

U.S. Department of
Homeland Security

United States
Coast Guard



COMMANDER
United States Coast Guard
Group/Air Station Humboldt Bay

1001 Lycoming Way
McKinleyville, Ca 95519
Phone: (707) 839-6118
Fax: (707) 839-6129
Email:
alexander.s.barker@uscg.mil

GPHBINST 11101.2

APR 13 2009

GROUP HUMBOLDT BAY INSTRUCTION 11101.2

Subj: GROUP HUMBOLDT BAY HOUSING ASSIGNMENT POLICY

Ref: (a) USCG Housing Manual, COMDINST M11101.3
(b) San Francisco Bay Housing Assignment Policy, ISCALAINST 11101.2E
(c) Group Humboldt Bay Housing Manual GPHBINST, M11101.1
(d) USCG Pay Manual, COMDTINST M7220.29

1. PURPOSE: To provide policy and issue instructions implementing the provisions provided in references (a), (b), and (c), which govern assignment of personnel to Military Family Housing (MFH) and Unaccompanied Personnel Housing (UPH) controlled by Group Humboldt Bay.
2. ACTION: Commanding Officers and Officers-in-Charge shall ensure all personnel are aware of the contents of this instruction. All personnel shall ensure the proper administrative paperwork is completed, as outlined below, prior to purchasing or renting a home to ensure MFH/UPH occupancy levels are maintained at 95% or greater.
3. DIRECTIVES AFFECTED: This instruction is designed to supplement reference (c).
4. DISTRIBUTION: All Group Humboldt Bay units.
5. DISCUSSION: Group Humboldt Bay provides family and unaccompanied quarters to qualified enlisted and officer personnel assigned to all Group units with the exception of CGC DORADO. Station Noyo River currently only supports MFH, and has no provisions for UPH. It is the policy of Group Humboldt Bay to provide equal housing opportunity for all personnel assigned to afloat and shore commands; not to discriminate because of race, color, religion, national origin, gender or disability; make assignments as quickly as feasible to realize maximum benefit from MFH/UPH, and minimize cost and stress on members and facilities alike. Family size, rank, current/projected occupancy levels, and PCS orders/application dates are used as discriminators to determine MFH/UPH assignment and release.
6. POLICY AND PROCEDURES: Group Humboldt Bay is responsible for the administration, assignment, utilization and operations of military housing at the Eureka and Fort Bragg Housing sites, and Group Barracks facility. Specific assignment and utilization procedures for MFH/UPH are set forth in paragraphs a.-e. of this section. Occupancy regulations governing MFH/UPH are provided in the Group Humboldt Bay Housing Manual, reference (c).

- a. **Objective:** The primary objective for MFH in the Humboldt Bay area is to provide quality housing for eligible personnel and to maintain a 95% or higher occupancy rate in accordance with reference (a). While this instruction explains the local assignment procedures that will generally be followed, the Group Commander may make exceptions at any time in order to meet occupancy goals or alleviate special circumstances.
- b. **Release from MFH/UPH:** A mandatory written release from MFH is required for all members with families prior to receiving a Basic Allowance for Housing (BAH) at the new duty station. If MFH is not at 95% occupancy a release for BAH will not be granted and occupancy of MFH will be required regardless of rank or duty station. Additional information is outlined below.
- c. **Eligibility:** Personnel must meet the following criteria to be eligible for MFH/UPH. Waivers to this criteria must be submitted in writing to the Group Commander via the member's Chain of Command through the Housing Officer:

(1) **Military Status:**

- (a) Active Duty Coast Guard.
- (b) Coast Guard Reservist on active duty for more than one year.
- (c) Active Duty Department of Defense member if an Inter-Service Support Agreement (ISSA) for housing is in place.
- (d) Civilian personnel under Commandant approval. Refer to reference (a) for additional information.

- (2) **Unit Assignment:** Applicants must be permanently assigned to a unit or detachment located within a one hour commute of either the Eureka or Fort Bragg Housing areas, have a minimum of six months remaining on their tour of duty, or have received new PCS orders to a local unit.

- (3) **Dependency Status/Exceptions & Dual Member Marriages:** Unaccompanied members E-1 to E-4 may apply for UPH. Members with pay grades above E-4, though eligible will not typically be granted use of UPH facilities unless special circumstances are present due to the limited number of facilities available. Military personnel in pay grades E-1 and above with dependants, whom reside with the member greater than 183 days a year, are eligible for MFH. Dependant status and exceptions are defined under reference (a): 6-B-1; all exceptions must be granted by the Group Commander and the MLCPAC Housing Program Coordinator. When both the husband and wife are military members the higher ranking member's pay-grade will be used for assignment/release determination if necessary. If placed in MFH neither member receives BAH. If released, both members will receive BAH. Members currently pregnant may apply for and be placed on the waiting list for MFH; however, they must show certification of pregnancy and verify dependency once the child is born.

