



MLCPACINST 11101.11

**MAY 24 2007**

MAINTENANCE & LOGSTICS COMMAND PACIFIC INSTRUCTION 11101.11

Subj: ASSIGNMENT AND RELEASE FROM GOVERNMENT OWNED QUARTERS

- Ref:
- (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
  - (b) U. S. Coast Guard Pay Manual, COMDTINST M7220.29A
  - (c) US Code Title 37, 401. Definitions
  - (d) Personnel Pay and Procedure Manual (PPM), PSCINST M1002.2A

1. PURPOSE. To provide guidance and policy on the assignment and release of Coast Guard members from government quarters within the Pacific Area (PACAREA).
2. ACTION. MLCPAC Personnel Division (ph) serves as the Program Manager to guide and oversee the Area Housing Authorities (AHA) within PACAREA. AHA's shall ensure Area Housing Officers (AHO) and Local Housing Officers (LHO) within their area of responsibility comply with the provisions of this instruction and their individual responsibilities identified in enclosure (1). Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
5. FORM/REPORTS. The forms and reports listed in this instruction are available electronically on CG Central at the MLCPAC(ph) Housing Management Resource Center micro-site.
6. DISCUSSION. Coast Guard housing is the foundation of quality of life for the dedicated men and women of the world's premier seagoing service and their families. By providing

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NON-STANDARD DISTRIBUTION: B:a CG-1223 (1); B:b: All PacArea units; B:c: All MLCPac units.

adequate, available and affordable housing within a reasonable commute of their duty station, the Coast Guard housing program enables our members to perform all assigned missions at exceptional levels, while relieving concerns for the safety and well-being of their families and property. Housing may be provided through a number of means: Basic Allowance for Housing (BAH), Coast Guard leases, Inter-Service Support Agreements (ISSA) with Department of Defense (DoD) housing sites, Public Private Venture (PPV) and Coast Guard-owned units. Although no law entitles members to government housing, nor is it mandatory for the service to provide housing, the Coast Guard does maintain an inventory of unaccompanied and family housing. Since BAH is the preferred means to provide housing to our personnel, owned housing shall be retained only in locations where it is operationally essential. Strict adherence to the policy set forth for designation, assignment, occupancy, and termination is required to achieve uniform, equitable and optimal use of housing.

7. OPERATIONAL ESSENTIAL HOUSING. Commandant (CG-12) designates operationally essential housing which the Coast Guard must maintain in its inventory to ensure that all personnel have access to safe, adequate accommodations, consistent with family size and located within a reasonable commuting distance as defined by OMB Circular A-11. With the assertion of full utilization of government owned family and unaccompanied housing that has been determined to be "operationally essential," many personnel hold the perception that housing assignment is "always" mandatory. While occasionally members may be assigned against their desires, mandatory assignment should be the exception, not the rule. The Area Housing Officers, Local Housing Officers and housing representatives need to apply flexibility to give the members a choice while still meeting the program requirements of occupancy.
8. OCCUPANCY STANDARDS. As a matter of stewardship, owned housing must be managed to ensure that vacancy is held to the absolute minimum. The occupancy standard for family housing is 95%. Housing designated by Commandant (CG-12) as Command Housing and housing authorized for civilian employee occupancy shall not be counted against the 95% occupancy standard. To accomplish the 95% occupancy, Area Housing Authorities are authorized to be flexible with the occupancy rate to allow more choices throughout the assignment season. This can best be achieved by targeting the end date of 10 September and planning to achieve the goal at the end of the assignment season, not throughout it. 10 September is the date that occupancy will be measured and should either be at or above 95%, or appropriate waivers should be on file with MLCP (ph) allowing a reduced occupancy level.
9. RELEASE FROM ASSIGNMENT TO GOVERNMENT QUARTERS. All members reporting to units in PACAREA are required to obtain a release from assignment to government quarters prior to receiving BAH. A release is required before members may rent, lease, or purchase community housing. Failure to obtain a release from mandatory assignment to government housing may result in the forfeiture of BAH until all government owned housing in the local commuting area exceeds 95% occupancy. Request for Housing Determination Form (MLCPHSG-003), (enclosure (3)), will be used by the LHO to either assign or release members from assignment to government quarters. The LHO will forward

an e-mail within 24 hours of assignment to, or release from, government quarters to the members respective SPO to start or stop BAH. Additional guidance is provided in enclosures (1) and (2).

