Commissioned Officer (SNCO) housing due to promotion to the rank of Staff Sergeant. The service member is eligible to apply for relocation as soon as selected. Likewise, a Company Grade Officer requesting Field Grade Officer housing is eligible to apply for relocation as soon as selected. The control date for these types of applications will be the date of application; a copy of the promotion warrant is required. These relocation requests do not require an AA Form; however, contact must be made with the MHO in order for the service member to be placed on the active Wait List.

(2) Enlisted personnel who are occupying military family housing and are promoted to Officer rank, must apply for Officer housing. Officer personnel occupying military family housing and reverted to Enlisted rank, likewise, must apply for Enlisted housing as soon as they are officially reverted. Control dates for such application will be the service member's original control date. These relocation requests do not require an AA Form; however, contact must be made with the MHO in order for the service member to be placed on the active Wait List.

(3) Personnel occupying housing who have a change in their number of dependents or whose children reach age levels which change bedroom-entitlement eligibility. Once assigned, children of the same sex can share a bedroom until one child reaches the age of ten; children of opposite sex can share a bedroom until one child reaches the age of six. At least six months occupancy of the new assignment must be expected. The control date will be the date of application.

(4) When relocation is on a voluntary basis, cash rent will be charged equal to the service member's Basic Allowance for Housing (BAH). In addition, if the service member is assigned simultaneously to two housing units and until the unit being vacated has been released from the occupant, forfeiture of

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the service member's BAH will be assessed. The charges will commence after the fifth working day of assignment to housing.

e. Request for Guest to Remain in Housing.

(1) Single parents who are in receipt of TAD Orders in excess of 90 days or deployments, are required to vacate military family housing or submit a request to have a guardian stay in the home with their children. An AA Form is required for this request. The supporting documentation must contain the name, relationship to the sponsor, and age of the guardian, as well as, the expected return date of the sponsor. If the single parent chooses to vacate the home, all household goods and personal belongings will be stored at the expense of the government. The single parent can re-apply for housing prior to his/her return from TAD or deployment. An AA Form is not required for re-application under this circumstance.

(2) An AA Form is required for all other requests to have a guest remain in military family housing in excess of fifteen days. The supporting documentation must contain the name, relationship to the sponsor and age of the guest(s), as well as, expected duration of the visit.

21. Termination of Assignment

a. For planning purposes, a Notice of Intent to Vacate will be made at least 30 days before the expected vacate date. The AMCC CM of the specific housing area assigned will be notified, in writing, of the intent to vacate by the resident.

b. Once an occupant has vacated military family housing for his/her own convenience, he/she will be considered ineligible for privatized housing during the remainder of the current tour of duty. Requests for reconsideration for reassignment to military family housing will be considered on a case-by-case basis via submission of an AA Form.

c. Unless otherwise approved in advance via an AA Form, personnel must vacate military family 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  
- by the last day of active service.

(3) Terminal Leave - prior to last day of terminal leave and prior to detachment, a service member must provide a copy of Terminal Leave Orders or a Certificate in lieu of Orders and set up an appointment for vacating inspections. Service members desiring to occupy housing for the remainder of their terminal leave must submit a request, in writing, to the MHO via an AA Form. A copy of the service member's Terminal Leave Orders must be included as supporting documentation for the request.

(4) Change in Marital Status - due to a change in marital status due to divorce or legal/voluntary separation must be reported to AMCC. Military family housing must be vacated 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 physical custody by the sponsor for a minimum of six months per year while the separation or divorce is pending, is required. Physical custody by the sponsor is determined by written agreement between the service member and the spouse or by court order. The MHO will consider each situation on a case-by-case basis and forward to AMCC for final approval. \*LH2\*

(5) Voluntary Absence From Housing - of either spouse for more than 30 days - to be determined on the basis of circumstances involved.

(6) When the Housing Unit is Abandoned for 90 Days or More - to be determined on the basis of circumstances involved.

(7) When Dependents Leave the Sponsor for More Than 90 Days - to be determined on the basis of circumstances involved.

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

(9) When it is Later Determined That Assignment to Housing was Made Based on a Falsified Application Record - military family housing must be vacated immediately.

(2) Retirement, Separation, or Release From Active Duty  
- by the last day of active service.

(3) Terminal Leave - prior to last day of terminal leave and prior to detachment, a service member must provide a copy of Terminal Leave Orders or a Certificate in lieu of Orders and set up an appointment for vacating inspections. Service members desiring to occupy housing for the remainder of their terminal leave must submit a request, in writing, to the MHO via an AA Form. A copy of the service member's Terminal Leave Orders must be included as supporting documentation for the request.

