

# Housing Programs Quarterly Newsletter



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## From the Chief of Housing

I've been with the Coast Guard Housing Program for just over a year now and it is my pleasure to introduce the first issue of the Housing Programs Quarterly Newsletter. The goal is to share news and information of interest with the Coast Guard housing professionals.

The Coast Guard is facing the biggest challenge in its history. Housing funds are competing with homeland security, Deepwater and other Coast Guard initiatives at a time when the housing mission has become more critical than ever. Housing is one of the most important elements affecting members' quality of life. How much better can a member accomplish his or her duties when there's a nice place to come home to? How is performance affected at work if the family is left behind in a place that's too small, unsafe, or has environmental risks? It is any wonder that housing is among the top listed retention factors?

Unfortunately, the reality is that it's going to keep getting tougher as Coast Guard priorities change and housing budgets fail to keep pace with needs. As you all know, our aging housing inventory has a hefty backlog of maintenance. As BAH rates increase and out-of-pocket costs fall, we are challenged to manage our inventory and continue to meet the needs of our members. We need to be attentive in identifying housing units that no longer support our core mission

and are ready for demolition or divestiture and plan housing alternatives accordingly. Accurate information in HMIS is a vital resource especially as we look to managing owned, leased, UPH, ISSA and PPV inventories. Another essential resource, which many of you are utilizing, is the Transition and Relocation Managers at the ISCs. By partnering with them, we can help manage the expectations of our members as they PCS to their new duty station.

I know about the challenges you're facing, and I have seen and heard about your successes as you work hard to improve housing in your local commands. Housing professionals like Pete Gallagher at Air Station Cape Cod, Jenn Petersen at ISC Seattle and so many others strive to do more with less, and it's only because of your efforts that our members enjoy the quality of housing they have today.

Keep up the good work.



# Quality of Life for CG Sailors

Housing Programs Division (G-WPM-4) and Compensation Division (G-WPM-2) recently released ALCOAST 089/02, which authorizes BAH for single E4 personnel assigned to sea duty. The ALCOAST promulgates program policy, and encourages members to carefully consider the benefits of government quarters before electing to receive BAH and reside on the economy. Housing Officers are encouraged to counsel single E4s assigned afloat on the advantages of government quarters over privately procured civilian quarters, and assist them to make the choice most appropriate to their need. Additionally, in the Action paragraph of the ALCOAST, we charged all COs to provide appropriate counseling to individuals before giving approval for them to receive BAH-WO in lieu of government quarters. Some examples of these advantages are as follows:

- Government controlled quarters are located in safe communities within a reasonable commute of members PDS.
- Members do not pay utility costs, and do not have to post date checks while underway, thereby reducing potential for late charges and disconnects.
- CG roommates look out for one another and provide added security when underway for extended periods.
- CG support from other members assigned leased housing within same complex, (i.e., transportation).
- Government covers loss or damage to personal property under the military personnel and civilian employee claims act (i.e., fire, theft, natural disaster, etc.).
- Members do not pay security deposits, application fees, real estate finders' fees, etc. Credit rating is not an issue.
- Government furnished quarters reduce the potential for financial difficulty associated with private rental, and command's involvement with financial counseling.

- CG Housing Program acts as a liaison with landlord on issues of leased housing maintenance, disputes, etc. Acts as members advocate when underway i.e., apt complex needs to pave lot, and underway member's car is parked in lot).
- CG Housing Program acts as a liaison with landlord to resolve leased housing damage claims.
- Members do not have to concern themselves with penalties from early termination of private lease.
- Members do not need to take time off to locate housing (critical to ships schedule for members assigned afloat).