10. MEMBERS MARRIED TO MEMBERS. Members married to members without additional dependents are not automatically granted a release from mandatory assignment to Coast Guard-owned housing even though in the Coast Guard Pay Manual they are considered single for entitlements. Per reference (c), a member with a spouse, regardless if they are a member of the armed services, are considered with dependents and therefore are required to occupy available government-owned quarters unless otherwise granted a waiver.
11. MANDATORY ASSIGNMENT TO GOVERNMENT QUARTERS. If involuntary assignment of military personnel to government-owned or controlled housing becomes necessary after the member has already reported to the unit and obtained housing on the economy, a request to involuntarily assign a member must be forwarded to MLCP (ph) via the Area Housing Authority prior to issuance of the order. MLCP (ph) will review the request and make a determination on the need for occupancy. If an involuntary assignment is required, MLCP (ph) will issue the proper travel order number (TONO) and accounting data for the local move.



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Encl: (1) Housing Program Responsibilities  
(2) Starting BAH for Members Released from Government Housing  
(3) MLCPHSG-003

**Housing Program Responsibilities**

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**MLCPAC Housing Branch**

The Pacific Area Housing Program Manager at MLCP (ph) has the responsibility to monitor and review occupancy rates and assignment practices within each Area Housing Authority area of responsibility through the use of scorecards and reports.

**Waiver Authority:** MLCP (ph) is the waiver authority for all mandatory assignment decisions above the Area Housing Authority. MLCP (ph) is the sole approving authority for any involuntary assignments to government quarters for members after they have reported into a unit and acquired housing within the local community.

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**Area Housing Authority**

Area Housing Authorities have the responsibility to maintain occupancy rates of 95% within all of the owned housing sites in their area of responsibility. Due to the limited number of housing units at some housing sites, it may be difficult to maintain occupancy levels, and dropping below 95% will be considered the "cost of doing business" on a case-by-case basis. The Area Housing Authority has the ability and responsibility to ensure fair and equal assignment practices in accordance with this policy and the Coast Guard Housing Manual, while being flexible to allow as much freedom of housing choice as possible.

**Waiver Authority:** The Area Housing Authority is the appeal authority for all requests for release from mandatory assignment to government quarters within their area of responsibility. If the Area Housing Authority denies the members appeal for release from mandatory assignment to government quarters, the member may appeal that decision to MLCP (ph) for final resolution.

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**Area Housing Officers**

Area Housing Officers will be required to monitor occupancy rates for all Coast Guard-owned housing within their area of responsibility. They will be required to review and monitor the Local Housing Authorities use and issuance of release from mandatory assignment to government quarters to ensure that policies are being strictly adhered to.

**Required Reports:** The Area Housing Officer will be required to submit an Annual Report of Release From Mandatory Assignment by 10 September for the current fiscal year. The report is located on CG Central.

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**Housing Program Responsibilities (continued)**

**Local Housing Officer**

The LHO will forward all incoming members both MLCPHSG-003 and a CG-5267 within 10 days from the date orders were posted in Direct Access. The Local Housing Officer must reply, including control date, within five days of receiving applications for housing to give members time to coordinate their moves. The MLCPHSG-003 will be utilized to furnish the applicants one of the following statements:

1	<p><b><u>Released From Mandatory Assignment to Government Quarters</u></b>. This prevents future mandatory assignment.</p>
2	<p><b><u>Conditional Release From Mandatory Assignment to Government Quarters</u></b>. Member must provide a copy of an executed and accepted contract to purchase a home within 10 days of reporting to new duty station. Failure to do so will result in required occupancy of government owned quarters.</p>
3	<p><b><u>Required Occupancy for Government Controlled Family Housing</u></b>. Government controlled quarters will be available and occupancy is required. Your control date is: _____. You can expect to occupy quarters on _____. You will be provided the address you can be expected to be assigned to within 30 days of your arrival. Member's name placed on the BAH Waitlist effective on the below date. _____</p> <p><i>When Government owned quarters are available and occupancy is required the member will be advised of the estimated date they can expect to occupy quarters upon reporting. Within 30 days of reporting the LHO will provide the incoming member with the address they can expect to be assigned.</i></p> <p><b>INCONUS:</b> Estimated assignment date must be within 10 days of reporting to new unit. Members who can not be assigned within 10 days will be authorized a release from assignment to government quarters using MLCPHSG-003.</p> <p><b>OUTCONUS:</b> Estimated assignment date must be within 60 days of reporting to new unit. Members who can not be assigned within 60 days will be authorized a release from government quarters using MLCPHSG-003.</p>

**Housing Program Responsibilities (continued)**

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**Local Housing Officer (continued)**

4	<p><b><u>Required Occupancy for Government Owned/Leased Unaccompanied Housing</u></b> Government controlled berthing will be available and occupancy is required – occupancy rates currently at or below 95%. Check in with the Local Housing Officer, no later than the next business day upon arrival, to complete the BAH Waiver form for placement on the BAH waitlist. Your Control date is: _____ Members E3 and below afloat will initially berth shipboard and should seek placement on the barracks waitlist upon checking into their gaining command’s Housing Representative.</p>
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**Starting BAH for Members Released from Government Quarters**

**Notification  
Process**

Follow these steps when a member is assigned to or released from government quarters.

Step	Action
1	<p>The Housing Office, on the date of assignment or release, and not later than 24 hours after assignment/termination, notifies the servicing SPO of the assignment/termination via e-mail.</p> <ul style="list-style-type: none"> <li>• Provides copy of notification to Area Housing Officer.</li> </ul>
2	<p>Ensure notification includes:</p> <ul style="list-style-type: none"> <li>• Member's name</li> <li>• Rate/Rank</li> <li>• Name &amp; Employee ID Number (EMPLID)</li> <li>• Date of Release or Assignment.</li> <li>• New BAH Status (e.g. "With Dep, - member assigned CG Leased Quarters")</li> <li>• Indicate if spouse is in service</li> </ul>
3	<p>Upon receipt of the notification, the SPO will acknowledge receipt of the release via return e-mail to the housing office within 24 hours and submit the appropriate Direct-Access transactions.</p>