(4) Change in Marital Status - due to a change in marital status due to divorce or legal/voluntary separation must be reported to AMCC. Military family housing must be vacated within 30 days of the effective date of divorce or legal/voluntary separation, unless dependent children are involved. In cases where children are involved, a record of physical custody by the sponsor for a minimum of six months per year while the separation or divorce is pending, is required. Physical custody by the sponsor is determined by written agreement between the service member and the spouse or by court order. The MHO will consider each situation on a case-by-case basis and forward to AMCC for final approval.

(5) Voluntary Absence From Housing - of either spouse for more than 30 days - to be determined on the basis of circumstances involved.

(6) When the Housing Unit is Abandoned for 90 Days or More - to be determined on the basis of circumstances involved.

(7) When Dependents Leave the Sponsor for More Than 90 Days - to be determined on the basis of circumstances involved.

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

(9) When it is Later Determined That Assignment to Housing was Made Based on a Falsified Application Record - military family housing must be vacated immediately.

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d. In the event situations impose a severe problem on the service member or service member's immediate family, AMCC may approve retention of housing for a period normally not to exceed 90 days. An AA Form is required to request retention. The exception applies to the following circumstances:

(1) When the service member is detached or in receipt of PCSO's.

(2) In certain hardship cases, when the service member is discharged, released from active duty or retired, the service member may remain in housing for up to 60 days after the effective date of such Orders. All occupancy after separation will be on a cash rental basis at the normal BAH rate for the service member. Advance cash rent payment is required when a request is approved.

22. Debarment from the Installation. The Installation Commander has the authority to bar anyone from the Base/Station that is deemed to be a threat to; (1) the Base/Station or Mission Security, (2) the health, welfare, safety or security of persons on the Base/Station, (3) the maintenance of good order and/or discipline on the Base/Station.

a. If a resident, in cases of other than military, or resident's family member is debarred from the Installation by the Commanding Officer 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 Officer and the Managing Member, AMCC, will decide if the debarment of a 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, AMCC 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.

23. Eviction from Housing. Military family housing is primarily assigned to military personnel, their bonafide dependents and those individuals authorized to reside with them. To ensure these personnel are protected from disorder and

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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 disorders or misconduct is mandatory. Misconduct in military family housing by military personnel is potentially punishable under the Uniform Code of Military Justice (UCMJ).

a. Basis for Eviction. Eviction from military family housing may be based upon the resident and/or misconduct of their guest(s), to include fraudulent application for Station housing, commission of drug-related offenses, other crimes or actions threatening the peace and security of the housing area and/or the Installation, or multiple violations of community guidelines 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 housing will undermine the peace, security or welfare of the Installation.

c. When an offense or series of minor disorders warrants a Letter of Warning (LOW) or Notice of Intent to Evict (NOIE) from military family housing, AMCC will prepare the appropriate correspondence and forward the correspondence to the Facilities Directorate Deputy Director, via the AMCC General Manager, who will determine if the NOIE should be forwarded to the Station Inspector or Staff Judge Advocate (SJA).

d. Drug-Related and Criminal Offenses. The Station Inspector's Office is responsible for reviewing the daily military police blotter and Incident Complaint Reports (ICR) 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 military family 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 his or her assigned military family housing.

e. After reviewing all relevant facts and circumstances of the alleged offense(s), the Station Inspector will take appropriate administrative action with regard to the reported misconduct. Options available to the Station Inspector include:



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(1) The initiation of official correspondence; such as a suspended/unsuspended persona non grata letter, Letter of Concern or a Letter of Warning; or

(2) Forward a recommendation for a NOIE to the AMCC General Manager, via the Director, Facilities Directorate; and/or

(3) Forward a request to the Staff Judge Advocate (SJA) for the initiation/prosecution of a civilian(s) by the Special Assistant United States Attorney (SAUSA); and/or

(4) Forward preferred charges for review by the appropriate Unit Commanding Officer(s).

f. The above actions also include personnel who are awaiting military family housing and are on the Wait List. Instances of misconduct, whether on or off the Installation, may result in permanent removal from the Wait List. The procedures set forth in the following paragraphs will be followed when such action is contemplated. The Station Inspector will initiate notification correspondence for drug-related and criminal offenses. Notices of Intent to Vacate will be initiated by AMCC. The AMCC lease stipulates that any drug-related offense is grounds for immediate termination from military family housing. The SJA and AMCC will forward these notifications to the Director, Housing Department, who will take final action removing individuals from the Wait List. Individuals may appeal such action within ten days of final action by submitting such appeal, in writing, to the Commanding Officer Marine Corps Air Station, Cherry Point, via their Chain of Command.

g. Letters of Warning (LOW). All LOW's will be initiated by AMCC or the Station Inspector. If initiated by the Station Inspector's Office, a copy shall be provided to AMCC for inclusion in the resident's official house file.

