



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

AirStaO 11101.3B
FAC
27 OCT 2008

AIR STATION ORDER 11101.3B

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

Subj: MILITARY FAMILY HOUSING POLICY

Ref: (a) MCO P11000.22

1. Situation. To publish the policy governing assignment and residency of military family housing accommodations for military personnel at Marine Corps Air Station (MCAS), Cherry Point, as promulgated by reference (a).

2. Cancellation. AirStaO 11101.3A.

3. Mission. To promulgate a new Military Family Housing Policy for military members assigned to MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The object of the Military Family Housing Policy is to ensure that service members assigned to MCAS Cherry Point with family members have adequate housing in which to shelter their families. The Director of Housing, under the cognizance of the Director of Facilities, is the duly authorized representative of the Commanding Officer for military family housing referral services.

(2) Concept of Operations

(a) When military members report for duty at MCAS Cherry Point and after their Permanent Change of Station (PCS) orders have been endorsed at the Military Personnel Office (or Personnel Support Detachment in the case of Navy personnel), all military personnel shall report to the Housing Department.

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

(b) The Housing Officer will establish a Referral Policy that best supports the needs of the service member and families coupled with housing availability.

(c) It is the service member's responsibility to notify the Military Housing Office (MHO) of any change in military status, change in marital status, change in number of family members, and/or change in contact information.

b. Coordinating Instructions

(1) A waiting list for military personnel will be established by grade and bedroom categories. The military member's position on a waiting list is predetermined based on the individual's control date. The top ten percent or top three applicants, whichever is greater, on each waiting list represent the stabilized portion ("freeze zone") and will not be altered except in the case of designated key and essential military personnel. Applicants given a firm housing commitment should not be displaced.

(2) Personnel who are selected for promotion or are frocked may be assigned and may occupy housing designated by their new pay grade provided application is made within 15 days of selection. The date of selection is their control date; however, all applicants with permanent rank will be assigned prior to selectees in the same grade category.

(3) Normally, married officers, married enlisted personnel, and eligible service members who are unmarried, divorced, separated, or widowed with accompanying family members will be assigned military family housing per their precedence on the military family housing waiting list, without regard to billet assignment.

(4) Residents are normally assigned for the greatest possible duration of a duty tour to achieve maximum benefit and reduce costs attributable to change of occupancy. A minimum occupancy period of at least six months is recommended.

(5) Once assigned to an adequate house, a resident will not normally be reassigned to another house during their tour of duty at this installation.

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(6) Intra-station reassignments will be considered on a case-by-case basis. It is recommended that at least six months of residency in the newly-assigned house can be expected and that no Letter of Caution, Warning, or Eviction is in their file over the past year.

(7) Sponsors assigned to military family housing should have legal custody of family member(s) for more than six months of the year. In cases of dual military, if both divorced parents are assigned to the same installation, only one will normally be eligible for housing.

(8) A guest is defined as a person who is visiting the military sponsor and does not contribute directly or indirectly to any of the household expenses that the sponsor must bear because of such a visit. All requests for extended visits in excess of fifteen days, regardless of the duration, must be approved by the Director of Operations, Atlantic Marine Corps Communities (AMCC) via an Administrative Action Form (AA Form). Guests must be identified by name, housing unit, relationship to sponsor, and duration of visit.

(9) Families of sponsors who receive orders for an unaccompanied PCS tour, who occupy military family housing on this Air Station, may, at the discretion of the Director of Operations, AMCC, remain in the home subject to the provisions of the subsequent paragraphs.

(a) Personnel whose families desire to remain in housing upon receipt of PCS orders for unaccompanied tours must submit a request in writing, via their chain of command, to the Director of Operations, AMCC, at least 30 days prior to departure. Approval of the request will be contingent upon both the military member and spouse executing a "Statement of Understanding" regarding the conditions under which housing may be retained. The rental charge will be equivalent to the Basic Allowance for Housing (BAH) rate based on the service member's permanent duty station.

(b) Upon completion of the unaccompanied tour, personnel who return to the same installation will continue to occupy their assigned residence. Personnel shall notify the Housing Department immediately of their return to the continental United States (CONUS) from overseas. A copy of their PCS orders should be provided to the Housing Department.

Personnel whose families remain in housing during their unaccompanied tour and who do not return to the same installation are required to initiate a written notice of intent to vacate within 30 days after returning to CONUS pursuant to PCS orders.

(c) In cases where personnel who are scheduled to be discharged from active duty and whose families occupy family housing under continued residency, the activity command in charge of the individual being discharged shall notify the activity Commander having cognizance over the housing occupied that the individual is being discharged and provide the effective date of discharge.

(d) In cases where personnel receive an extension of their overseas tour, authority for an extended continued residency would be automatic upon receipt of written request.