**Request for Housing Assignment Determination**

Department of Homeland Security U.S. Coast Guard MLCPHSG-003 (Rev. 03/07)		<b>REQUEST FOR HOUSING ASSIGNMENT DETERMINATION</b>	
<b>Section I (Member)</b> Fill in all requested information completely. Complete the application for Assignment to Military Housing (CG Form 5287) and attach it to this request. This form replaces Status of Housing Availability (DD Form 1747) which is obsolete. This form may be mailed, faxed, scanned or hand delivered to your Housing Office.			
Member's Name (Last, First, MI)	Employee ID #	Contact Phone Number	Rank/Grade
Marital Status (check one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Single w/Dependents	# of Dependents that will reside w/member	Member Married to Member (Spouse's Name/Rank/Service)	
Geographic Bachelor Status (check one) <input type="checkbox"/> N/A <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary (must be on orders)	Dependent's Location if Geo Bachelor	Command Being Assigned To	
<b>Section II (Member)</b> All members reporting to units within the PACAREA Theatre are required to obtain a release from mandatory assignment to government quarters prior to receiving Basic Allowance for Housing (BAH). A release is required before members may rent, lease, or purchase community housing. Failure to obtain a release from mandatory assignment to government housing will result in the forfeiture of BAH until all government owned housing in the local commuting area exceeds 95% occupancy. I also understand the conditions set forth below.			
Please initial next to each line.			
(   ) I understand by electing to receive BAH, Government Housing may not be available for my current tour (   ) I understand by receiving BAH, I must maintain a residence on the economy. (   ) If my request for release from Government Housing is approved, I understand that I am to report to the Housing Office as a part of my check-in procedure. I will receive counseling on housing availability and assistance in locating off-base housing. I understand I am not required to accept such assistance but am still required to report to the Housing Office (   ) I am asking for assignment to or release from mandatory assignment to Government Housing as indicated below (check all boxes that apply):			
<input type="checkbox"/> <b>Member With Dependents, request assignment to Government Owned/Leased Family Housing</b>			
<input type="checkbox"/> <b>Member Without Dependents, request assignment to Government Owned/Leased Unaccompanied Housing.</b> Unaccompanied members E-4 and below assigned ashore or afloat shall be assigned to unaccompanied housing, if available. Members E-3 and below assigned afloat are not eligible for BAH but can be assigned to available Government Owned/Leased Unaccompanied Housing			
<input type="checkbox"/> <b>Scarce or Limited Government owned quarters.</b> The Government has no quarters or quarters are limited and will not be available during my tour of duty.			
<input type="checkbox"/> <b>Private Home Purchase, request release from mandatory assignment to Government Housing.</b> I intend to purchase a home in the nearby community. Within 10 days of reporting I understand that I must provide a copy of an executed and accepted contract to purchase a home/condominium.			
<input type="checkbox"/> <b>Member Married to Member, request release from mandatory assignment to Government Housing.</b> Members married to members without additional dependents are not automatically granted a release from mandatory assignment to Government owned housing even though in accordance with the Coast Guard Pay Manual they are considered single for entitlements. Per USC Title 37, Section 401, a member with a spouse, regardless if they are a member of the armed services are considered with dependents and therefore are required to occupy available Government owned quarters unless otherwise granted a waiver			
<input type="checkbox"/> <b>Request release from mandatory assignment to Government Quarters for other reason.</b> Please provide detailed explanation for consideration _____			
Member's Signature		Date Submitted	
<b>Section III (Local/Area Housing Officer)</b> The Local/Area Housing Officer must reply including control date, within five days of receiving applications for housing to give members time to coordinate their moves. INCONUS: Estimated assignment date must be within 10 days of reporting to new unit. Members who can not be assigned within 10 days will be authorized a release from mandatory assignment to government quarters. OUTCONUS: Estimated assignment date must be within 60 days of reporting to new unit. Members who can not be assigned within 60 days will be authorized a release from mandatory assignment to government quarters.			
<input type="checkbox"/> <b>Released From Mandatory Assignment to Government Quarters.</b> This prevents future mandatory assignment			
<input type="checkbox"/> <b>Conditional Release From Mandatory Assignment to Government Quarters.</b> Member must provide a copy of an executed and accepted contract to purchase a home/condominium within 10 days of reporting to new duty station. Failure to do so will result in required occupancy of government owned quarters			
<input type="checkbox"/> <b>Required Occupancy for Government Controlled Family Housing.</b> Government controlled quarters will be available and occupancy is required. Your control date is: _____. You can expect to occupy quarters on _____. You will be provided the address you can be expected to be assigned to within 30 days of your arrival. Member's name placed on the BAH Waitlist effective on the below date			
<input type="checkbox"/> <b>Required Occupancy for Government Owned/Leased Unaccompanied Housing.</b> Government controlled berthing will be available and occupancy is required - occupancy rates currently at or below 95%. Check in with the Local Housing Officer, no later than the next business day upon arrival, to complete the BAH Waiver form for placement on the BAH waitlist. Your Control date is: _____. Members E3 and below Afloat will initially berth shipboard and should seek placement on the barracks waitlist upon checking into their gaining command's Housing Representative			
Housing Officer's Signature:		Date:	