(1) The AMCC Director of Operations (North), will sign all LOW's, related to violations of lease policies or community guidelines, except for those involving drug-related and criminal offenses.

(2) The Station Inspector will sign all Letters of Warning (LOW) for drug-related and criminal offenses and forward to AMCC and the Commanding Officer concurrently.

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(3) The Commanding Officer, MCAS, will sign all LOW's involving personnel residing in privatized housing aboard the Air Station for offenses or incidents that come to his/her attention through the Station Inspector or Staff Judge Advocate. A copy of these letters shall be provided to AMCC for record-keeping purposes.

h. Administrative Procedures

(1) The Commanding Officer, Station Inspector or AMCC may issue a Notice of Intent of Eviction (NOIE) when there is probable cause to believe that an individual's continued presence in privatized housing represents a threat to the peace, security or welfare of the installation.

(2) The SJA will review all NOIEs, along with their supporting documentation, for legal sufficiency. The SJA will thereafter provide an opinion to AMCC regarding whether there is sufficient legal basis to proceed with an eviction.

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

(4) When the service member submits a timely response to a NOIE, the AMCC Director of Operations (North), will review the documentation and submit a recommendation. When it is determined that eviction is appropriate, AMCC will (1) prepare a Letter of Eviction (LOE); and (2) forward a copy of the letter to the Deputy Director, Facilities Directorate. A LOE should be recommended only when no other sanction/action is appropriate. When the cancellation of a NOIE is determined to be appropriate, the cancellation will be made in writing.

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

(6) The Commanding Officer will consider all correspondence in the matter, together with the recommendations

of his/her subordinates. The decision to sign the LOE is a matter within the sound discretion of AMCC as the military housing managing member and legal entity responsible for the property. All recommendations from the Commanding Officer, SJA, Station Inspector and Deputy Director, Facilities Directorate will be considered before the LOE will be served to the family. There is no administrative appeal from the decision to execute the LOE through any administrative body aboard Marine Corps Air Station, Cherry Point.

(7) When a LOE is executed, it will be forwarded via the Deputy Director, Facilities Directorate, to the Commanding Officer, MCAS, Cherry Point, recommending eviction. AMCC shall ensure all justifications for eviction are in compliance with the lease agreement, community guidelines and provisions of the Federal Housing Law.

24. Sex Offenders. In order to preserve morale, welfare, good order and discipline, it is Marine Corps Installations East (MCIEAST) policy to deny registered sex offenders residence in housing aboard the Installation. Accordingly, assignment of military personnel, civilians and their dependents to housing shall include a determination of whether the military applicant 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.

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

a. The service member may be authorized by AMCC to retain military family housing until civilian housing is available. Generally, this period will not exceed three months, but may be extended in cases of severe hardship and where the member is expected to return to useful service at the Installation.

b. During any grace period before the dependents vacate military family housing, whether or not the military 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 military family housing and is confined by either military or civilian authorities, will not be assigned to military family housing.

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

26. Special Retention of Housing

a. Continued Occupancy/Retention of Housing by Dependents of Absentee Sponsors. Refer to Appendix G for instructions on how to process a request for Retention of Housing. Dependents of absentee sponsors (sponsors serving on an unaccompanied dependents-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 and who subsequently select an "ALL OTHERS" tour.

(2) Executive homes and billet-designated homes are excluded from 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 PCS funds. Housing provided to dependents of General Officers in this case will not be considered Executive homes.

(3) To be eligible for retention of military family housing, personnel must be assigned to housing, with a bonafide address, prior to detachment. Personnel desiring retention of housing must submit an AA Form to request retention. Requests should be submitted at least 45 days prior to detachment, whenever possible. A copy of PCSO's to a dependent-restricted tour or Temporary Additional Duty (TAD) Orders must be included as supporting documentation for the request.

b. Personnel retaining housing as a result of an unaccompanied tour, will retain their housing in the same manner upon completion of their overseas assignment.

c. 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.

d. Service members assigned duty overseas and that 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.

e. Authority for dependents to remain in housing normally will not exceed one year.