## Diversions

We're focusing on completing the backlog of diversion (Permanent or Temporary) requests submitted to HQ. We appreciate your patience and understanding. You can expect our responsiveness to improve greatly from now on. As a special note on this topic, please ensure not to overlook several critical items in your requests, as we attempt to improve on this process:

- Whether owned family or UPH, please ensure HMIS is updated with the most current information (occupancy / vacancy / material condition, etc) IAW COMDNTINST M11101.13D Chapter 5.A.1
- Remember to include accurate information required IAW COMDNTINST M11101.13D Chapter 5.F.3
- If the diversion is permanent and will be removed from the housing inventory IAW M11101.13D Chapter 5.F.2, please indicate your AFC-30 O&M funding "sweep" procedures.
- Finally, include any additional amplifying information that will justify the overall favorable outcome, i.e. cost analysis, quality of life tangibles, adequacy, and safeguards.

# Housing Inspector Qualification Codes

EPA AHERA INSPECTOR CSE, G-KSE-058 (KSE058). There is **no** qual code for the three (3) day housing inspector training course sponsored by G-WPM-4, Housing Programs Division. This modified course is for the housing inspectors and does not have a federally (EPA) approved curriculum and is not intended to certify the housing inspectors as EPA Asbestos Hazardous Emergency Response Act (AHERA) inspectors. The purpose of the course is to train our housing inspectors, housing office staff, and maintenance personnel to be the eyes and ears for the ISC Safety Environmental Health Officers (SEHO). Course content includes how to read the ERA Reports, assemble disclosure letters, educate residents about environmental health hazards (EHH), how to visually inspect housing units for EHH conditions, initiate SSMRs to correct EHHs, and how to conduct an annual housing inspection. The other (certified) courses under the same name (EPA AHERA INSPECTOR CSE, G-KSE-058 (KSE058)) are taught at commercial sites that have federally (EPA) accredited instructors, EPA approved curriculum, an EPA standard end-of-course test that requires a passing grade, and provides the student with accreditation under Toxic Substance Control Act Title II. These accredited courses are intended for SEHO, Industrial Hygienist, Environmental Protection Specialists, and Owned Housing Maintenance Coordinators at the MLCs and ISCs.



# Federal Housing Administration 222 Program

As of 01 May 1996 the Federal Housing Administration (FHA) Section 222 was deleted from the Code of Federal Regulation (CFR) as part of a wide-ranging 'streamlining' of FHA regulations. ALCOAST 111/00 R131404Z MAR 00, Subj: EXPIRATION OF FHA SECTION 222 IN-SERVICE INSURED LOAN PROGRAM stated that those members (17 now) currently enrolled in the program will continue to have their premiums paid by the Coast Guard. CIM 11101,13D, CG HSGMAN dtd July 03, 2000 deleted section 3.F., Mortgage Assistance and CIM 1000.6A, PERSMAN will delete Chapter 16.I. in a future change (Change 36). Coast Guard Active duty members shall send DD Form 803, Notice of Termination to Comdt(G-WPM-4) if property is sold; member has been discharged, retires, or has died.

## Housing Inspector Training

(EPA AHERA INSPECTOR CSE, G-KSE-058 (KSE058)) – Since July 1999, twelve Housing Inspector Training classes have been convened with a total of 222 students. The last class for FY02 was conducted at TRACEN Petaluma on January 29-31, 2002. The class scheduled for September '02 was cancelled by G-WKS-2 due to more urgent needs. If your unit has a need or projected need for Housing Inspector training, send your Short Term Residential Training Request (CG Form 5223) to your Owned Housing Maintenance Coordinator (OHMC) at the ISC. This form will be forwarded to MLC (p) as a backlog request. When the backlog nears twenty quotas, MLC will notify G-WPM-4 and we will request a class as soon as possible.

## Housing Manual - Change 1



CWO Soriano is entrenched in completing Change-1 to the Housing Manual COMDTINST M11101.13D. He will be working closely with MLCLANT & MLCPAC

on clarification and or additional information required on requested changes submitted by their Area Housing Officers.

## HMIS Password Procedures

An email was sent to the field via MLCs on 01 March 02 as follows: To all HMIS Users, OSC Martinsburg will be implementing, very soon, a modification to the login procedure for HMIS. This modification will notify HMIS users that their passwords are about to expire (starts at 14 days prior to expiration) and gives them the opportunity to change it. If they don't change it and the user's password expires, the system will notify the user that their password has expired and automatically take them to the Change Password Screen. This screen will require them to change their password and will not allow them to enter the HMIS application until they do.