(e) Family members of personnel assigned to units deployed from CONUS on a unit rotation basis who are not assigned to military family housing may remain on a housing waiting list and accept assignment to military family housing during their sponsor's absence. A Special Power of Attorney will be required to accomplish assignment transactions.

(f) At the discretion of the Commanding Officer, MCAS Cherry Point, assignment to residences occupied by family members of personnel on an unaccompanied tour may be terminated when family members are involved in misuse or illegal use of the residence, or misconduct contrary to safety, health, moral, or for "just cause".

(g) Residents of military family housing in receipt of PCS orders with TAD en route; Recruiter School, Drill Instructor School, Embassy School, etc., who wish their families to remain in housing for the duration of the TAD, must submit an AA Form thirty days prior to their detachment date.

(h) Family members of active duty military personnel who are ordered on an accompanied tour in WESTPAC may retain military family housing in CONUS for up to twelve months while awaiting assignment to military family housing in WESTPAC. A request for retention should be addressed in the same manner as noted in paragraph 9a above.

(i) Personnel vacating military family housing upon detachment from the Air Station will submit written notice of their intent to vacate to AMCC at least thirty days prior to their detachment date. Either the military member assigned to the residence or their spouse must be present at the final move-out inspection.

(10) When military personnel are ordered to TAD or unit deployment, they may vacate military family housing at no expense to the government. Such persons may reapply for military family housing and be placed on the appropriate waiting list upon completion of such TAD or unit deployment if they have at least six months remaining on their normal tour. Upon offering/assignment to military family housing, personnel must have six months remaining on active duty.

(11) Residents who engage in acts of misconduct or unreasonably infringe upon the rights of other residents are subject to eviction from military family housing. Based on the nature of an incident, in conjunction with any other information contained within the resident's file, AMCC will determine and prepare the appropriate Letter of Caution, Letter of Warning, or Letter of Eviction. In cases whereby the resident disputes that a violation exists, the matter may be brought to the attention of the AMCC Director of Property Management. Should satisfactory resolution not be obtained at this level, the resident may bring the concern to the attention of the AMCC General Manager. Once these resources have been exhausted, the resident is encouraged to contact the Military Family Housing Office for assistance. While final decision rests with AMCC Management, a military service member may also contact the Station Inspector, via their Chain of Command, for assistance. In cases whereby all reasonable efforts to resolve an issue are unsuccessful, AMCC and the resident agree to mediation prior to seeking remedy through court action.

(12) When a service member residing in military family housing is declared a deserter, his/her commanding officer will contact AMCC and arrange to inventory and store personal belongings left in the house, and the member's assignment to military family housing will be terminated.

(13) Upon the death of the sponsor, the period of a surviving dependent's entitlement to BAH or to reside in

military family housing would be subject to the new 365-day rule and the dependents would continue to be eligible to either receive BAH payments or to reside in military family housing for the full 365 days.

(14) In cases of personnel vacating military family housing because of PCS orders, the date of termination of vacated housing normally will not be later than their detachment date. All financial obligations due to AMCC resulting from occupying military family housing shall be liquidated prior to vacating the residence. Continued occupancy, subsequent to the date specified above, for persons assigned to military family housing will be permitted only upon approval of written request of the individual by the Director of Operations, AMCC.

(15) Marital separation, for the purpose of housing eligibility, is defined as when either spouse vacates military family housing. As a matter of convenience, the Commanding Officer, MCAS Cherry Point, will allow an estranged member or spouse to remain in family housing for a period not to exceed thirty days from the date of separation. This command will not mediate any disputes between the couple. There will be no third party involvement at the residence during this 30-day period.

(16) Personnel desiring to voluntarily vacate military family housing will do so at no expense to the government after fulfilling the minimum six-month residency.

(17) When a military member is sentenced to a prolonged period(s) of confinement (three months or longer) by either military or civilian authorities, entitlement to military family housing will be terminated per reference (a), paragraph 1231.11.

(18) Except as provided in reference (a), military family housing shall not be occupied beyond the date on which an assignment is terminated and vacate inspections have been accomplished. The Housing Department shall make the necessary unit diary entry in the military member's pay record. (If forms are forwarded to another service, procedures of that service shall be utilized to discontinue charging of BAH.)

(19) When a member retains housing following separation from active duty or while in a non-pay status (reference (a) applies), or dies (reference (a), paragraph 1231.5 applies),

AMCC shall prepare and forward the Termination Voucher to the Housing Department. Whereby, all pay and allowances terminate, a monthly rental charge equivalent to the service member's BAH shall be paid to AMCC for each succeeding month for the period of time approved by the AA Form.

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing, and the Commanding Officers, Naval Health Clinic, Fleet Readiness Center East, and Combat Logistics Company 21 concur with this Order in so far as it pertains to members of their command.

6. Command and Signal

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



R. D. CLINTON
By direction

DISTRIBUTION: A