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

g. Families Awaiting Dependents' Entry Approval to Overseas Locations. At the discretion AMCC, families awaiting dependents' entry approval who currently occupy military family housing may remain in housing until entry approval is received. Approval via an AA Form is required for retention.

h. Duty Under Instruction For More Than 20 Weeks, But Not Exceeding 45 Weeks. When a member receives PCSO's for duty under instruction for more than 20 weeks, but not more than 45 weeks, AMCC may approve retention of housing during that duty. Approval via an AA Form is required for retention.

i. Death of Active Duty Service Member. The spouse of an active duty service member has certain entitlements if the active duty member dies. If the 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. If additional occupancy is required, AMCC will be notified in writing.

27. Abandonment of Military Family Housing. The Commanding Officer of an occupant who is assigned to privatized military housing and abandons their assigned housing unit, is responsible for the inventory and removal of the resident's personal

effects, if any, which will be disposed of in accordance with existing directives.

28. Resident Complaints and Concerns. The goal of the Commanding Officer, MCAS, Cherry Point, is to ensure that well-maintained and comfortable premises are provided for an exceptional quality of life for all residents. When resident complaints and concerns have not been addressed in a manner that is considered to be satisfactory by the resident, there are several alternative avenues for resolution, as described below:

a. The resident's first recourse is to ensure the complaint or concern has been clearly stated, in writing, and is delivered to the Community Manager (CM) of their neighborhood. The CM should respond to the complaint or concern in a timely manner.

b. In the event the CM 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 AMCC Director of Operations (North), located in the Slocum Village Community Center, Cherry Point, North Carolina.

c. If a satisfactory solution to a complaint or concern has not been resolved at this point, residents may contact the Director, Military Housing Office (MHO), for assistance prior to contacting the AMCC Director of Property Management located in the General Management Office, Berkeley Manor, Camp Lejeune, North Carolina. While the MHO will offer assistance, AMCC has the final determination of the outcome for all complaints and concerns.

## Chapter 4

### Housing Referral Services

#### 1. General Information

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

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

2. Housing Listings. Three separate lists shall be maintained by the Housing Referral Service:

a. Listed Facility. A suitable facility listed with the Housing Referral Service 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 nondiscriminatory assurance. Signatures of owners, managers, and/or agents signifying assurance of availability are not required.

b. Restrictive Sanction. Facilities which have been found by the Commanding Officer, Marine Corps Air Station (MCAS), Cherry Point, to discriminate against DoD personnel. Department of Defense personnel shall not enter into a new rental, lease or purchase arrangement for, or otherwise move into restricted sanctioned facilities. Restrictive sanctions are effective against the agent and the facility and remain in effect a minimum of 180 days prior to command review.

c. Non-approved List. Identifies homes in the civilian sector, which are determined by the Housing Referral Section to be undesirable rental property. These rentals 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 from military members and 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 from the Director, Housing Department, 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 Director, Housing Department. Such notification will advise the recipient of the right to request re-inspection for removal from the non-approved list.

3. Housing Referral Counseling and Assistance. Individuals requesting assistance from the Housing Referral Service shall be informed they are not authorized to rent or lease a housing unit which is on the restrictive sanction list and that they take specified risks when renting or leasing a unit on the 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 to duty at MCAS, Cherry Point, 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 lists.

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

5. 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, including health and safety considerations. When, in the opinion of the Housing Referral Assistant, a dwelling is unsuitable for occupancy by military families, it may be removed



as a listing or not accepted for listing until appropriate corrective action has been taken.

6. Off-Station Housing Standards - General Criteria

a. Section I: Site Condition. The site objective is to assure an interesting, attractive, livable residential environment. Dwellings and dwelling units 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 existing 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 a one-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 home.

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

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

(4) Must meet local and state building codes.

c. Section III: Structure Conditions

(1) Must be a complete dwelling unit with 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.