## Fair Winds & Following Seas

We bid a fond farewell to Mrs. Peggy Lanoie as she looks forward to retirement on 01 April 02. Peggy has served within the Coast Guard housing program for the past 17 years, most notably as the Local Housing Officer at Air Station Cape Cod. Congratulations and best wishes!

## Legislative Change Proposal

G-WPM-4 submitted a CY-03 Legislative Change Proposal requesting the statutory authority to recoup into housing accounts the lost vacancy value resulting from the failure of a housing occupant to timely notify the housing program of intent to vacate government quarters. Currently, funds recovered from such losses must be deposited into the Treasury as miscellaneous receipts. If approved, this change will restore funds withdrawn from the housing account to pay the landlord.

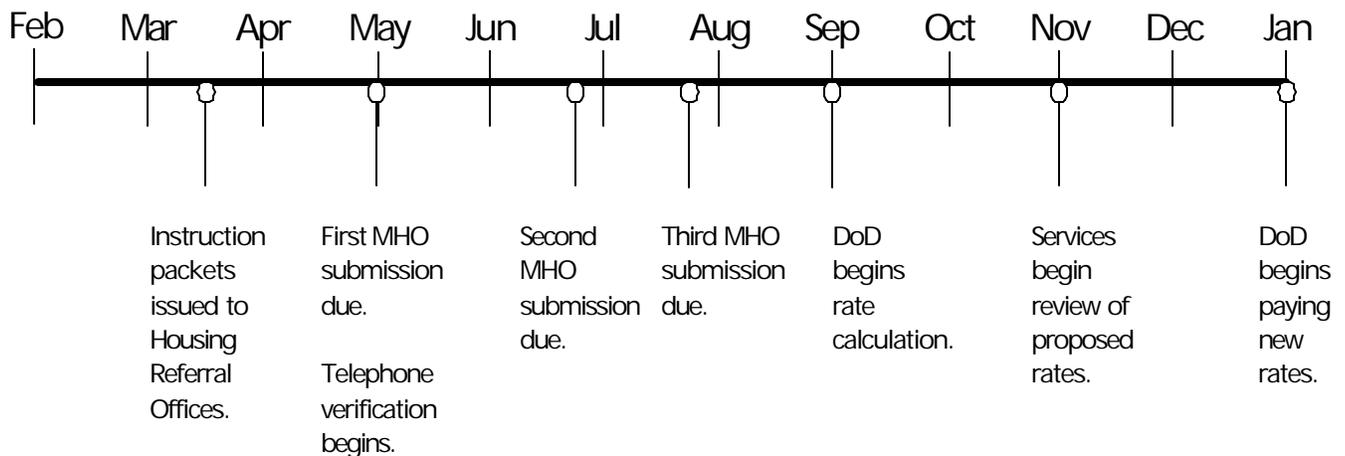
## Welcome New Employees!

CWO Ed Soriano joined the Headquarters Housing team (G-WPM-4) in February 2002. He was previously assigned as the Area Housing Officer at Integrated Support Command San Pedro, CA. Ed has 19 years of active duty experience, originally a Storekeeper and later transitioned to the Yeoman rating with an extensive pay, travel and transportation background. As the Unaccompanied Personnel Housing Program Manager, the challenges will undoubtedly be many but the opportunity to improve the quality of life for young men and women of today's Coast Guard will be exciting and invaluable.

Mary Heying joined the Headquarters Housing Programs in January 2002 and will be involved with housing maintenance, resource and legislative issues. She came to us from the Marine Safety Directorate where she was the directorate's budget and legislative coordinator. Prior to that, Mary worked in the Office of Civil Engineering as the Housing AC&I Program Manager. She has been with the Coast Guard for 10 years and has an extensive background in civil engineering and program management.

# 2003 DoD BAH Data Collection Process

2002 BAH rates are successful, in large measure, because of last year's responsible participation by the Coast Guard Housing Program. We seek your continued assistance to ensure the accuracy and quality of the data used to compute BAH rates for 2003. By sending in screened referral address lists of apartments, town homes and single family homes, and excluding unsafe/inadequate neighborhoods, you help to develop BAH rates appropriate for members to obtain suitable housing in their local economies. Your continued support can improve the integrity of the BAH in 2003, and in the future. The schedule for the this years survey is as follows:



## Disclosure Letters

Disclosure of Environmental Health Hazards in Coast Guard Owned Housing (ALDIST 199/99 R251535Z May 99) requires that disclosure letters shall be provided to Coast Guard owned housing residents prior to initial occupancy. The ALDIST describes the format, content of a disclosure letter, and required pamphlets that accompany the disclosure letter. In addition, HMIS (Housing Unit Occupant) record shall be updated by checking the 'ERA Disclosure Letter Provided' block.

## Maintenance Assessment Guide for CG Housing

COMDTPUB P11101.21 of Dec 02, 1994 has been placed on the G-WPM-4 Web page and can also be found at url: <http://isddc.dot.gov/OLPFiles/USCG/007754.pdf>. This Guide is very useful for conducting material condition assessments on all types of Coast Guard housing and is geared toward writing of Shore Station Maintenance Record (SSMR)s. The accompanying hard-covered book titled *Stanley Complete Step-By-Step Book of Home Repair and Improvement* (ISBN is 0-671-74442-9, Published by Simon & Schuster) can be purchased with unit funds and is a very useful manual for the handy-man's library. The 1993 revision of the Stanley book corresponds with the cross-references listed at the end of each Section in the COMDTPUB.



# Housing Privatization

When people see the acronyms PPV, HA or MHPI they probably wonder what they mean: PPV (Public Private Venture), HA (Housing Authorities), MHPI (Military Housing Privatization Initiative), and then perhaps ‘how do they apply to the Coast Guard Housing program?’

In 1996, Congress provided the Coast Guard and DoD tools that allow the Services to partner with the private sector to construct and improve military family and unaccompanied housing. These tools are a way for the CG to leverage existing assets, combined with private sector capital and expertise, to provide desirable housing for our members. So how does this work?

Say “Station Coast Guard Bay” has 100 units of housing that are 30 years old and in need of a mid-life rehab. Using the authorities provided by Congress, the CG would lease the land and existing units to a developer, who would then borrow the money needed for the mid-life rehab and in return the CG member would pay the developer rent (BAH) to live in a desirable fully rehabbed unit. In addition, the developer would operate and maintain the housing units for the length of the agreement.

On 30 September 2001 the CG Housing Authorities automatically expired at the end of the 5-year period. We are currently awaiting Congressional action to reinstate and extend our Authorities. In addition we are awaiting DOT review of a Report to Congress on the Housing Authorities. This report lays the groundwork for how the CG will implement and use the Housing Authorities once they are extended. G-WPM-4 is currently working with the MLCs to prepare for the Housing Authorities, once extended, by conducting market studies, condition assessment studies and various other housing related studies.

# Premier Issue!!!

This quarterly newsletter is provided to housing programs staff to summarize current issues being addressed within G-WPM-4. The Housing Programs Quarterly newsletter is an unofficial document for the dissemination and exchange of information useful for Coast Guard housing staff. It is not intended to be



official directive or policy. To contribute to future newsletters or if there are any questions or comments about the newsletter, please contact Mary Heying.

## Housing Programs Division Staff COMDT (G-WPM-4)

Mr. David Pomeroy	Chief
Ms. Melissa Fredrickson	Leased Housing Program Manager
LT Peter Maldini	HMSA & PPV Program Manager
CWO Jon Dunbar	Owned Housing Maintenance & ERA Project Officer
CWO Ed Soriano	UPH Program Manager
Ms. Mary Heying	Owned Housing Maintenance & Resource Manager