- (4) **Key & Essential Personnel:** Designated incumbents of key and essential billets may be assigned to MFH/UPH without regard to the waiting list. Key personnel are identified as:

Commanding Officer, Executive Officer, Operations Officer and Command Master Chief of Group Humboldt Bay; Commanding Officer or Officer in Charge of Group Humboldt Bay subordinate units; any position as designated by Commander Group Humboldt Bay or higher authority.

- (5) **Cutter Personnel:** Designated incumbents to the Coast Guard Cutter BARRACUDA may be assigned to MFH/UPH without regard to the waiting list due to the Cutter's deployment operations tempo. Bedroom qualification requirements will still be applied to these members.
 - (6) **Bedroom Entitlement:** Personnel are assigned to MFH based on family size and composition as outlined in enclosure (5) of reference (a). Members who elect to be placed on a waiting list for, or accept, a home below their entitlement will not be permitted to reapply for larger quarters at a later date unless their family composition changes or housing availability permits.
 - (7) **Officers and Senior Enlisted:** Officers and senior enlisted members are encouraged to pursue housing on the local economy prior to applying for MFH due to the limited size of the Eureka Housing site. Bedroom upgrade waivers will generally not be approved for officers or senior enlisted members; i.e. a 2-bedroom entitled husband and wife will not be allowed to upgrade to 3-bedroom unit regardless of unit availability or wait list status.
- d. **Application:** All members must complete an "Application for Assignment to Military Housing" form CG-5267, a "Request for Housing Assignment Determination" form MLCPHSG-003 and submit both with a copy of their orders and "Dependency Data" CG-4170 to the Housing Office, annotating their preference for MFH/UPH or BAH. The housing staff can be contacted at (707) 442-1473 to supply and receive all paperwork. Additional information can be found online at: <http://www.uscg.mil/d11/grpHumboldtBay/housing.asp>
- e. **Waiting List Assignment/Release:** Once an application has been received members will be placed in one of four categories based on dependency status and desire:
- (1) **Unaccompanied Personnel Requesting UPH or BAH:** Unaccompanied personnel E-3 and below will typically be placed in UPH or Barracks facilities for a minimum of 6 months upon arrival regardless of desire. At the end of this 6-month waiting period these members may be released with the member's Command concurrence if occupancy rates permit. Members stationed at Group/Air Station Humboldt Bay will be given priority for and placed into the Barracks facility. Members stationed at any outlying unit will be given priority for and placed into the Eureka Housing UPH facility. Unaccompanied personnel E-4 and above desiring release to receive BAH will receive it unless special circumstances are present. Members with pay grades above E-4 may request UPH but due to limited availability will typically not be permitted residency. Personnel with the pay grade of E-4 who request residency within UPH will be dealt with on an individual basis based on personal need and current/projected housing availability.
 - (2) **Families Requesting MFH:** Members requesting MFH will be placed in MFH if availability permits based on their bedroom eligibility in accordance with reference (a). If availability

does not permit immediate assignment, members will be placed on a waiting list by bedroom type in control date order per reference (a) and be released to receive BAH. Members currently residing on the economy that are offered MFH and refuse assignment will be moved to the bottom of the wait list for future assignment; or they may elect to be completely removed from the wait list and to remain on the economy. Members residing on the economy will normally be given a maximum of 60 days to accept MFH following notification of availability. Failure to accept MFH during this period will result in control date re-ordering to the bottom of the wait list and the home being offered to the next wait list member.

(3) Families Requesting BAH:

- (a) **Member Purchasing Home/Occupancy Above 95%:** Members with dependants requesting a release to BAH will be granted a release if occupancy exceeds 95%, or if the request is to facilitate purchasing a home. Failure to produce evidence to the Housing Office of home purchase within 10 days of reporting to the new duty station may result in required assignment to MFH and forfeiture of BAH, if MFH occupancy is below 95%.
- (b) **Occupancy Below 95%:** If occupancy rates are below or projected to be below 95%, members will be required to be placed in MFH until projected occupancy rates are reached. This may result in members who receive orders early in the transfer season being temporarily placed on a housing wait list until such time as a sufficient number of homes are projected to be assigned during the transfer season. Once home slating is completed and projected occupancy levels are reached personnel will be released to the economy if they have not yet occupied a MFH residence. It is the staff's goal to release any member in the aforementioned situation prior to their report date. However, if the member is not released prior to their duty station report date they will be assigned occupancy in a MFH residence and subsequently placed on a wait list to be released onto the economy. Once assigned to MFH members shall remain in housing for a period of one year prior to being granted release. Releases onto the economy will be done in order of rank, seniority first, followed by wait list control date for members of equal pay grade. Waivers to this assignment policy will be accepted only for home purchase, special circumstances or PCS/retirement/separation orders.
- f. **Wait list Validation/Promulgation:** The Group Humboldt Bay MFH wait list for the Eureka housing site is maintained electronically at the Housing Office. Staff will contact wait list registrants monthly during the transfer season and periodically during the off-season to revalidate the list and ensure all members are apprised of status changes. Members wishing an update on current status can contact the housing staff at any time to receive a current copy. Current copies will be posted to the Group CG-Central web-site following revalidation.
- g. **Relocation After Assignment:** Following assignment to MFH or release to BAH any subsequent movement of personal household goods (i.e. to/from MFH/BAH or within MFH) will be at member expense unless such action is directed by the USCG for government convenience (i.e. housing site closure). Reassignments within MFH from one home to another are typically not granted unless family composition has changed, and MFH availability permits.