Appendix A

Telephone Numbers for Military Housing Office (MHO) Staff Members

Military Housing Referral Assistant . . . . .	(252) 466-3602
On-Station SNCO & Officer	DSN: 582-3602
Military Housing Referral Assistant . . . . .	(252) 466-4794
On-Station E1-E5	DSN: 582-4794
Military Housing Referral Assistant . . . . .	(252) 466-5563/5593
Off-Station	DSN: 582-5563/5593
Administrative Section . . . . .	(252) 466-3602
	DSN: 582-3602
Pay-Related Issues . . . . .	(252) 466-2071
	DSN: 582-2071
Lead Housing Referral Assistant . . . . .	(252) 466-2732
	DSN: 582-2732
Director, Housing Department . . . . .	(252) 466-2107
	DSN: 582-2107
24-Hour FAX . . . . .	(252) 466-3648

Appendix B

Telephone Numbers for Atlantic Marine Corps Communities (AMCC)  
Staff Members

Management (Toll Free) . . . . . (866) 509-2424  
\*Maintenance (Toll Free) . . . . . (877) 509-2424  
Community Manager, Binder Oaks . . . . . (252) 463-8432  
    FAX . . . . . (252) 463-8434  
Community Manager, Grant's Landing . . . . . (252) 463-8410  
    FAX . . . . . (252) 463-8414  
Community Manager, Lawson Village. . . . . (252) 463-8420  
    FAX . . . . . (252) 463-8441  
Community Manager, Nugent Cove . . . . . (252) 463-8432  
    FAX . . . . . (252) 463-8434  
Community Manager, Slocum Village. . . . . (252) 463-8420  
    FAX . . . . . (252) 463-8441  
Director of Operations (North) . . . . . (252) 463-8433  
General Manager . . . . . (910) 219-6300

\*AMCC Maintenance Hours of Operation:

Monday-Friday - 0800-1700

Emergency Maintenance - 7 days a week; 24 hours a day  
(Note - Emergency Maintenance can be reached at the toll-free  
number listed above.)

\*\* AMCC Community Managers Hours of Operation:

Monday-Friday - 0800-1700  
Saturday - 0900-1500

Appendix C

Emergency Telephone Numbers

Airplane Crash; to report. . . . .	(252)	466-4585
Ambulance. . . . .	<b>911</b>	
Aviation Safety. . . . .	(252)	466-3352
Boating Mishap . . . . .	(252)	466-3096
Emergency Room . . . . .	(252)	466-0255
Explosive Ordnance Disposal (Emergency Only) .	(252)	466-3432
Fire; to report. . . . .	<b>911</b>	
Hospital Information . . . . .	(252)	466-0266
Military Police. . . . .	(252)	466-3615
Officer of the Day . . . . .	(252)	466-5236

Frequently Called Telephone Numbers

Child Care Center. . . . .	(252)	466-3782
Civilian Locator . . . . .	(252)	499-2109
Flight Information . . . . .	(252)	466-2379
Household Goods (TMO). . . . .	(252)	466-2345
Marine Corps Community Services Center . . . .	(252)	466-4401
Navy Relief. . . . .	(252)	466-2031
Pet Warden . . . . .	(252)	466-2094
Red Cross. . . . .	(252)	466-3641
Station Locator. . . . .	(252)	466-2811
Theater. . . . .	(252)	466-3850
Veterinarian . . . . .	(252)	466-2094
Windsock . . . . .	(252)	466-3542

Appendix D

Housing Designations

General Officers

Executive Homes - Grant's Landing

Senior Grade

Grant's Landing

Field Grade

Grant's Landing

Company Grade

Grant's Landing

Staff Non-Commissioned Officers

Grant's Landing

Nugent Cove

Enlisted (Private-Sergeant or equivalent)

Binder Oaks

Lawson Village

Nugent Cove

Slocum Village

Appendix E

Bedroom Entitlement Schedule

Upon assignment to housing, a family rates one bedroom per child. When requesting relocation due to an increase in family size, the following schedule will be used to determine eligibility:

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

Appendix F

Instructions for Completing Administrative Action (AA) Forms  
and/or Letter Requests

1. Requests by service members for retention of housing, requests for larger housing, requests to re-apply for housing, requests for guests to remain in housing in excess of fifteen days or any other requests for consideration that impact on their residency, will be submitted to the Military Housing Office (MHO) at least 45 days prior to the requested action.

a. Military family housing residents who submit requests must present documentation to substantiate their application. For example, a request for retention due to receipt of Permanent Change of Station Orders (PSCO) requires a copy of the PCSO's received. A request for retention of housing that involves release from active service or terminal leave must include a copy of Separation Orders or Terminal Leave Orders to support the request. A request for larger housing due to the acquisition of a dependent due to pregnancy will require a doctor's certification.

b. If a service member is deployed, requests may be submitted on behalf of the service member by the spouse. A General Power of Attorney (POA) is required for all requests. A copy of the POA will be attached to the letter request.

2. All Administrative Action (AA) Forms must be endorsed through the service member's Chain of Command. The AA Form will contain an endorsement by either the Company or Battalion Commander, as designated by the Unit. All AA Forms submitted must be signed by the service member. A point of contact from the service member's Unit should be provided, along with a current contact telephone number. All Navy Personnel may utilize the Special Request Authorization Form (NAVPERS 1336/3) vice the AA Form for submission of their request(s). A request submitted by a service member's spouse does not require an endorsement, but must include a POA. In cases of requests for relocation, the POA must include Atlantic Marine Corps Communities (AMCC) specific criteria, required for lease signing.



Appendix G

Example AA Form Request for Retention of Housing

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 3-93) (EF) Previous editions will be used SN: 0109-LF-063-3200 U/1: PADS OF 100		1. ACTION NO.	2. SSIC/FILE NO. 11101
		3. DATE DAY/MONTH/YEAR	
4. FROM (Grade, Name, SSN, MOS, Branch of Serv.) MSgt John H. Doe, XXX-XX-1234/5678,USMC	5. ORGANIZATION AND STATION (Complete address)  Commanding Officer MWCS-28, MACG-28, 2D MAW PSC BOX 8071 Cherry Point, NC 28533		
6. VIA (As required) (1) CO, MWCS-28, (2) CO, MACG-28, (3) CG, 2D MAW A forwarding endorsement must be provided for each via listed.)			
7.  TO: Director, Housing Department Building 286 MCAS Cherry Point, NC 28533		8. NATURE OF ACTION/SUBJECT  REQUEST FOR RETENTION OF HOUSING WHILE IN RECEIPT OF PCSO.	
		9. COPY TO: (as required) SNM FILES	
10. REFERENCE OR AUTHORITY (if applicable)  AirStaO P11101.18D		11. ENCLOSURES (if any) (1) Copy of PCSO (2) Doctor's Statement	
12. SUPPLEMENTAL INFORMATION:			
1. Per the reference, it is requested that my family be allowed to remain in on-Station housing after I execute PCSO's to MCB, Camp Pendleton, CA during Oct 08. We currently live at 123 Main Street. The reason for this request is that my wife is currently pregnant and due to the expected delivery date of our child, we will have to wait approximately six weeks before our newborn is authorized to travel.			
2. I am requesting that my wife and children be allowed to remain in housing until approximately mid Nov 08. Permission to remain for the additional weeks will greatly reduce the strain for my family and me as we execute these Orders. We greatly appreciate any assistance that your office can provide for us.			
SIGNATURE PRINTED NAME (In this case - JOHN H. DOE)			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practical.)			

Appendix G

Example First Endorsement to AA Form

**UNITED STATES MARINE CORPS**  
Marine Wing Communications Squadron 28  
Marine Air Control Group 28  
2D Marine Aircraft Wing  
U. S. Marine Corps Forces Command  
Cherry Point, North Carolina 28533

11101  
S-1  
Current Date

FIRST ENDORSEMENT on MSgt Doe's AA Form of (Date of AA Form)

From: Commanding Officer, Marine Wing Communications Squadron  
28

To: Commanding Officer, Marine Corps Air Station  
(Attn: Director, Housing Department)

Via: (1) Commanding Officer, Marine Air Control Group 28  
(2) Commanding General, 2d Marine Aircraft Wing

Subj: REQUEST FOR RETENTION OF HOUSING WHILE IN RECEIPT OF  
PCSO

1. Forwarded, recommending approval.

I. A. COMMANDING

12 JAN 2009

Appendix G

Example Second Endorsement to AA Form

UNITED STATES MARINE CORPS  
Marine Air Control Group 28  
2D Marine Aircraft Wing  
U. S. Marine Corps Forces Command  
Cherry Point, North Carolina 28533

11101  
S-1  
Current Date

SECOND ENDORSEMENT on MSgt Doe's AA Form of (Date of AA Form)

From: Remain Behind Officer-in-Charge, Marine Air Control  
Group 28

To: Commanding Officer, Marine Corps Base (Attn: Director,  
Housing Department)

Subj: REQUEST FOR RETENTION OF QUARTERS WHILE IN RECEIPT OF  
PCSO

1. Forwarded, recommending approval.

I. A. JONES

Copy to:  
CO, MWCS-28  
Files

12 JAN 2009

Appendix G

Example Third Endorsement to AA Form

**UNITED STATES MARINE CORPS**  
2D Marine Aircraft Wing  
U. S. Marine Corps Forces Command  
Cherry Point, North Carolina 28533

11101  
G-1  
Current Date

THIRD ENDORSEMENT on MSgt Doe's AA Form of (Date of AA Form)

From: Commanding General, 2d Marine Aircraft Wing  
To: Commanding Officer, Marine Corps Base (Attn: Director,  
Housing Department)

Subj: REQUEST FOR RETENTION OF QUARTERS WHILE IN RECEIPT OF  
PCSO

1. Forwarded, recommending approval.

I. A. JONES

Copy to:  
CO, MACG-28  
CO, MWCS-28  
Files

Appendix G

Example AA Form Request to Re-Apply for Housing

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 3-93) (EF) Previous editions will be used SN: 0109-LF-063-3200 U/1: PADS OF 100		1. ACTION NO.	2. SSIC/FILE NO. 11101
		3. DATE DAY/MONTH/YEAR	
4. FROM (Grade, Name, SSN, MOS, Branch of Serv.) MSgt John H. Doe, XXX-XX-1234/5678, USMC	5. ORGANIZATION AND STATION (Complete address)  Commanding Officer MWCS-28, MACG-28, 2D MAW PSC BOX 8071 Cherry Point, NC 28533		
6. VIA (As required) (1) CO, MWCS-28, (2) CO, MACG-28, (3) CG, 2D MAW A forwarding endorsement must be provided for each via listed.)			
7.  TO: Director, Housing Department Building 286 MCAS Cherry Point, NC 28533	8. NATURE OF ACTION/SUBJECT  REQUEST TO RE-APPLY FOR HOUSING.		
	9. COPY TO: (as required) SNM FILES		
10. REFERENCE OR AUTHORITY (if applicable)  AirStaO P11101.18D	11. ENCLOSURES (if any) (1) Copy of PCSO or Page 3 from SRB.		
12. SUPPLEMENTAL INFORMATION:  1. Per the reference, it is requested that I be allowed to re-apply for military family housing. I vacated housing in Sep 08 and live in the civilian community. I will be assigned to an unaccompanied tour in Okinawa in the Dec 08 timeframe and desire that my dependents reside in a secure atmosphere. I understand that I must occupy this assignment for at least six months, if my request is approved.  <p style="text-align: center;">SIGNATURE PRINTED NAME (In this case - JOHN H. DOE)</p>			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practical.)			

Appendix G

Example AA Form Request for a Larger House

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 3-93) (EF) Previous editions will be used SN: 0109-LF-063-3200 U/1: PADS OF 100		1. ACTION NO.	2. SSIC/FILE NO. 11101
		3. DATE DAY/MONTH/YEAR	
4. FROM (Grade, Name, SSN, MOS, Branch of Serv.) MSgt John H. Doe, XXX-XX-1234/5678, USMC	5. ORGANIZATION AND STATION (Complete address)  Commanding Officer MWCS-28, MACG-28, 2D MAW PSC BOX 8071 Cherry Point, NC 28533		
6. VIA (As required) (1) CO, MWCS-28, (2) CO, MACG-28, (3) CG, 2D MAW A forwarding endorsement must be provided for each via listed.)			
7.  TO: Director, Housing Department Building 286 MCAS Cherry Point, NC 28533	8. NATURE OF ACTION/SUBJECT  REQUEST FOR A LARGER HOUSE.		
	9. COPY TO (As required) SNM FILES		
10. REFERENCE OR AUTHORITY (if applicable)  AirStaO P11101.18D	11. ENCLOSURES (if any) (1) Doctor's Statement (2) CMC Letter dated 2 Sep 08		
12. SUPPLEMENTAL INFORMATION: 1. Per the reference, It is requested that I be permitted to relocate to a larger house due to an increase in the number of dependents in my household. My wife is expecting a child in December 2008 and Headquarters, Marine Corps, has recently approved my sister, Fawn Doe, age 15, as a dependent.  2. The approval of this request will greatly reduce the strain for my family and me by providing additional room in order to house my family. We greatly appreciate any assistance that your office can provide for us.			
SIGNATURE PRINTED NAME (In this case - JOHN H. DOE)			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practical.)			

Appendix G

Example AA Form Request to Re-Apply  
While Service Member is Deployed

01 January 2009

From: Mrs. Jane Doe, 123 Main Street, Cherry Point, North  
Carolina 28543 for Sponsor, Master Sergeant John H. Doe,  
XXX-XX-1234, USMC  
To: Director, Housing Department

Subj: REQUEST TO REAPPLY FOR HOUSING

Ref: (a) MCO P11101.22

Encl: (1) Power of Attorney; AMCC specific

1. Per the reference, it is requested that I be authorized to re-apply for housing on behalf of my husband, Master Sergeant Doe, due to his recent deployment. I vacated my house to reside in the civilian community and request to return to military family housing. I have included a copy of my Power of Attorney with my request, shown as the enclosure.

2. I am requesting you immediate consideration of my request. If you have any questions or concerns, my contact telephone number is:  
(000) 555-5555.

SIGNATURE

Appendix G

Example Request for Retention of Housing While on Overseas Tour

From: \_\_\_\_\_  
To: Director, Housing Department  
Via: Commanding Officer  
Subj: REQUEST FOR RETENTION OF HOUSING WHILE ON OVERSEAS TOUR  
Ref: (a) MCO P11101.18D  
Encl: (1) Copy of PCS orders dtd \_\_\_\_\_

1. IAW the reference, it is requested that my dependents be permitted to remain in my assigned housing while I am serving overseas. I have received orders for a dependent-restricted tour, as indicated by the enclosure.

2. I understand that if I am not assigned to the Cherry Point area, my family must vacate within 30 days after my return to CONUS. It is my responsibility to keep the MHO informed of my projected date of return from overseas or any extension on my overseas tour.

3. I further understand that occupancy of housing retained by my dependents may be terminated if they conduct themselves to the detriment of community safety, health or morale.

4. I agree to notify AMCC and move my spouse/dependents immediately if my marital status changes which makes them ineligible for occupancy of military family housing. I have been counseled that my failure to notify AMCC in the event of a legal separation or divorce may result in disciplinary action. Should my spouse/dependents decline to vacate housing on a date specified, action may be initiated through the U.S. District Attorney for eviction by court order.

5. I agree to notify AMCC immediately in the event I am discharged from the service while my dependents reside in privatized housing.

SIGNATURE  
PRINTED NAME



Appendix H

Privacy Act Release Form

To Whom It May Concern:

I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Housing Office, Cherry Point, North Carolina to release the information contained in this housing application to the Marine Corps Public-Private Venture Partner, Atlantic Marine Corps Communities (AMCC), or other outside agencies for purposes of locating and or assignment to housing.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix I

Control Dates

1. Control Dates. Control dates are used to determine an individual's date of eligibility for housing. This date is based on the military member's detachment date from the previous command. Applicants for housing are placed on an appropriate Wait List based on their control date. When two or more applicants have the same control date, seniority will govern. When individuals choose to remove their names from a Wait List and then subsequently desire to re-apply for housing, the control date will be the date of the second application. When an individual, who is already on a Wait list, becomes eligible for a different Wait List due to promotion or increase in the number of dependents, that individual shall be moved to the appropriate Wait List, using the original control date.

a. Applications will be activated on the Wait List, once the service member contacts the Housing Department. If the service member reports to the Housing Department within 30 calendar days of reporting for duty, the detachment date from the previous command or initial eligibility is the applicable control date. If the service member contacts the Housing Department after the 30-calendar day period, that date will be the control date.

b. Personnel called to active duty whose first permanent duty station is Marine Corps Air Station, Cherry Point, will have a control date of the first date of active duty status.

c. Single service members acquiring dependents while enroute or after reporting for duty, who submit an application within 30 working days after reporting for duty, or acquisition of dependents will have a control date of the date of acquisition of dependents.

d. Service members on the Wait List who have a change in dependents which makes them eligible for housing other than originally applied for will maintain their original control date.

e. Service members promoted or selected for promotion while on the Wait List for housing will maintain their original control date.

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f. Service members reduced in rank which changes their eligibility while on the Wait List will maintain their original control date.

g. Officer personnel residing in officer-designated housing who are reverted to enlisted rank will maintain their original control date.

h. Enlisted personnel residing in enlisted housing and are promoted to officer rank will maintain their original control date.

i. Personnel occupying housing who have an increase in their dependents must meet eligibility requirements for relocation. Assignment may be made prior to the birth of the expected child. The date of application will be the control date.

j. For personnel occupying housing whose children reach an age level which changes housing eligibility, the date of application will be the control date.

k. For approvals requiring an AA Form, the date of signature on the approval letter will be the control date.

l. For all other applications not covered above, the date of the application will be the control date.

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