- h. **Exceptions:** All special circumstances will be dealt with on an individual basis to balance the individual and service's needs. The Deputy Group Commander, with input from the Housing Officer, Command Master Chief, and member's Chain of Command will be the final approval authority of all special circumstances.
- i. **Eureka Housing Site Home Assignment:** Due to the variation in facilities layout of the Eureka Housing site the housing staff uses the following general guidelines during assignment:
- (1) Members in pay grades E-5 and below will generally not be assigned to the units located on Koteek or Perkins Court. The units located on LB Williams Court will generally only be assigned to the Group Command Cadre. Exceptions to this policy will be driven by Command direction or assignment/unit availability logistics.
 - (2) Members receiving waivers to upgrade to a larger bedroom size will be prioritized by:
 - (a) Dependant composition & future bedroom entitlement while assigned to a local unit; i.e. a member whose dependants will qualify for a larger unit at a future time during their assignment will be upgraded first, a member with two young children will be upgraded before a member with a single child, etc.
 - (b) In the case of 2nd story 2-bedroom apartments the number, size, and type of pets will be considered; i.e. a member without a dog will be placed upstairs before a member with a dog due to the noise and flooring damages residing in a second story unit without a yard generates.
 - (c) In the case of two members that are not impacted by (a) or (b) above, the higher ranking member will receive the upgrade first.
7. **FORMS/REPORTS:** "Application for Assignment to Military Housing" form CG-5267 and "Request for Housing Assignment Determination" form MLCPHSG-003 are required. They are included as enclosure (1) & (2).
8. **ENVIROMENTAL ASPECT AND IMPACT CONSIDERATIONS:** Environmental considerations were examined in the development of this instruction and were determined to not be applicable.



C.A. MARTINO

- Enclosure: (1) "Application for Assignment to Military Housing" form CG-5267
 (2) "Request for Housing Assignment Determination" form MLCPHSG-003

APPLICATION FOR ASSIGNMENT TO MILITARY HOUSING

(Instructions for preparation of this form are contained on page 2)

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552(E)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY: SECTION 515 P.L. 84-161, AS AMENDED (10 USC 2674) AUTHORIZED SOLICITATION OF THE INFORMATION.
2. PRINCIPAL PURPOSE(S): TO DETERMINE EACH APPLICANT'S ELIGIBILITY FOR ASSIGNMENT TO SUITABLE MILITARY HOUSING ACCOMMODATIONS.
3. ROUTINE USES: THE INFORMATION IS USED BY CG HOUSING OFFICE TO EVALUATE THE ASSIGNMENT OF HOUSING ACCOMMODATIONS.
4. DISCLOSURE: DISCLOSURE OF THE INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE THE INFORMATION MAY RESULT IN THE INABILITY OF THE CG HOUSING OFFICE TO PROVIDE SUITABLE HOUSING TO THE APPLICANT AND AT THE MOST EXPEDITIOUS TIME. DISCLOSURE OF THE INFORMATION HEREIN CONTAINED TO OTHER THAN THE AGENCY IS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT.

SECTION A - APPLICATION *(To be completed by applicant)*

1. APPLICANT'S NAME <i>(Last, first, middle initial)</i>		2. SOCIAL SECURITY NUMBER	3. APPLICANT'S RANK/RATE
4. CURRENT DUTY STATION AND PHONE NUMBER		5. NEW DUTY STATION AND PHONE NUMBER	
6a. EST. DATE OF DEPARTURE	6b. EST. DATE OF ARRIVAL	7. ADDRESS AND PHONE NUMBER WHILE ON LEAVE ENROUTE	
8. ENLISTMENT EXPIRES <i>(Date)</i>	9. ON LIST FOR PROMOTION <input type="checkbox"/> YES <input type="checkbox"/> NO	10a. ON CLASS "A" SCHOOL LIST <input type="checkbox"/> YES <input type="checkbox"/> NO	10b. IF SO, WHICH LIST

SPONSOR INFORMATION

11a. NAME OF SPONSOR	11b. RANK/RATE	11c. SPONSOR'S DUTY STATION AND PHONE NUMBER
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DEPENDENCY INFORMATION *(Check appropriate box)*

12. MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE <i>(CG-4170A not applicable)</i>	13. I AM SEPARATED FROM MY DEPENDENTS <input type="checkbox"/> N/A <input type="checkbox"/> VOLUNTARILY <input type="checkbox"/> INVOLUNTARILY
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DEPENDENTS RESIDING WITH ME *(If more space is needed, continue on plain paper)*

14a. NAME <i>(Last, First, Middle Initial)</i>	14b. DATE OF BIRTH <i>(YYYY/MM/DD)</i>	14c. SEX	14d. RELATIONSHIP	14e. REMARKS, <i>(handicap, health problems, expected additions to family, etc.)</i>

YOU MUST ATTACH COPY OF CG-4170A WHICH INDICATES DATES OF APPROVAL OF THOSE DEPENDENTS WHO WILL RESIDE WITH YOU.

ADDITIONAL DEPENDENT INFORMATION

15a. SPOUSE IN SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	15b. IF SO, WHICH SERVICE	15c. CURRENT DUTY STATION AND PHONE NUMBER	15d. EXPECTED DATE HE/SHE WILL JOIN YOU
16a. ARE YOU ENROLLED IN THE CG SPECIAL NEEDS PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		16b. IF SO, LIST DEPENDENTS WITH SPECIAL NEEDS.	
17a. DO YOU HAVE PETS <input type="checkbox"/> YES <input type="checkbox"/> NO	17b. IF SO, WHAT KIND	17c. AGE	17d. WEIGHT

GENERAL

UPON ARRIVAL AT YOUR NEW DUTY STATION, IT IS MANDATORY THAT YOU REPORT TO THE HOUSING AUTHORITY SERVING THE AREA PRIOR TO MAKING ARRANGEMENTS FOR ANY TYPE HOUSING. YOU SHOULD HAVE DD-1747 *(previously issued)* READY FOR PRESENTATION.

IN THE EVENT ASSIGNMENT TO MILITARY HOUSING BECOMES MANDATORY, THIS IS TO CERTIFY THAT:

I DO I DO NOT DESIRE A WAIVER TO RESIDE IN CIVILIAN HOUSING

I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT. I HAVE ATTACHED A COPY OF MY ORDERS AND APPROVED CG-4170A HERETO. CG-4170A N/A FOR SINGLE MEMBERS.

DATE SUBMITTED	APPLICANT'S SIGNATURE
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SECTION B - HOUSING AUTHORITY ACTION

1. APPLICATION EFFECTIVE DATE	2. DATE APPLICATION RECEIVED	3. DATE DD-1747 SENT TO APPLICANT
4. WAITING LIST PLACED ON	5. EFFECTIVE DATE	6. APPLICANT NOT PLACED ON WAITING LIST (Reason)
7. APPLICANT ASSIGNED TO (<i>Housing unit</i>)	8. DATE OF ASSIGNMENT	9. BAH TERMINATION EMAIL COMPLETED ON (Date)

INSTRUCTIONS

SECTION A - APPLICATION

ALL BLOCKS ARE SELF EXPLANATORY.

THE APPLICATION MUST BE DATED AND SIGNED BY MEMBER.

SECTION B - HOUSING AUTHORITY ACTION

TO BE COMPLETED BY HOUSING AUTHORITY WHO WILL ACKNOWLEDGE RECEIPT OF APPLICATION, MAIL DD-1747, AND PLACE MEMBER ON WAITING LIST (*if applicable*) OR ADVISE REASONS MEMBER NOT PLACED ON WAITING LIST.

REQUEST FOR HOUSING ASSIGNMENT DETERMINATION

Section I (Member)

Fill in all requested information completely. Complete the application for Assignment to Military Housing (CG Form 5267) 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	

Section II (Member)

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):
 - Member With Dependents, request assignment to Government Owned/Leased Family Housing.**
 - Member Without Dependents, request assignment to Government Owned/Leased Unaccompanied Housing.** 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.
 - Scarce or Limited Government owned quarters.** The Government has no quarters or quarters are limited and will not be available during my tour of duty.
 - Private Home Purchase, request release from mandatory assignment to Government Housing.** 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.
 - Member Married to Member, request release from mandatory assignment to Government Housing.** 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.
 - Request release from mandatory assignment to Government Quarters for other reason.** Please provide detailed explanation for consideration _____

Member's Signature

Date Submitted

Section III (Local/Area Housing Officer)

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.

- Released From Mandatory Assignment to Government Quarters.** This prevents future mandatory assignment.
- Conditional Release From Mandatory Assignment to Government Quarters.** 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.
- Required Occupancy for Government Controlled Family Housing.** 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.
- Required Occupancy for Government Owned/Leased Unaccompanied Housing.** 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: