U.S. Department of Homeland Security

United States Coast Guard

Coast Guard Housing Manual

COMDTINST M11101.13E

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

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COMMANDANT INSTRUCTION M11101.13E

Subj: COAST GUARD HOUSING MANUAL

1. PURPOSE. This Manual describes policy and procedures for administration of the Coast Guard Housing Program.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special elements at Headquarters shall ensure compliance with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVES AFFECTED. Coast Guard Housing Manual, COMDTINST M111013.D is cancelled.

4. DISCUSSION. This Manual is a complete revision, however, the scope and intent of this Manual remains the same. No paper distribution will be made of this Manual. Official distribution will be made via the Coast Guard Directives System Websites and CD-ROM. An electric version will also be made available via the Commandant (CG-1) website. Editorial changes and organizational renaming are not marked.

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

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NON-STANDARD DISTRIBUTION:

6. FORMS/REPORTS AVAILABILITY. The forms listed in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet at http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm or http://cgweb2.comdt.uscg.mil/CGForms/Welcome.htm. The DD Form 1747 is also available at the above web site. The DD form 1607 is available on the Internet at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

M. C. COSENZA /s/
Acting, Director of Personnel
Management

Chapter 1 Organization, Responsibilities and Staffing

A. General 1-1
B. The Housing Program 1-1
C. Housing Organization 1-1

Chapter 2 Housing Administration

A. General 2-1
B. Bedroom Requirements 2-1
C. Tenant Occupancy Agreement (TOA) 2-1
D. Inspections 2-3
E. Types of Inspections 2-3
F. Damage or Loss to Government Housing 2-4
G. Terminating Assignment 2-7
H. Disasters 2-9
I. Waivers 2-10
J. Housing Management Information System (HMIS) 2-10
K. Government Directed Local Moves 2-11
L. Personal Property and Equipment 2-11
M. Critical Housing Areas (CHA) 2-11
N. General Services Administration (GSA) 2-11
O. Public Private Venture (PPV) 2-12

Chapter 3 Private Sector Housing

A. General 3-1
B. Basic Allowance for Housing (BAH) 3-1
C. Housing Referral 3-1
D. Housing Assistance Programs 3-2
E. Fair Housing 3-3
F. Mortgage Relief 3-4
G. Base Closure and Realignment – Homeowners assistance Program (HAP) 3-5

Chapter 4 Leased Housing and Inter-Service Support Agreements (ISSA) Programs

A. General 4-1
B. Eligibility 4-1
C. Acquiring Leased Housing 4-2
D. Lease Administration 4-4
E. Leased Housing Assignment 4-6
F. Leased Housing Management 4-7
G. Funding Procedures 4-7
H. Housing Inter-Service Support Agreement (ISSA) 4-8

Chapter 5 Planning, Programming, and Acquisition

A. General 5-1
B. Planning Process 5-2
C. Excess DoD Housing 5-3

D. Determining Housing Requirements 5-3

Chapter 6 Owned Housing Administration

A. General 6-1
B. Eligibility for Family Housing 6-1
C. Designating Housing 6-2
D. Housing Adequacy 6-2
E. Guest or Transient Housing 6-3
F. Occupancy Standards 6-3
G. Inventory Management 6-3
H. Housing Assignment 6-4
I. Funds Management 6-6
J. Utility Conservation 6-8
K. Safety Considerations 6-9
L. Enhanced Fire Protection 6-10
M. Carbon Monoxide (CO) Detectors 6-10
N. Conversion of Family Housing for use by Unaccompanied Personnel 6-10
O. Diversion of Family Housing for Non-Housing use 6-11
P. Disposal of Housing 6-11

Chapter 7 Furnishings and Equipment

A. General 7-1
B. Furnishings and Equipment Policy 7-1
C. Outfitting and Replacement of Furnishings and Equipment 7-2
D. Inventory Management 7-2
E. Maintenance and Repair 7-3

Chapter 8 Unaccompanied Personnel Housing (UPH)

A. General 8-1
B. Occupancy and Room Designation 8-2
C. Assignment Priority 8-2
D. Notification 8-3
E. Berthing Mixed Genders 8-3
F. Members Experiencing Marital Discord 8-3
G. Voluntary Geographic Bachelors 8-3
H. Furnishings and Equipment 8-3
I. OCONUS Civilian UPH Occupancy 8-3
J. Termination 8-3
K. UPH Funding 8-4
L. Service Charges 8-4
M. UPH Planning and Program 8-4

Appendix **A**

A. Listing of Coast Guard and DD Forms A-1

Enclosures
(1) Required Housing Program Reports
(2) Housing Support Agreement (ISSA)
(3) Roles and Responsibilities of MLC Owned Housing Maintenance Coordinator (OHMC)
(4) Roles and Responsibilities of ISC Owned Housing Maintenance Coordinator (OHMC)
(5) Bedroom Eligibility
(6) Condition Inspection Report
(7) Disclosure of Environmental Health Hazards in Coast Guard Housing
(8) Multi-Purpose Inspection Report
(9) Agreement for Civilian Occupancy of Coast Guard Family Housing
(10) Application for Homeowners Assistance
(11) United States Coast Guard Residential Lease
(12) United States Coast Guard Residential Lease General Provisions
(13) Generic Scope of Work Outline for Housing Market Study Elements
(14) AC&I Shore Construction Strategic Calendar
(15) Synopsis of Organization Analysis and Field Planning Process
(16) Housing Requirement Analysis
(17) Application for Assignment to Military Housing
(18) Status of Housing Availability
(19) AFC-30M Expenditures
(20) Fire Protection Systems Evaluation
(21) Unaccompanied Personnel Housing Furnishings Inspection Form
(22) Unaccompanied Personnel Housing Inspection Form

Tables **Page**

Table 1-1 Area Housing Authority Staffing 1-9
Table 1-2 Local Housing Authority Staffing 1-10
Table 1-3 Operation and Maintenance Staffing 1-10
Table 1-4 Unaccompanied Personnel Housing Staffing 1-11
Table 1-5 Owned Housing Maintenance Coordinator Staffing 1-11
Table 1-6 Equivalent Military and Civilian Pay Grades 1-12
Table 2-1 Headquarters and MLCs Waiver Authorities 2-13
Table 4-1 Leased Housing Eligibility Matrix 4-10
Table 4-2 ISSA Process for Coast Guard Personnel Living in DoD Housing 4-11
Table 4-3 ISSA Process for DoD Personnel Living in Coast Guard Housing 4-12
Table 6-1 Coast Guard Command Housing 6-13
Table 6-2 Assigning Family Housing to Military Personnel 6-14
Table 6-3 Eligibility Date for Assigning OCONUS Family Housing 6-15
Table 7-1 Allowances for Family Household Equipment 7-5
Table 7-2 Minimum Standard Allowances for Unaccompanied Personnel Housing Furnishings and Equipment 7-6
Table 7-3 Equipment Service Life (in years) 7-7
Table 8-1 Minimum Adequacy Standards for Unaccompanied Personnel Housing 8-6

Figures **Page**

Figure	1-1	Housing Program Organization	1-8
Figure	7-1	Equipment Repair or Replacement Decision Guide	7-4

CHAPTER 1 ORGANIZATION, RESPONSIBILITIES AND STAFFING

A. General. This chapter provides general information on the organization, responsibilities, and staffing for administering housing programs.

B. The Housing Program.

1. Program Administration. The Coast Guard has established a service wide housing organization overseen by Commandant (CG-1223). Maintenance & Logistics Commands (MLCs) execute housing programs under the direction of Commandant (CG-1223).

2. Objective. The objective of the housing program is to ensure all members have access to adequate housing within a reasonable commuting distance.

3. Access to Housing. Access to housing will be in the following priority:

a. Private Sector Housing.

(1) Private Sector Rental. Rental housing in the community. This is the primary source of family and unaccompanied housing. The housing referral program is intended to help members identify and obtain private sector housing.

(2) Private Sector Purchase. Housing purchased by members.

b. Department of Defense (DoD) and Other Government Housing. DoD housing and other government housing under an inter-service support agreement (ISSA).

c. Leased Housing. Housing leased under the family leased housing program (FLH) and the unaccompanied personnel leased housing program (UPLH). The leased housing program is a flexible resource, primarily for members in lower pay grades.

d. Coast Guard Owned Housing. Family and unaccompanied housing owned by the Coast Guard. Subject to planning justification and Congressional approval, the Coast Guard will acquire housing by construction, purchase, or transfer, to address the following:

(1) Lack of Housing. Locations where adequate private sector housing, leased housing, and government housing are not available year round.

(2) Operational Necessity. Due to operations or administrative requirements, certain members must reside on or near their duty station.

C. Housing Organization.

1. Headquarters.

a. Commandant (G-C). Overall responsibility for the housing program.

b. Assistant Commandant for Human Resources (CG-1). Responsible for oversight of the housing program.

c. Other Assistant Commandants. Shall advise Commandant (CG-1223) of housing requirements including those based solely on operational necessity and housing requirements associated with shore facilities plan implementation.

d. Director of Personnel Management (CG-12). Establishes Area Housing Authorities (AHA) area of jurisdiction, designates Command housing, designates operationally essential housing, and declares owned housing inadequate.

e. Chief, Office of Military Personnel (CG-122). Responsible for housing program administration.

f. Chief, Compensation Division (CG-1222). Responsible for all military compensation related issues, including:

(1) Coast Guard liaison with BAH rate setting process;

(2) BAH rate protection authorizations (e.g. Critical Housing Areas (CHA), unusually arduous sea duty, no entitlement PCS orders, short-term professional training for less than 12 months;

(3) Coast Guard liaison with DoD for Military Housing Areas (MHA) issues;

(4) Coast Guard liaison for annual DoD BAH survey, etc.

g. Chief, Housing Programs Division (CG-1223). Responsible for policy and management of the housing programs. Commandant (CG-1223) shall:

(1) Develop policy and provide guidance, direction, and coordination for the housing program;

(2) Submit reports in accordance with Enclosure (1);

(3) Provide support and ensure compliance and consistency with housing program policies and directives;

(4) Develop and maintain housing program directives;

(5) Sponsor all legislation and budget requests for housing operating expenses;

(6) Perform approval authority for conversions and diversions of family housing;

(7) Perform approval authority for diversion and re-designation of UPH space beyond 60 days;

(8) Allocate funds for leases and ISSAs;

(9) Develop and publish the leased housing eligibility matrix;

(10) Support and provide assistance to Commandant (CG-1222) and MLCs in the annual Basic Allowance for Housing (BAH) data collection process;

(11) Develop policies and procedures for designation of critical housing areas (CHA);

(12) Authorize individual waivers to housing program policy, except for those delegated specifically to MLC;

(13) Authorize all blanket waivers;

(14) Serve as the program manger for the Housing Management Information System (HMIS) database;

(15) Approve all housing training course content;

(16) Serve as the program manager for the Environmental Risk Assessment (ERA) database;

(17) Contact the Department of Defense (DoD) and other agencies, including the Department of Housing and Urban Development (HUD) with respect to Federal Housing Administration (FHA) program, the Army Corps of Engineers (ACoE) for the Homeowners Assistance Program (HAP) authorities, and private interests regarding housing and its management;

(18) Review and approve housing requirements and requests for housing acquisition and recommend priority for housing projects to Commandant (CG-43);

(19) Recommend priority for housing divestiture or other disposal actions to Commandant (CG-43);

(20) Serve as team leader with Commandant (CG-43) and MLCs to plan, review, prioritize, and implement housing authority privatization projects, executed in accordance with 14 United States Code (U.S.C.) 680-689;

(21) Provide policy and guidance to MLC's owned housing maintenance coordinators (OHMCs);

(22) Sponsor semi-annual Headquarter/MLC management summits; and

(23) Provide concurrent clearance on proposals regarding home port changes, unit changes, billet reprogramming, and other initiatives affecting housing.

h. Chief, Office of Civil Engineering (CG-43). Commandant (CG-43) is the housing asset manager and shall:

(1) Establish policy on acquisition, disposal, major maintenance;

(2) Review and endorse planning documents such as master plans, problem statements (PS), planning proposals (PP), and project proposal reports (PPR);

(3) Review and endorse design development submittals (DDS) and project development submittals (PDS) to determine whether they conform to the approved scope, cost, funding, and relevant requirements described in the Civil Engineering Manual, COMDTINST M11000.11 (series);

(4) Distribute Appropriated Funds Code (AFC) 43 funds to MLCs to execute depot level maintenance and repair of owned housing;

(5) Review site evaluation reports, acquisition or lease easements, property descriptions, utilities, etc., and to ensure compliance with requirements described in the Real Property Management Manual, COMDTINST M11011.9 (series);

(6) Review and monitor the progress of real property acquisitions relative to the purchase and construction of housing projects to ensure that they conform with the Real Property Management Manual, COMDTINST M11011.9 (series);

(7) Contact other agencies, authorities, and private interests concerning design, construction, and maintenance of housing;

(8) Establish and maintain records for real property associated with owned housing and UPH.

i. Chief, Environmental Management (CG-443). Commandant (CG-443) shall review housing environmental remediation and abatement actions and energy conservation activities managed by the MLCs with appropriate input from MLC(k).

j. Commanding Officer, USCG Finance Center (FINCEN). The FINCEN has responsibility for establishing and maintaining accounts for housing operations and preparing reports covering rent collection, utility and management expense, and other management information summarized from cost account data.

2. Field Level.

a. Maintenance and Logistics Command, Personnel Division (MLC(p)). MLC(p) is responsible for the administration and execution of housing programs in the field. The MLCs shall:

(1) Provide guidance, support and ensure compliance and consistency with housing program policies and directives;

(2) Submit reports in accordance with Enclosure (1);

(3) Coordinate and review housing budgets, develop and oversee execution of spend plans for housing operation and maintenance (O&M) (AFC-30, 30M, 30E and 43), leased housing, and housing ISSAs;

(4) Review and approve all ISSAs for execution by Area Housing Officers (AHOs);

(5) Authorize individual waivers delegated by Commandant (CG-1223);

(6) Coordinate annual survey with Area Housing Authorities (AHA) in the BAH data collection process;

(7) Monitor HMIS data entry for activity and accuracy;

(8) Provide oversight for damage claims to government housing;

(9) Develop training course content for approval by Commandant (CG-1223);

(10) Designate instructors and execute housing program training;

(11) Coordinate Environmental Risk Assessment (ERA)/Inspector training with field Owned Housing Maintenance Coordinators (OHMCs) and Training Quota Management Center (TQC);

(12) Represent program interests in field planning, including PS and PP, and recommend priorities in the Shore Facilities Requirements List (SFRL). Recommend potential projects for use of the Coast Guard Housing Authorities;

(13) Provide impact and analysis on proposed home port changes, unit changes, billet reprogramming, and other initiatives affecting housing;

(14) Ensure that appropriate action is taken regarding environmental risk assessments (ERA), including disclosure notification for affected housing units, submission of Shore Station Maintenance Reports (SSMRs), validation of Planned Obligations Priority (POP) board reports, and updating the ERA database; and

(15) Administer Housing Support Agreements (HSAs).

b. Integrated Support Commands (ISC), Training Centers (TRACEN) Cape May and Petaluma. The Commanding Officers of ISCs and TRACENs Cape May and Petaluma are responsible for administering housing programs within their area of responsibility (AOR) and are designated as AHAs. AHA staffing standards are listed in Table 1-1. AHAs shall:

(1) Provide guidance and support to manage the housing program;

(2) Establish and determine Local Housing Authority (LHA) unit jurisdiction;

(3) Establish and maintain HSAs with LHAs. Use the Housing Support Agreement in Enclosure (2) to define the delivery of housing services;

(4) Sign ISSA agreements approved by MLC(p);

(5) Monitor lease and ISSA allocations, and cost limitations for each leasing location without exceeding the mandatory limitations specified by Commandant (CG-1223);

(6) Assist in development and oversight of AFC-30 and AFC-43 spend plans;

(7) Request individual and blanket waivers;

(8) Provide training to Local Housing Officers (LHOs);

(9) Plan, execute, and maintain a housing referral program; and

(10) Monitor and maintain HMIS data entry for activity and accuracy, and submit housing reports to MLC in accordance with Enclosure (1).

c. Area Housing Authority Designations. Commandant (CG-12) designates the following AHAs and their AOR:

(1) Commanding Officer, ISC Boston: all units within First District geographic boundaries including the Coast Guard Academy;

(2) Commanding Officer, ISC Portsmouth: all units within Fifth District geographic boundaries including TRACEN Yorktown, the CG Yard, and Headquarters Support Command but excluding TRACEN Cape May;

(3) Commanding Officer, TRACEN Cape May: all tenant commands;

(4) Commanding Officer, ISC Miami: all units within Seventh District geographic boundaries;

(5) Commanding Officer, ISC New Orleans: all units within Eighth District geographic boundaries, except those units agreed upon with ISC St. Louis;

(6) Commanding Officer, ISC St. Louis: all units within Eighth District geographic boundaries as may be mutually agreed and coordinated with ISC New Orleans;

(7) Commanding Officer, ISC Cleveland: all units within Ninth District geographic boundaries;

(8) Commanding Officer, ISC San Pedro: all units within Eleventh District geographic boundaries south of Monterey, CA;

(9) Commanding Officer, ISC Alameda: all units within Eleventh District geographic boundaries north of and including Monterey, CA, except TRACEN Petaluma;

(10) Commanding Officer, TRACEN Petaluma: all tenant commands;

(11) Commanding Officer, ISC Seattle: all units within Thirteenth District geographic boundaries;

(12) Commanding Officer, ISC Honolulu: all units within Fourteenth District geographic boundaries, including Naval Station Guam, Singapore, Yokota AFB, American Samoa, and Saipan;

(13) Commanding Officer, ISC Ketchikan: all units within Seventeenth District geographic boundaries excluding ISC Kodiak, Port Clarence, Attu, St. Paul, and Dutch Harbor/Unalaska and

(14) Commanding Officer, ISC Kodiak: all tenant commands and Port Clarence, Attu, St. Paul, and Dutch Harbor/Unalaska.

d. Area Housing Officer (AHO). The person on the ISC or Headquarters unit staff delegated to perform housing administration duties. Responsibilities include providing guidance to and assisting LHOs within their AOR.

e. Local Housing Authority (LHA). The Commanding Officer or Officer-in-Charge responsible for the management, operation, and maintenance of all housing programs at the field level under the jurisdiction defined by the AHA. LHA staffing standards are listed in Table 1-2. Operations and Maintenance (O&M) staffing standards are listed in Table 1-3. UPH Staffing standards are listed in Table 1-4. LHAs shall:

(1) Manage the housing program in accordance with the policies, directives, and instructions;

(2) Supervise and direct the use, operation, and maintenance of housing;

(3) Budget housing operation and maintenance funds;

(4) Collect rent from civilian, members in Coast Guard housing;

(5) Identify and initiate action to use available DoD housing through an ISSA;

(6) Input housing data into HMIS; and

(7) Operate an effective and comprehensive housing referral service.

f. Local Housing Officer (LHO). The person on the staff of the LHA delegated to perform housing administration duties.

g. Housing Representative (HR). A position tasked to support the housing program. The HR coordinates housing programs in their assigned AOR under the direction of the Commanding Officer of the unit to which assigned.

h. Owned Housing Maintenance Coordinators (OHMC). Commandant (CG-1223) is the OHMC program manager and provides policy and guidance to MLC and ISC OHMCs. OHMC staffing standards are listed in Table 1-5. MLC OHMC roles and responsibilities are detailed in Enclosure (3). ISC OHMC roles and responsibilities are detailed in Enclosure (4).

i. Unaccompanied Personnel Housing (UPH) Manager or Master at Arms (MAA). The position, or collateral duty position, at the local unit responsible for the management of the Unaccompanied Personnel Housing (UPH) facility.

j. Facilities Design and Construction Centers (FD&CCs) / Civil Engineering Units (CEUs). FD&CCs and CEUs under MLC(s) shall provide for design, construction, and major maintenance of housing. The FD&CCs and CEUs are tasked with contracting, negotiation, and contract administration services in support of such activities as construction, major maintenance, or direct purchase of housing.

k. MLC(f) and/or MLC(s). MLC(f) and/or MLC(s) provide contracting, procurement, accountability for real property and support in the operation of housing. This includes the collection and verification of cost data covering family housing operations.

3. Equivalent Military and Civilian Pay Grades. Table 1-6 compares military and civilian pay grades.

4. Standards of Conduct.

a. Ethics. All personnel assigned to the housing program are cautioned to refrain from any business association or financial interest others might interpret as a conflict of interest or create the appearance of:

(1) Using the housing office for private gain;

(2) Preferential treatment to any person, realty company, or other organization supplying listings or other services;

(3) Making a government decision outside official channels; and

(4) Adversely affecting public confidence in the government's integrity.

b. Equal Opportunity. All housing program personnel are expected to perform their duties without prejudice and conduct themselves without regard to race, color, religion, national origin, sex, or marital status.

5. Housing Program Organization. The Housing Program Organization chart (Figure 1-1) shows the relationship of the housing management organization, except for housing assigned to a Headquarters command:

Figure 1-1

Housing Program Organization

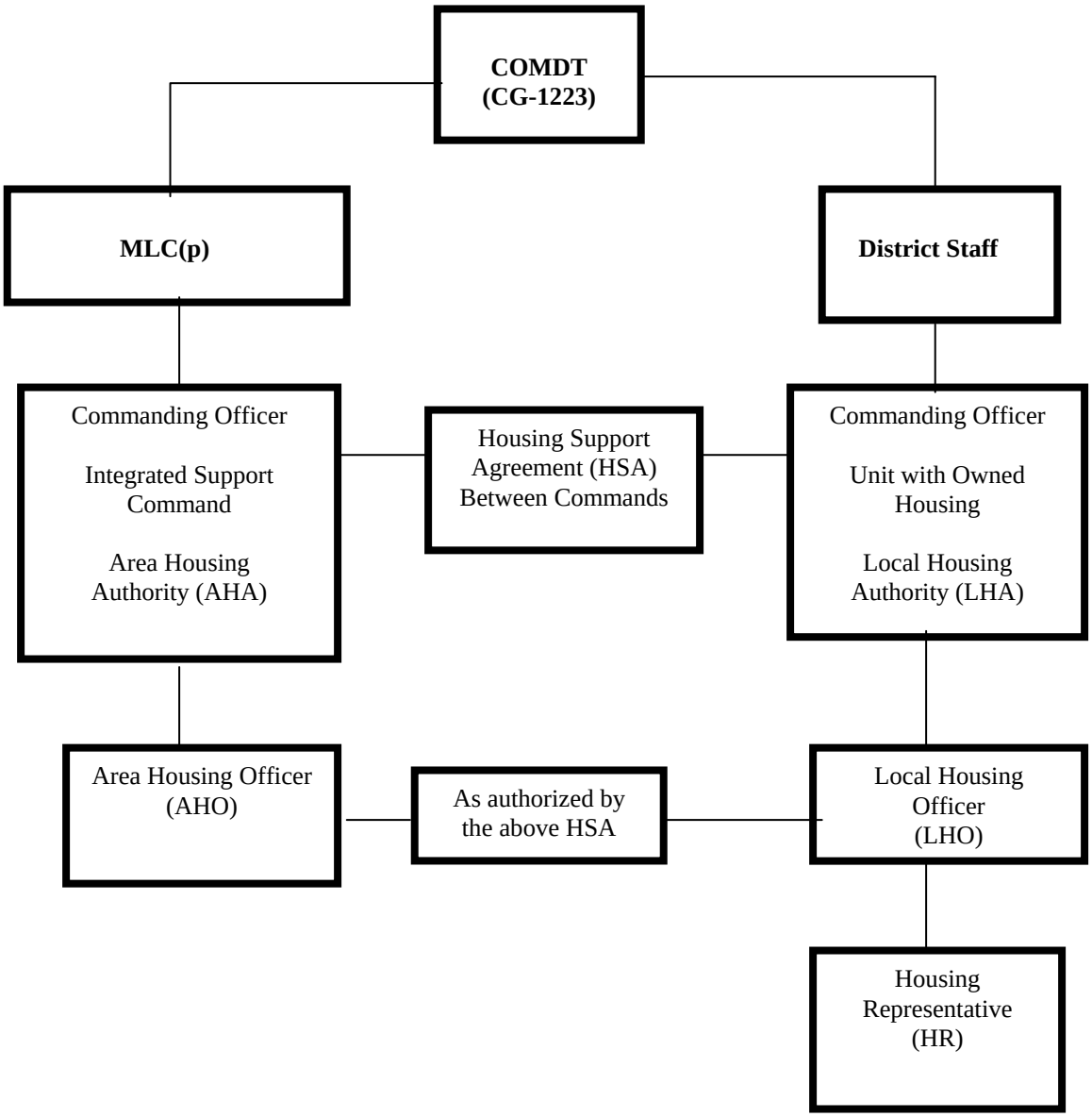


Table 1-1
Area Housing Authority Staffing

	Officer		Enlisted	Civilian		Number of Housing Units[1]				
Billet/ Position[2]	OBC	Grade	Rate	SCHD	Ser	0-250	251-450	451-675	676-900	901-1200
Area Housing Officer	17281A	PERS4		GS-11	1173	1	1	1	1	1
Housing Representative			PO1	GS-9	1173		1	1	1	2
Housing Representative			PO2/3	GS-7	0303			1	2	2
Housing Representative			PO2	GS-5	0303	1	1	1	1	1
Total Staffing						2	3	4	5	6

Notes: (1) Number of units reflects owned and leased housing units.
(2) Equivalent civilian positions may be used instead of military billets.

Table 1-2
Local Housing Authority Staffing

Number of Units	CWO	CPO	PO1	PO2	PO3	Total
0-50	-	-	-	-	-	0
51-150	-	1	-	-	1	2
151-300	-	1	1	1	-	3
301-450	1	-	2	1	1	5
451-600	1	-	3	1	2	7

Notes: (1) Equivalent civilian positions may be used instead of military billets.
(2) Number of units reflects owned and leased housing units.

Table 1-3
Operation and Maintenance Staffing

Number of Housing Units	Ratings: MK, DC, or EM					
	E7	E6	E5	E4	E3/E2	Total
0-10						0
11-20			1			1
21-40			1		1	2
41-60		1		1	1	3
61-80		1	1	1	1	4
81-100		1	1	2	1	5
101-120		1	1	2	2	6
121-140		1	1	2	3	7
141-160		1	2	2	3	8
161-180	1		2	3	3	9
181-200	1		3	3	3	10

Notes: (1) Contract personnel under AFC-30 funding are preferred.
(2) Staffing for housing projects of more than 200 units will be determined on an individual basis.
(3) Civilian (Wage Grade) positions may be used instead of an equal number of comparable military billets.
(4) The standards above assume that specialized maintenance services are available under contract or purchase order.
(5) Units with no authorized billets must assign collateral duty support staff. Consideration may also be made to absorbing small unit functions into LHO's AOR.

Table 1-4
Unaccompanied Personnel Housing Staffing

Number of Modules	Ratings: MK, DC, or EM							
	E9	E8	E7	E6	E5	E4	E3/E2	Total
0-30								0
30-50					1		1	2
51-100				1		1	2	4
101-150			1			1	3	5
151-200			1		1		4	6
201-300			1		1	1	5	8
301-400		1		1		2	6	10
401-500	1			1		3	7	12

Notes: (1) For commands requiring 24-hour front desk support, an additional three non-rate billets may be warranted.
(2) Non-rated personnel excluded where full contract housekeeping services provided.

Table 1-5
Owned Housing Maintenance Coordinator Staffing

UNIT	BCN/PCN	OPFAC	GRADE
MLCLANT(p)	6000062	32-75130	CWO MAT
MLCPAC(p)	1301732	33-75160	CWO MAT
ISC BOSTON	100612	32-47000	CWO MAT
ISC PORTSMOUTH	5999922	32-47100	CWO MAT
ISC MIAMI	321173P	32-46900	DCC
ISC NEW ORLEANS	845023	32-47710	DC1
ISC CLEVELAND	6002693	32-46800	DCC
ISC KETCHIKAN	1726103	33-47700	DCC
ISC SEATTLE	31455	33-47200	DCC

Table 1-6
Equivalent Military and Civilian Pay Grades

Military Grade	Senior Executive Service or General Schedule	Wage System
O-7 thru O-10	SES 1 thru 6	
O-6	GS-15	
O-5	GS-13 and GS-14	WS-14 thru WS-19; WL-15 and Production Support Equivalents
O-4	GS-12	
O-3	GS-10 and GS-11	WS-8 thru WS-13; WL-6 thru WL-14; WG-12 thru WG-15 and Production Support Equivalents
O-2, W-3, and W-4	GS-8 and GS-9	
O-1,W-1, and W-2	GS-7	
E-7 thru E-9	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11
E-5 and E-6	GS-5	
E-4	GS-4	WG-1 thru WG-8
E-1 thru E-3	GS-1 thru GS-3	

Notes:

1. This table is based on the military/civilian relationship established for Geneva Convention purposes. The general schedule and wage system considers non-appropriated fund positions equivalent to their counterparts. For the wage system, if a more precise relationship to military rank or general schedule grades is necessary, the housing authority shall use the grade groupings in the table as a guide to determine such relationship. The housing authority shall use this table as a guide to determine equivalent grades for other civilian employees not included in the table.

2. Do not use this table to classify civilian positions in the Coast Guard Housing Program. Base position classifications on the Classification Act of 1949 (now 5 USC 51), which is the principal for classifying Federal government positions.

CHAPTER 2 HOUSING ADMINISTRATION

A. General. This chapter provides administration and management policy for housing programs.

B. Bedroom Requirements. Bedroom requirements for family housing shall be determined in accordance with Enclosure (5).

C. Tenant Occupancy Agreement (TOA). AHAs shall develop local guidance and policy for occupancy of owned (family and UPH facilities) and leased housing. Local guidance and policy shall be in accordance with this manual and formalized in the TOA. Prior to occupying government housing members shall sign a statement acknowledging receipt of TOA and agree to abide by the TOA as well as all area and local housing policies. At a minimum, the TOA shall address the following:

1. Signed Receipt Statement. A signed statement that the member has read and will comply with the occupancy agreement. Both the local housing office and the member should keep a copy of the signed receipt statement;

2. Maintenance. The member's maintenance responsibilities, including lawn care

3. Change in Status. The requirement to notify the housing office immediately of any change in eligibility or dependency (number of dependents) status.

4. Intent to Vacate. Members are required to give written notice of intent to vacate housing to the housing office no less than 45 days prior to departure. The notice must include name, address, reason for vacating, departure date, and forwarding address.

5. Temporary Vacancy. Members leaving housing temporarily vacant for 21 or more days must inform the housing office of the vacancy date and length of time for the vacancy.

6. Community Services and Regulated Items.

   a. Regulations governing police and fire protection;

   b. Garbage and trash collections;

   c. Storing boats, trailers, or similar items;

   d. Minor housing alterations or installation of member owned equipment;

   e. Pets;

   f. Traffic and parking; possessing firearms and ammunition-related explosive materials;

   g. Carrying and using BB or air pellet guns or similar items;

   h. Possessing government property without permission on housing premises;

   i. Civil defense and actions during disaster emergencies;

   j. Requirement to obtain AHA written authorization prior to operating a business, including child care, from government controlled housing; and

   k. Consideration of potential liability or conflict arising from business operations.

7. Prohibited Items and Activities. Prohibited items and activities include the use of portable, unventilated fuel-fired heaters, fireplaces or wood stoves, explosive materials, and gas or

charcoal grills on decks, etc. See Chapter 6 for a list of non-construction hazards that should also be included in the TOA. The placement of political signs or business advertisements on government property is prohibited. Using premises for prohibited items or activities may result in termination of occupancy.

8. Standards of Conduct. Members are responsible for conduct of dependents, guests, and pets. Any use of premises for illegal purposes shall result in immediate eviction.

9. Government Property. Members are responsible for proper care and use of government property including responsibility for repairing or replacing lost, damaged, or destroyed government owned or controlled property. Members shall restore housing to initial condition, less normal wear and tear, prior to vacating.

10. Members' Property. While the Coast Guard cannot require members' to carry insurance coverage for their personal property, it is strongly encouraged.

11. Inspections. Inspections are conducted upon assignment, annually, upon termination, and for cause at any time. A pre-termination inspection shall be conducted at least 30 days before the actual vacating date to inform the member of any conditions requiring restoration. On the day the house is to be vacated, the housing officer and the vacating member or their representative (with power of attorney) shall jointly inspect and inventory the house and all government-owned furnishings and equipment for any conditions requiring restoration not identified at the time of the pre-termination inspection.

12. Energy Conservation. Residents are required to follow applicable energy conservation methods and policies. LHAs may terminate occupancy of government housing for failure to conserve energy.

13. Recreational Equipment. Residents are required to follow established safety procedures for correctly using, stowing, and protecting privately owned outdoor recreational equipment. To prevent damage and avoid liability, above ground swimming pools (excluding "kiddy pools") and trampolines are prohibited.

14. Cleaning. Members shall return housing in a condition suitable for immediate reassignment. Housing left in an unsatisfactory condition may result in the housing officer charging the member for commercial cleaning. If major maintenance or renovation is scheduled for the house immediately following termination, the local housing office will determine the extent of cleaning required.

15. Basic Allowance for Housing (BAH) Overpayments. Member is responsible to notify the servicing personnel office (SPO) using Coast Guard Personnel Service Center Form (CG PSC-2025), BAH/Housing Worksheet, immediately upon assignment to housing (including DoD housing). If overpayment occurs the member is responsible for repayment. If member knowingly accepts payment of BAH when not authorized, member may be subject to administrative and disciplinary action.

16. Pets. The LHA has the final determination for allowing pets in government owned housing. The lessor and LHA have the final determination for allowing pets in government leased housing. Damage caused by pets is the responsibility of the member.

17. Guest Visitation Privileges and Occupancy of Family Housing by More than One Family. Social visits by other active duty members, their dependents, or civilians as guests of members who live

in government housing are authorized. Members assigned to housing shall obtain the housing officer's written approval for visits of more than 30 consecutive days. If other active duty members and/or their dependents reside as guests for more than 30 consecutive days in housing assigned to another person, the housing officer must report this fact to the servicing SPO to determine the visiting member's housing allowance and entitlements. Visitation privileges outlined in this paragraph also apply to Coast Guard leased housing.

18. Subletting. Members' assigned to government housing shall not sublet, receive rent, or other compensation under any circumstance.

D. Inspections.

1. Authority.

   a. Government Owned Housing. 10 USC 2775 and 14 USC 93(e) contain authority to inspect government owned housing.

   b. Coast Guard Leased Housing. 14 USC 475, 10 USC 2775, 14 USC 93(e), and 49 CFR 1.46(o) contain authority to inspect Coast Guard leased housing.

2. Purpose. Inspections are conducted to ensure the house and surrounding areas are safe and in good condition. Housing officers check for structural flaws, preventative maintenance, damages, and cleanliness.

3. Policy. Housing officers have the authority to conduct regular inspections and for cause inspections to ensure members are in compliance with housing regulations. Additional guidance for inspections is contained in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14. Use of visual media (photos, video, etc.) to document condition of the house is highly recommended. Housing officers who, during their inspection, observe or suspect neglect and/or abuse of a dependent shall report such instances to the unit Commanding Officer and Family Advocacy Specialist (FAS). All housing personnel should seek training from their local FAS to help identify and respond to abuse or neglect situations. At a minimum, all housing personnel shall be familiar with the Coast Guard Family Advocacy Program, COMDTINST 1750.7 (series). All inspections must be recorded in HMIS. Guidance for UPH inspections is contained in Chapter 8.

E. Types of Inspections.

1. Pre-lease Inspection (Leased Housing Only). A pre-lease inspection will be conducted to determine the material condition before negotiating a residential lease. Use of the Condition Inspection Report, Enclosure (6), is mandatory for this inspection. The lessor shall attend the inspection, sign the inspection form, and receive a copy.

2. Check-in Inspection. A check-in inspection will be conducted with the member, using the Condition Inspection Report, Enclosure (6). The member will sign the inspection report and has 5 days to notify the housing office in writing of any additional discrepancies. The housing office shall counsel members on the TOA, possible BAH overpayment and repayment, and environmental health hazards disclosure, Enclosure (7).

3. Annual Inspection. An annual inspection will be conducted within 12 months of initial occupancy and at least every 12 months thereafter. When possible, schedule annual inspections so they do not conflict with the peak transfer season. If applicable, include visual inspections of

environmental health hazards and reeducate residents on precautionary safeguards. Inspection will be recorded on Multi-Purpose Inspection Report, Enclosure (8).

4. Pre-termination Inspection. A pre-termination inspection will be conducted at least 30 days before the member's departure date. Members shall attend the inspection. Housing officers shall inform members of any visible conditions requiring repair or replacement. Findings are recorded on the Condition Inspection Report, Enclosure (6).

5. Termination Inspection. A termination inspection will be conducted on the member's departure date. The member or designated representative (with power of attorney) shall attend the inspection. Housing officers shall ensure that discrepancies noted on the pre-termination inspection and all other discrepancies have been corrected, and inform member of any additional conditions requiring repair or replacement not noted during the pre-termination inspection. If applicable, include visual inspections of environmental health hazards and advise maintenance personnel of the hazards. For leased housing, the lessor shall attend the inspection, sign the inspection form and receive a copy. Inspection will be recorded on Condition Inspection Report, Enclosure (6).

6. For Cause Inspections. A for cause inspection may be conducted when the housing officer suspects conditions which adversely affects housing condition or resident's safety, health, and welfare. For suspected or reported damage, the housing officer should promptly conduct a for cause inspection. For cause inspections may occur without notice to the member, if the circumstances require. Inspection will be recorded on Multi-Purpose Inspection Report, Enclosure (8).

F. Damage or Loss to Government Housing.

1. Policy. Occupants of government housing shall exercise reasonable care. Damage or loss due to abuse or negligence will require the member to repair or replace the property or pay the cost of restoration. Any repairs or replaced property must be approved by the housing officer. Member's pay may be subject to involuntary garnishment for costs of repair or restoration, if the member does not comply voluntarily. Housing officers shall initiate administrative disciplinary measures in cases involving excessive damage to government housing. Leased housing damage claim policy and procedures are contained in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series).

2. Authority. 10 USC 2775 states a member of the armed forces is liable to the United States for damage to assigned housing or loss of any equipment or furnishings, if member's abuse or negligence caused the damage or loss. Federal civilian employees assigned government housing who cause damage or loss of any equipment or furnishings also incur a debt owed to the United States. 5 USC 5514 permits the United States to collect a debt owed by a Federal civilian employee.

3. Definitions.

   a. Abuse. Intentional or unintentional misuse that causes damage or abnormal wear and tear that is attributable to the member, his or her dependents, pets, or guests.

   b. Guest. Anyone the member or his or her dependents allow to enter the house.

   c. Cost. For replacement, the current price of the same or a similar item, minus depreciation, based on the age of the damaged item. For repair or cleaning, the actual charge to repair or

clean, but not more than the item's depreciated replacement cost. Use depreciation schedules contained in standard industry home repair and remodeling cost guides. Housing officers responsible for UPH shall publish a list of standard charges for replacement items.

d. Damage. A decrease in an item's value not attributable to age or normal wear and tear. Damage is also any change that adds to the cost or difficulty of maintaining the house.

e. Negligence. Failure to exercise a reasonable degree of care. Negligence can be either a failure to act or a conscious action. For example, a small plumbing leak results from normal wear and tear, and the member knows about it, but fails to report or fix it. Consider it negligence when the member's omission causes serious water damage to the house.

f. Liability. Members shall be responsible for all damage caused by abuse or negligence.

g. Settlement Authority. The officer to whom appropriate authority has delegated to compromise, waive, or terminate collection of a claim. See the Claims and Litigation Manual, COMDTINST M5890.9 (series), Chapter 5. Consult the local legal office to identify the responsible settlement authority.

4. Damage Claim Process.

a. Housing Officer Involvement.

(1) When a member fails to correct discrepancies identified during inspections, the housing officer shall obtain a written statement from the member on the cause of the damage. Housing officers may also obtain written statements from other persons with knowledge of the damage or abuse. The housing officer shall prepare a report that includes; a description, or other documentation of the damage, inspection documentation, itemized cost estimate, and statements by the member, or others, with information about whether abuse or negligence caused the damage.

(2) The housing officer shall forward the report of damage to the LHA (local Commander for UPH), with a copy to the member via the members' command.

(3) The Leased Housing Procedural Guide, COMDTPUB P11101.14 (series) may be used for guidance concerning the damage claim process.

b. Local Housing Authority (LHA) Involvement.

(1) The LHA reviews the report and determines if the member's abuse or negligence caused the damage. If the LHA decides no negligence or abuse was involved, the LHA closes the claim, and informs the member of the action.

(2) If the LHA finds the member's abuse or negligence caused the damage, the LHA determines the amount of the member's liability and notifies the member.

(3) If the member agrees with the LHA's determination, they may reimburse the Coast Guard in full, using a cashiers check, money order, or by executing a voluntary Pay Adjustment Authorization (PAA). The LHA forwards checks or money orders to the FINCEN and the PAA to Personnel Support Center (PSC) for processing.

(4) If the member disputes the LHA's determination, the LHA sends the member a demand for payment letter demanding full payment within 30 days of receipt. If the member does

not respond, the LHA sends the file and an involuntary PAA, to start an involuntary deduction from the member's pay, to PSC.

(5) If the member submits new information and appeals to the LHA for reconsideration, the LHA reviews the claim and informs the member with one of the following resolutions:

(a) The case is closed and the LHA will take no further action, the original findings stand, and the LHA requires the member to pay, or execute a voluntarily deduction within 30 days; or

(b) The LHA modifies the original findings and the member must pay the revised amount within 30 days.

(6) If the member requests AHA reconsideration of the LHA decision or requests a waiver or compromise of the debt owed the United States by the settlement authority, the LHA forwards the case to the AHA and advises the member, accordingly.

c. Area Housing Authority (AHA) Involvement.

(1) The AHA reviews the findings of the LHA.

(a) Reconsideration. When a member requests AHA reconsideration, the AHA shall review facts and either overrule the decision, modify the decision, or concur with the decision. The AHA is encouraged to consult the servicing legal office in borderline cases on whether the member's abuse or negligence caused the damage. If the AHA overrules the LHA on the issue of liability, the AHA returns the file to the LHA with the reasons for doing so and informs the member of the reasons for this action. If the AHA modifies the dollar amount of damages, the AHA informs the LHA and the member of the modification, noting the new amount due and payable. If the AHA upholds the LHAs decision, the AHA informs the LHA and the member, that the original amount demanded is due and payable. If the member does not respond to the follow-up demand within 30 days with direct payment in full or a voluntary pay deduction, the LHA forwards a PAA to PSC to start an involuntary deduction from the members pay.

(b) Waiver or compromise. When a member requests a waiver or compromise of the debt, the AHA shall review the facts and forward the file and a recommendation to the settlement authority for final determination.

d. Remission of Indebtedness. If the member's pay is voluntarily or involuntarily garnished, the member may submit an application for remission of indebtedness using the guidelines in the Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), Chapter 9-B.

e. Disposition of Reimbursements. LHAs shall include cost centers on all documentation to insure reimbursements are credited to the proper account for maintaining the damaged housing.

f. Claims for Members Pending Release from Active Duty. Refer the case files to PSC debt collection (dc) before the members discharge, so PSC(dc) can prepare claims against the individuals as private citizens.

g. Claims for Other Armed Services Members. Resolve damages to government housing by members of other armed services in accordance with the terms of the ISSA.

h. Claims for Federal Civilian Employees. Resolve damages to government housing by civilian employees in accordance with the Civilian Occupancy Agreement, Enclosure (9).

G. Terminating Assignment. Members remain assigned to housing until they receive a Permanent Change of Station (PCS) transfer, retire, or until their occupancy terminates for other reasons. When assignment is terminated for the convenience of the government, members are entitled to a local funded move and partial dislocation allowance (DLA) in accordance with Joint Federal Travel Regulations, (JFTR) NAVSO P-6034. Rules for terminating family housing occupancy are contained in Table 2-1.

1. Policy. The LHA will terminate military and civilian occupancy for the following reasons:

a. Permanent Change of Station (PCS). The member receives PCS orders authorizing dependent travel and household good (HHG) shipment. The LHA shall ensure that dependents vacate housing on the effective date of orders, or detachment.

b. Promotion. Active duty Petty Officers and Chief Petty Officers who accept appointment to officer or CWO, without interrupting active service. Members may remain in current housing units until appropriate housing is available.

c. Medical. Members who transfer to a hospital for special treatment, with authorized movement of HHG and dependents. Members may request to remain assigned to housing at their previous permanent duty station (PDS). Requests must include a doctor's recommendation for retention in the service.

d. Member's Death. Dependents are allowed to remain in housing for up to 365 days after the member's death without charge.

e. Retirement or Release from Active Duty. Members may remain in housing up to 30 days beyond the effective date of release or retirement only if an emergency condition exists and if approved by the LHA. Extensions beyond 30 days are not permitted. Members permitted to remain in housing will be charged a pro rate rental fee equivalent to the member's active duty BAH.

f. Unauthorized Absence (UA). LHAs shall notify dependents in writing, within 10 days of the member being placed in UA status that they may remain in housing for up to 60 days following the date the member is placed in UA status.

g. Separation or Divorce. Refer to Chapter 6 for guidance.

h. Personal Conduct. The member's, dependents' or guests' personal conduct so warrants.

i. Energy Abuse. Repeated excessive use of utilities.

j. Upon Death of Member's Sole Dependent. Upon the death of the member's sole dependent, the LHA may permit the member to remain in housing for 30 days after the death and may extend occupancy in the case of hardship. Member will continue to forfeit housing allowances until termination of assignment.

k. Needs of the Service. Occupancy may be terminated based upon the needs of the service. Housing officers shall assist members in finding alternate housing.

2. Termination Notice. Members shall be provided at least 30 days written notice to vacate housing, except in cases in which the AHA determines fewer than 30 days notice is justified on

the basis of imminent threat. Housing officers shall notify SPO of the date the member vacates housing.

3. Disposing of Personal Household Effects. Property Management Manual, COMDTINST M4500.5 (series), Chapter 8, and the Personal Property Transportation Manual, COMDTINST M4050.6 (series), contain guidelines for disposing of members' household furnishings and effects left on the premises.

4. Postponement of Termination. Requests to postpone termination to prevent a hardship shall be considered on a case-by-case basis. Postponement in excess of 90 days requires MLC approval. Examples of hardship conditions that may be considered are:

   a. Transfers Outside of the Continental United States (OCONUS). When members are transferring to an OCONUS location and dependent travel is denied because housing is currently not available. Before authorizing a postponement, ensure a request for concurrent travel of dependents was processed;

   b. School-Age Children. When termination would result in disruption of current year school term;

   c. Permanent Change of Station (PCS) Orders to Involuntary Unaccompanied Overseas Tour. Dependents (including military spouses) of members transferred to an involuntary unaccompanied overseas tour who occupy military family housing inside of the United States (CONUS) at the time of departure of the member will be assured continued occupancy until the member returns or reports to the next permanent station on an accompanied tour. Retention of family housing is voluntary and must be formally requested as soon as possible after receipt of orders, normally not later than 30 days prior to departure. Dependents who remain in housing during such assignment will be required to terminate and clear quarters within 30 days after the member's detachment date to an accompanied tour. Housing assignments may be terminated by the LHA 30 days after expiration of the unaccompanied overseas tour as reflected in the individual's orders unless the LHA has received a copy of orders extending the individual's tour, or subsequent orders indicating a reassignment to the same geographic area;

   d. Temporary Duty Under Instruction less than 20 Weeks, with Subsequent Permanent Change of Station (PCS). LHAs may allow the member's dependents to remain in housing until they receive authority to travel to members new PDS;

   e. Other Conditions. Hardship conditions other than the above examples may be approved, depending on individual circumstances by the AHA. Current and projected waiting lists for housing should be considered before granting approval.

5. Failure to Vacate and Eviction from Government Owned Housing. If a member refuses to vacate housing, the housing authority may take legal action to have the member evicted. Housing officers shall contact their servicing legal office for assistance. Before requesting legal eviction, the AHA should be prepared to demonstrate:

   a. The need for the housing;

   b. The requested action conforms with applicable state or local laws;

   c. The tenant was given the TOA;

d. Housing authorities made reasonable efforts to secure possession without referral to a U.S. Attorney; and

e. Housing authorities have duly considered hardship cases.

H. Disasters. During a disaster that affects a large area (e.g. hurricane, tornadoes, floods, terrorist attack) the inclination to acquire any available leases before heavy market demand makes them unaffordable or unavailable may not be the best solution. Looking for quarters in the middle of a disaster area before disaster relief programs take hold may not be cost effective and may not provide the appropriate long term solution. The focus should be to negotiate the return of members to existing homes when possible, even if the short term solution (e.g. FEMA trailers or contract berthing) is less than ideal. If members residing on the economy request assignment to Coast Guard leased or owned quarters, they should be screened using existing criteria. The following guidance is provided in the event of a disaster:

1. Leased housing.

a. If the premises are destroyed by fire or by other casualty, the lease will immediately terminate. Working in concert with other federal emergency relief agencies, (e.g. Federal Emergency Management Agency (FEMA), Red Cross, Coast Guard Mutual Assistance) the LHO, using their knowledge of the local area, can assist in locating temporary lodging arrangements until a new lease can be acquired. If requested, MLC(fcp) can provide contracting assistance. Follow the existing procedures for individual cost or eligibility waivers for a replacement lease.

b. If the premises are partially destroyed so that they are uninhabitable, the Coast Guard may terminate the lease by giving the lessor written notice within 15 days after the partial destruction. The determination to terminate the lease is made by the Leased Housing Contracting Officer (LHCO) and can be determined either by on-site assessment or by considering damage reports, repair timelines, and LHO and local command recommendations. The LHO can assist in obtaining temporary lodging until a new lease can be acquired using existing policy.

c. If the premises are partially destroyed but repairs can be performed in a mutually agreeable amount of time, the LHO will assist in locating temporary lodging until the family can return to lease.

2. Government owned housing.

a. Coast Guard Owned. Damage assessment will be made by appropriate Civil Engineering Unit (CEU) representative or by the Damage Assessment Team (DAT). Working in concert with other federal emergency relief organizations, (e.g. FEMA, Red Cross, Coast Guard Mutual Assistance); the LHO can assist in locating temporary lodging arrangements until repairs are complete and the family can return to the house. If CEU determines the house to be permanently uninhabitable, the LHO should assist the member in relocating to another available government owned unit, the economy, or, if eligible, a government lease using existing policy waiver procedures.

b. DoD owned. Follow policy established by DoD as it applies to their personnel residing in government owned quarters. In most cases, DoD will provide temporary lodging until quarters can be repaired. Upon total casualty, LHO should assist the member in relocating to

another available government owned unit, the economy, or, if eligible, a government lease using existing policy procedures.

c. Temporary Relocation from Government Housing. Temporary lodging costs for members displaced from government housing are typically funded by local command AFC-30. In the event of a natural disaster, after evacuation order and entitlements have been terminated, local commands may seek reimbursement of temporary lodging costs when government housing is not habitable as a direct result of the natural disaster.

3. Members residing on the economy. The Coast Guard has no standing to assess real property damage to a private residence. Sources of recovery are private insurance, other disaster relief agencies and provisions contained in the private lease agreement. Disputes arising from landlord tenant agreements should be referred to the CG servicing legal office. Government provided temporary lodging or berthing is not authorized under the housing program.

I. Waivers.

1. Individual. An individual waiver involves only one house, member, or single incident. Commandant (CG-1223) approval is required for all individual waivers with the exception of those specifically delegated to MLCs. Individual waiver requests shall be the exception rather than the rule and should be considered in conjunction with relevant input from Work Life Dependent Resource Coordinators or Family Program Administrators.

2. Blanket. A blanket waiver involves more than one house, member, or incident. Commandant (CG-1223) approval is required for all blanket waivers.

3. Requesting an Individual or Blanket Waiver. The request shall provide detailed information and include member and housing information as appropriate. Commands must review waiver requests to evaluate the actual need. Requests shall be sent to the appropriate approval authority via the chain of command. Headquarters and MLCs waivers are listed in Table 2-1. Waiver requests must include, at a minimum;

a. A statement explaining the request;

b. The member's name and pay grade;

c. List of dependents, including age and gender;

d. Rent and utility costs;

e. Size (sq. ft.), number of bedrooms, and address of prospective housing unit;

f. Special requirements.

J. Housing Management Information System (HMIS).

1. General. The housing program mandates the use of the HMIS database to manage and track the activities of the owned, UPH, ISSA, and leased housing programs. Guidance for the use of this database is contained in the HMIS User Guide. The current inventory of housing is documented in the HMIS database. Additional features of HMIS include facility and member information, tracking equipment and furnishing inventories, recording inspections, and tracking damage claims. AHOs, LHOs, and UPH managers are responsible for maintaining accurate and up to date data related to the housing assets they manage. MLCs shall monitor HMIS for activity and accuracy.

2. HMIS Training. HMIS training in accordance with information technology security policies is mandatory for all personnel requiring access to HMIS. AHOs will coordinate training needs with the MLCs.

3. HMIS User Guide. The HMIS User Guide provides detailed, comprehensive information and guidance, and is available in HMIS.

4. Data Entry. Accurate and timely data entry is mandatory and essential to housing operations. Data shall be promptly entered to track changes in inventory and occupancy. Housing officers without HMIS access shall forward updates and changes to AHOs or LHOs for data entry.

5. Reports. AHOs, LHOs and UPH managers shall run reports as required in Enclosure (1) and as necessary to assist in management.

K. Government Directed Local Moves.

1. General. The Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 (series), provides guidance on government directed local moves or storage of household goods.

2. Funding. Government directed local moves are funded with local AFC-30 funds and should be included in unit spend plans. AHAs shall issue travel order numbers (TONOs) and accounting strings. Entitlement to partial dislocation allowance (DLA) is governed by the JFTR.

3. Restrictions. Government directed local moves or storage solely for members' convenience is not authorized. Members moving between government owned or leased housing, because of an increase in bedroom eligibility are not entitled to a government funded move.

4. Disconnection and Reconnection Fees. When a member is authorized a government directed local move they are entitled to reimbursement for disconnection and reconnection of one telephone line and one cable television line. The member pays these fees when the service is performed and requests reimbursement from the government.

L. Personal Property and Equipment.

1. Installing and Removing Personal Property. The member is responsible for installing and removing personal property from the house at their own expense subject to housing officer approval.

2. Utility Service. Existing utility systems, transformer capacity, service lines to the housing, and other service will not be altered to support personal equipment.

3. Altering Housing. The housing officer may approve minor changes to government owned housing upon written proof of need and will reserve the right to require the return of the housing to its previous condition.

4. Maintaining and Repairing Personal Equipment. The member is responsible for maintaining, repairing, and servicing personal equipment used in housing. The housing officer will maintain a record of personally owned equipment installed in housing to prevent issuing erroneous repair and service orders. Recreational equipment such as kiddy swimming pools, and swing sets must be approved the LHA prior to installation.

5. Equipment Not Authorized for Installation. Members may not install the following types of equipment; air conditioning units requiring duct work, fixed water or drain connections; attic or wall fans requiring permanent attachment or structural modifications; built in automatic

dishwashers; water heaters; electric or gas water heaters; evaporative coolers requiring duct work; mechanical garbage disposal units; hot tubs; saunas; or high energy consuming hobby equipment such as kilns or arc welders.

M. Critical Housing Areas (CHA). In locations where both military family housing and private sector housing are in extremely limited supply, the Coast Guard may designate locations as CHAs. This designation serves to advise the member of the limited supply of housing and allows the member to request BAH and COLA for the location of their dependents. See Critical Housing Areas, COMDINST 11101.15 (series) for further guidance.

N. General Services Administration (GSA). The GSA Relocation Program can provide an opportunity to leverage excess Coast Guard housing to address inadequacies in the housing inventory. The goal of the Relocation Program is to generate revenue from the sale of vacated property and cost savings from the relocation of the agency mission. If GSA accepts the relocation project, GSA provides funding, upfront, to the Coast Guard to cover the expenses of relocation and acquisition of new sites. The relocation funding amount is based upon an estimate of the sales proceeds of the current site (GSA policy is to obtain a 2:1 return, thus, 50% of the estimated sales proceeds are provided). The Coast Guard does not guarantee that GSA will realize the estimated sales proceeds and is under no obligation to make up any shortfall. Commandant (CG-43) is the program manager for GSA Relocation and will work with each MLC on program management and implementation through Commandant (CG-1223). Contact Commandant (CG-1223) or Commandant (CG-43) for further guidance.

O. Public Private Venture (PPV). 14 USC 680-689 authorized limited financial and real estate authorities, which allow the Coast Guard to partner with the private sector to address housing requirements. PPV housing is considered private sector rental housing. Commandant (CG-1223) is the program manager for PPV and will work with each MLC on program management and implementation. Contact Commandant (CG-1223) for further guidance.

Table 2-1

Headquarters and MLCs Waiver Authorities

Commandant (CG-1223) **The following requests must be sent to Commandant (CG-1223) for consideration:**
• All waivers not specifically delegated to MLCs.
• All blanket waiver requests.
• Waivers for OUTCONUS leases for members entitled to Overseas Housing Allowance (OHA).
• Waivers to exceed the administrative cost ceiling.
• Waivers to exceed Leased Housing Contracting Officers cost threshold.
• Waivers for civilian employees to reside in government housing.
• Waivers to exceed four bedroom leases.
• Waivers to retain vacant leased housing in the housing inventory beyond 30 days.
• Approval request to assign involuntary geographical bachelors to UPLHs.
• Approval for AHA's to exceed their annual funding for existing ISSAs.
• Approval to convert family housing to UPH.
• Approval to divert family housing to non-housing use.
• Approval to divert UPH rooms for non UPH use.
• Approval to re-designate UPH spaces for use as different room types beyond 60 days.
• Approval to assign foreign officers to Coast Guard housing/leases.
• Approval to change leased housing status.
Maintenance and Logistics Command MLC(p) **MLCs may only approve individual waivers, the following individual waivers and requests must be sent to MLC(p).** **The following requests may be sent to MLCs for consideration:**
• Waiver to lease single family detached home.
• Waiver to lease a home that exceeds the BAH anchor point for housing profile, not to exceed one bedroom profile.
• Waiver to lease a home that exceeds the unit net square footage standards in OMB Circular A-45.
• Waiver to lease a home that exceeds the number of bedrooms for which the member is qualified for, not to exceed one extra bedroom.
• Waiver to lease less than 3 bedroom apartments for unaccompanied personnel.
• Waiver to lease housing from military members, reservist, and government employees.
• Waiver to minimum standards for authorized equipment in family housing.
• Waiver to lease one bedroom apartment for accompanied personnel.
• Waiver to continue occupancy of leased housing by members legally separated or divorced with no other dependents.
• Waivers to postpone termination of housing beyond 90 days.
• Approve ISSAs from AHOs.
• Approval for other persons to reside with eligible members.

CHAPTER 3 PRIVATE SECTOR HOUSING

A. General.

1. Purpose. The Coast Guard's policy is to rely on the private sector as the primary source to house members. BAH is based on civilian rental costs and most commands are located in areas where private sector housing is available. It is essential that the housing program assist members in finding and gaining access to private sector housing.

B. Basic Allowance for Housing (BAH).

1. General. Military members that are entitled to housing allowances, receive BAH. The BAH program is a market based housing allowance system. New rates become effective in conjunction with annual basic pay raises, typically on 1 January. DoD has statutory authority to set BAH rates for the uniformed services. DoD Compensation Directorate performs this function, in consultation with representatives from all uniformed services. BAH rates are computed using median housing costs collected by DoD for various housing types at locations throughout the United States.

   a. Basic Allowance for Housing Data Collection. The uniformed services coordinate annually with the DoD contractor in the collection of housing market rental data. Each service has the opportunity to provide rental housing referral lists, apartment complex lists, and real estate contacts that will be used in the BAH data collection process. Services also use census tract screening to identify and exclude unsuitable neighborhoods from the data collection process. Throughout the process, DoD will conduct on site evaluations at various locations to confirm the adequacy of housing and the accuracy of local rental price data. Since the majority of members reside in private sector housing using their BAH entitlement, it is important that the housing program understand and participate in the annual BAH survey to maximize the accuracy of BAH rates. Training on the BAH survey process is provided annually by the DoD contractor. This training is required for the MHO designated as the primary for data collection and is highly recommended for all other members involved in the BAH process. Coast Guard participation is required and is coordinated between Commandant (CG-1222), Commandant (CG-1223), and the MLCs.

   b. Military Housing Area (MHA). MHAs are a collection of zip codes surrounding a military installation generally within a distance of about 20 miles or a one hour commute during rush hour. MHAs are established by the Per Diem Committee, and requests to change boundaries of a MHA shall be submitted to Commandant (CG-1222).

   c. County Cost Groups (CCG). CCG are locations that do not have a sizable military population and are defined separately from a MHA.

   d. BAH, MHA and CCG Appeal Procedures. The Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapter 3, contains Coast Guard BAH policy. Address appeals to established BAH rates or MHA/CCG designation areas to Commandant (CG-1222).

C. Housing Referral.

1. Purpose. A housing referral program brings members seeking private housing and prospective landlords together as quickly and efficiently as possible. An effective referral program saves the member money by reducing out of pocket expenses during the house hunting period.

2. Establishment and Operation of a Housing Referral Program. Each housing office shall:

   a. Aggressively solicit rental and sale listings in their AOR. Housing officers may accept listings from any source, including realtors, provided the listed house meets adequacy standards, and is available on an equal opportunity basis. Use the use the service wide Automated Housing Referral Network (AHRN) database for prospective sales and rentals;

   b. On a monthly basis, verify the availability of properties offered for rent or sale and confirm apartment rental policies and rates to ensure accuracy of listings. Request that each property owner, manager, or listing agent inform the housing office if the house is no longer available for rental or sale;

   c. Assist members in selecting from the listings and inform them of additional properties as they become available. The multiple purpose inspection form, Enclosure (8), may be given to the member to help in assessing the condition of housing;

   d. Advise each member to report any form of discrimination or other housing complaint, and

   e. Follow up to ensure members obtain housing. Request members advise the housing office when they obtain housing. If a member does not contact the housing office within a week, follow up to determine his or her status.

3. Noncompetitive Services. A referral program is not designed to compete with or replace civilian real estate offices. Housing officers shall not intrude on normal business relations between members and real estate brokers and rental or sales agents.

4. Charges and Commissions. Housing officers may not levy fees or other charges for housing listings or referrals, or accept commissions from referrals or sales.

5. Volunteer Services. Housing officers may accept assistance in operating a referral or listing program from volunteers such as spouses clubs and community service organization.

6. Community Liaison. Housing officers should be familiar with local communities, including school, medical, shopping, services, etc. Additionally, they should maintain a liaison with local community offices, officials, and organizations having an interest in community housing and publicize the need for family and unaccompanied rental housing.

D. Housing Assistance Programs.

1. Rental Partnership Program (RPP). RPP is a program that assists members with private sector housing referrals. Through an agreement between housing authorities and property managers, a number of private sector rental units may be set aside at a fixed rent to provide affordable, adequate private sector housing to military members. Depending on the agreement, security deposits, application fees, and credit checks usually are waived and rental costs reduced, generally at or below established BAH rates. Typically, monthly rent is paid through allotment.

2. Veterans Administration (VA) Home Loans. No money down home loans are available for purchasing homes. VA loans limit the closing costs the purchaser is required to pay. Refer personnel to the local VA office.

3. Coast Guard Mutual Assistance. Coast Guard Mutual Assistance has two housing assistance programs available for active duty Coast Guard personnel. The unit mutual assistance representative or CGMA-HQ can provide specific information.

a. Loans up to $5,000 to assist in defraying personal home purchase closing costs; and

b. Loans up to $2,500 to assist with personal rental security and utility deposits.

4. Deposits.

a. Local Utility Companies. Housing officers may negotiate to waive the deposits frequently required of new subscribers. While some commands have successfully negotiated no cost waivers, utility companies usually require a written agreement guaranteeing a funding source, (e.g. credit union or Morale Welfare and Recreation (MWR) fund) before they will waive a deposit. If the member becomes delinquent, the funding source will pay the amount of the deposit to the utility company.

b. Advance BAH. The Coast Guard Pay Manual, COMDTINST M7220.29 (series), may authorize paying BAH in advance for security deposits, advance rent, and/or initial expenses incidental to occupying private housing.

E. Fair Housing.

1. Policy. In assigning, referring, and managing housing, commands shall ensure all members experience equal treatment and opportunity without regard to race, color, religion, national origin, sex, or marital status.

2. Housing Discrimination. The 1968 Fair Housing Law, as amended by the Housing and Community Development Act of 1974, sets a national policy of providing fair housing. This law makes housing discrimination based on race, color, religion, sex, or national origin illegal and extends to all real estate services, including advertising, multiple listing services, broker organizations, commercial lenders, or other services involved in buying or renting housing.

3. Fair Housing Complaints. The decision to report a housing discrimination incident rests entirely on the member. The Coast Guard will assist the member to report a housing discrimination complaint to the Department of Housing and Urban Development (HUD). Members should make complaints about discrimination in purchasing or renting housing to the housing officer as soon as possible after the incident occurs so the housing officer may document and assist reporting the incident to the HUD. Members have one year after an alleged violation to file a complaint with HUD.

4. Local Housing Authority (LHA) Action. Upon receipt of a complaint from a member, the LHA will take these actions:

a. Brief the member about his or her rights under the Fair Housing Law. The pamphlet "Fair Housing: It's Your Right" (HUD-1260-FHEO (2)) contains necessary information for the member. This pamphlet, which includes a complaint form, is available free of charge from: Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, DC.

b. The LHA shall assist members who believe they have a legitimate complaint and desire to report it to HUD, using one of several methods:

(1) Electronically submit a Housing Discrimination Information Form (HUD 903.1), from HUD's Internet homepage.

(2) Complete a Housing Discrimination Complaint Form, HUD-903. Deliver it to the nearest local HUD office or mail it to the Office of Fair Housing and Equal Opportunity.

(3) Write a letter and mail it to the nearest HUD Regional Office; see Housing Discrimination Complaint Form, HUD-903 for addresses. The letter must include this information:

(a) Member's name and address;

(b) Name and address of the alleged offender;

(c) Address of the house or apartment considered for rental or purchase;

(d) Date when incident occurred; and

(e) Short description of what happened.

(4) The LHA shall submit a copy of the complaint and subsequent correspondence to the appropriate AHA.

(5) The AHA will maintain a file containing all housing discrimination complaints. This will serve to provide necessary information to document a pattern or practice of resisting the Fair Housing Law and serve as the point for obtaining data on housing discrimination incidents for each AHO.

(6) LHAs and AHAs will inform the Civil Rights Officer (CRO) at their respective commands of housing discrimination incidents.

F. Mortgage Relief.

1. Veterans Affairs and Federal Housing Administration (FHA) Insured Mortgages. Under authority of 12 USC 1735g, military members and government civilian workers can receive mortgage relief assistance from the federal government to avoid mortgage default if a military base or federal installation closure causes financial hardship. This assistance is primarily for personnel who have been transferred due to base closures and are having difficulty selling their previous residence. Relief assistance consists of deferred mortgage payments for up to 2 years but does not relieve the obligation to pay. This relief assistance applies only to VA and FHA insured mortgages.

G. Base Closure and Realignment - Homeowners Assistance Program (HAP).

1. Discussion. The HAP provides financial assistance to eligible homeowners serving or employed at or near military installations ordered closed, partially closed, realigned, or to reduce the scope of operations, resulting in loss of home marketability and value. However, the program does not cover all installation closures or reductions. Application for Homeowners Assistance, DD Form 1607, Enclosure (10), provides detailed information on benefits.

2. Authority. The 1988 Coast Guard Authorization Act, PL 100-448, included Coast Guard personnel in HAP. The Department of the Army established policies and procedures to administer, manage, and execute this program. The Office of the Chief of Engineers, U.S. Army Corps of Engineers controls and acts as the Coast Guard's agent in this program.

3. Procedures. Installations closed or reduced in operating scope because of budgetary or OMB A-76 actions may also qualify for coverage. Interested personnel should carefully review the

eligibility criteria listed in Application for Homeowners Assistance, DD Form 1607, and enclosure (10). Information is available concerning program benefits by contacting the U.S. Army Corps of Engineers HAP centers in Savannah Georgia, Fort Worth Texas, or Sacramento California via the internet or by telephone.

a. The person seeking assistance under this program must submit Application for Homeowners Assistance, DD Form 1607, Enclosure (10), and complete Form Sections I, II, III, including the evidence of home ownership and occupancy. A recorded copy of the deed constitutes evidence of ownership. Evidence of the applicant's occupancy includes utility bills, official correspondence, or government forms showing the officially recognized residence address. Coast Guard military and civilian personnel, including Non Appropriated Fund (NAF) employees, if eligible, will follow the responsible HAP center instructions in submitting the application with appropriate supporting evidence.

b. Once the responsible HAP center receives the application, they will approve the application, entitling the applicant to receive benefits under the program, or will reject the application because the applicant is ineligible for benefits. Application rejections may be appealed as specified in 32 CFR Subpart E. The Certificate of Eligibility (COE) is the sole determiner of eligibility for benefits. The Coast Guard is not a part of the decision making process at any point on eligibility for benefits. Direct eligibility inquiries to the responsible HAP Center having jurisdiction.

CHAPTER 4 LEASED HOUSING AND INTER-SERVICE SUPPORT AGREEMENT (ISSA) PROGRAMS

A. General.

1. Authority. Under authority of 14 USC 475(a), the Secretary is authorized to lease existing housing for Coast Guard military personnel if Coast Guard and DoD sites lack adequate housing. Residential leases are subject to the limitations of the Anti-Deficiency Acts (1 year terms) contained in 31 USC 1341.

2. Policy. Leased housing is an option offered to eligible members, primarily in lower pay grades with above average family size, who are unable to afford adequate housing or the lack of government owned housing.

B. Eligibility. Eligibility for the leased housing program is set forth via the leased housing eligibility matrix, Table 4-1. The leased housing eligibility matrix is a table developed by Commandant (CG-1223) that establishes eligibility based on pay grade and bedroom requirements**.**

1. Family Leased Housing (FLH). The family leased housing program applies to members whose dependents accompany them. Eligibility is based on the current leased housing eligibility matrix, and where the cost of an adequate private sector rental exceeds the member's BAH.

2. Unaccompanied Personnel Leased Housing (UPLH). The unaccompanied leased housing program applies to specific pay grades that do not have dependents.

   a. Members Assigned Ashore. Unaccompanied members in pay grades E-4 and below (with less than four years of service) who cannot be berthed in UPH facilities in accordance with Chapter 8, have the option to request assignment to UPLH. Members assigned to UPLH will forfeit their BAH. All other pay grades are ineligible.

   b. Members Assigned Afloat.

      (1) Unaccompanied members in pay grade E-3 and below will be berthed in UPH facilities in accordance with Chapter 8, however, in the absence of UPH, members will be assigned to UPLH since they are not entitled to BAH.

      (2) Unaccompanied members in pay grade E-4, at the discretion of their Commanding Officer may:

         (a) Live in private sector housing using their BAH; or

         (b) Forfeit their BAH and reside in UPH facilities in accordance with Chapter 8, or in the absence of UPH facilities be assigned to UPLH.

      (3) All other pay grades are ineligible.

3. Member Married to Member.

   a. Members married to members are eligible for FLH provided both are assigned within a two hour round trip commute of a common residence and the cost of an adequate private sector rental exceeds their combined BAH entitlement.

   b. For members not assigned within a two hour round trip commute of a common residence, each member shall be treated separately in determining leased housing eligibility. Multiple family leases for members married to members are prohibited.

4. No Entitlement Permanent Change of Station (PCS) Orders. Personnel transferred within the same geographic area may continue to occupy leased housing provided they remain eligible for the program.
5. Members Assigned Outside the Continental United States (OCONUS). Accompanied and unaccompanied members assigned OCONUS, and entitled to Overseas Housing Allowance (OHA), are not entitled to leased housing. Waiver requests for OCONUS leases must be approved by Commandant (CG-1223). Members assigned OCONUS whose dependents return early are not authorized leased housing in the OCONUS location.
6. Unusually Arduous Sea Duty or Critical Housing Areas (CHA). Members assigned to a unit that is designated to be unusually arduous sea duty or CHA and who have an approved request for BAH at the dependent's location, may request assignment to FLH at the dependent's location.
7. Restricted Duty. Personnel occupying FLH housing in receipt of PCS orders, which do not authorize dependent travel and household goods transportation to their new duty station, may request to have their dependents continue to occupy leased housing for the duration of the restricted duty tour, or request assignment to FLH at the dependent's location.
8. Involuntary Geographic Bachelor. Members without co-located dependents assigned an unaccompanied tour and not entitled to dependent travel and household goods transportation to their new duty station are involuntary geographic bachelors. Assignment of involuntary geographic bachelors to UPLH requires approval from Commandant (CG-1223).
9. Voluntary Geographic Bachelor. Members without co-located dependents assigned an accompanied tour and entitled to dependent travel and household goods transportation to their new duty station are voluntary geographic bachelors. Voluntary geographic bachelors are not eligible for assignment to leased housing.
10. Voluntary Departure from Leased Housing. Members who voluntarily move out of leased housing are not permitted to request reassignment to leased housing for the duration of that tour. Local moves or household goods storage is not authorized when members voluntarily vacate leased housing.
11. Refusal to Occupy Owned Housing. If a member refuses assignment to government owned housing, they are not eligible for the leased housing program for the duration of his or her tour.
12. Change in Eligibility Status.
    a. In most cases, if leased housing occupants become ineligible for leased housing, they should be allowed to remain in leased housing until they complete a normal tour, including extensions, as defined in the Personnel Manual, COMDTINST M1000.6 (series).
    b. If a member becomes legally separated or divorced, and has no dependents, the member shall not be allowed to continue to occupy leased housing. Members with hardships may request a wavier from MLC. For additional guidance, see Chapter 6.
    c. Members who become ineligible may remain in housing on a private rental basis if the AHA terminates the lease and the lessor agrees to lease to the member. The member is required to pay any security deposits.
13. Change in Lease Status. Changing the status of leases from family housing to UPLH or from UPLH to family housing requires approval by Commandant (CG-1223).

C. Acquiring Leased Housing.

1. Leasing Housing. Housing officers should negotiate leases that have cost effective rents and utility payments in accordance with the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series). Avoid using the average cost of current leases as a leasing target. Housing officers shall ensure all leases are adequate and not excessive in size or amenities. They should also consider neighborhood safety, quality of schools, and reasonable proximity to parks and recreation as additional adequacy factors.

   a. The following priorities shall be used:

      (1) Apartments;

      (2) Townhouses, condominiums, or duplexes;

      (3) Single family detached houses. (These require a waiver from MLC).

   b. The cost of acquiring or renewing leased housing, including rent and utilities, shall not exceed the BAH anchor point for the accompanied and unaccompanied housing profile. MLCs have authority to approve individual waivers not to exceed the administrative cost ceiling. Commandant (CG-1223) approval is required for all requests to exceed the administrative cost ceiling. The administrative cost ceiling is defined as 120 percent of that location's BAH anchor point for the housing profile being leased.

   c. Leased housing shall not exceed the net square footage standards in OMB Circular A-45. Exceeding the maximum net square footage standards requires a waiver approved by MLC.

   d. Members shall be assigned based on their bedroom qualifications. Exceeding the number of bedrooms, by no more than one bedroom, requires MLC waiver. Requests to exceed by more than one bedroom must be approved by Commandant (CG-1223).

   e. Pet ownership shall not be a selection factor when acquiring or assigning leased housing.

2. Distributing Leases. Leases should be distributed among multiple owners to derive maximum cost benefit from a competitive business climate.

3. Multiple Units Under a Single Lease Contract. Leasing of multiple houses on one contract is prohibited. An individual lease contract shall be executed for each house.

4. Housing Under Construction. Only existing properties or those in the stages of final construction with a Certificate of Occupancy shall be leased.

5. Leased Housing as Public Quarters. The lease contract may not be amended to contain clauses naming any member or family member as the occupant. The contract may not state or imply it will terminate simultaneously when any particular member transfers.

6. Amenities. Leased housing must be adequate and contain amenities customarily found in private rental housing. Housing may not contain excessive amenities such as individual swimming pools, hot tubs, or outbuildings except for garages or storage sheds. In the case of apartment complexes, swimming pools, sundecks, and similar amenities are acceptable, provided they are open for all residents' use and the cost of such housing is comparable to other economical housing in the area. Leased housing must not have undue liability, increased energy cost, or excessive occupant maintenance, for example, excessive walks and driveways requiring snow removal or large lots requiring extensive lawn and shrub care.

7. Bedroom Allowances.

   a. FLH. Family housing bedroom requirements shall be determined in accordance with Enclosure (4). Commandant (CG-1223) approval is required for all leases that exceed four bedrooms.

   b. UPLH. Only multiple occupancy units for unaccompanied members shall be leased. Members must have a separate bedroom, and not less than one full bathroom per two occupants. Males and females shall not be assigned to the same UPLH unit. Unless unavailable or not cost effective, all UPLH leases shall be three bedroom apartment units. Waiver approval is required from MLCs for less than three bedrooms.

D. Lease Administration.

1. Negotiating Leases. Housing officers that negotiate lease agreements are required to complete the Leased Housing Negotiations Training.

2. Lease Housing Contracting Officers (LHCO). LHCOs are designated in writing by Commandant (CG-122). An individual is required to complete the Leased Housing Negotiation and Contracting Officer Training to be designated as a LHCO.

3. Executing Leases. LHCOs will execute individual residential leases.

4. Leasing Procedures. Housing personnel who negotiate leases are required to use the Coast Guard Residential Lease, CG-5571, Enclosure (11), generated automatically by HMIS. The Coast Guard Residential Lease General Provisions, CG-5571A, Enclosure (12), and the pre lease inspection report CG-5571B, Enclosure (6) comprises a complete lease contract. No other lease contracts are authorized, and pen and ink changes are not allowed. Conduct all lease negotiations in accordance with procedures in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series), and submit them to the LHCO, who exercises final approval authority and executes the lease. LHCOs will maintain comparable rental data to support all lease selections. Observe the following guidelines when negotiating and executing leases:

   a. Fiscal Year Renewals. At the end of each fiscal year, leased housing contracts may need to be renewed or the rent and utilities may need to be modified. The HMIS fiscal year renewal process automates the steps necessary to accomplish lease renewals. Specific guidance is provided in the HMIS User Guide; and

   b. Central Contractor Registration (CCR). CCR collects, validates, stores and disseminates lessor data. CCR allows lessors to make changes to their own bank information and makes them responsible to keep this information updated. Enrollment in CCR is mandatory. Housing officers shall not approve any new leases where the lessor is not registered in CCR. Lessors who fail to enroll are required to submit an Automated Clearing House (ACH) form for electronic funds transfer (EFT). Additional information is available on the FINCEN web page.

      (1) Utilities.

         (a) Cost of Utilities. Lessors are required to include utilities, excluding telephone and cable, in the rental cost. Members do not pay utilities.

(b) Abuse and Monitoring. The lessor should monitor utility use and immediately notify the housing officer of excessive usage. See Chapter 6 for guidance on utility abuse and monitoring.

5. Maintenance and Repair. The Tenant Occupancy Agreement (TOA) must include the members' responsibilities for property maintenance. Members must perform grounds care in accordance with terms of the lease.

6. Member and Lessor Financial Agreements. If the member contracted for housing before the Coast Guard assumes lease obligations, the lessor must return to the member any advance rent or security deposit paid before executing the government lease contract. The lease contract prohibits separate financial agreements and states that no member and lessor financial agreements, including pet agreements, are allowed.

7. Leasing from Military Members and Government Employees. To avoid the potential for conflict of interest, Federal Acquisition Regulation (FAR) 3.6 and Transportation Acquisition Manual (TAM) 1203.6 provisions govern leasing from government employees, (i.e., military members and civilian government employees). These regulations provide guidance for lease negotiations with government employees. The following provisions shall be adhered to during the initial negotiation process for leasing individually owned houses and when leasing housing under corporate or other ownership forms if such ownership includes government employees:

   a. The lessor and/or owner of the housing being considered, must state if they are a federal employee in the lease contract. All requests to lease from military members, reservists, regardless of status, and government employees require a waiver approved by MLC. The waiver request must include compelling reasons for approval, (i.e., cases in which government needs cannot reasonably be supplied otherwise). Waivers are not required for lessors who are U.S. Postal Service employees or military retirees;

   b. If leasing from a government employee is authorized, the government employee must designate a local agent who has full authority to manage the property. This agent cannot be another government employee;

   c. To prevent the appearance of favoritism or mismanagement, do not lease properties owned by active duty members or their dependents when assigned or living within a one hour commute of the property; and

   d. The lease file shall contain the wavier request and approval, the member's Record of Emergency Data CG-4170A, the written designation of the local agent, newspaper clippings showing housing availability, or letters from real estate agents stating housing availability at the time of the request and items found in a regular lease file.

8. Vacancies and Lease Termination. The lease contract will be terminated when the housing is no longer required. When canceling an occupied lease, for the convenience of the government, the member is entitled to a government funded local move or storage of household goods in accordance with Chapter 2. Vacant housing should not be kept for more than 10 days between occupants. Prior approval is required from Commandant (CG-1223) to retain a vacant house in the inventory longer than 30 days. Guidance for termination is contained in Chapter 2.

9. Failure to Vacate and Eviction from Leased Housing. If a member refuses to vacate housing, the housing authority may take legal action to have the member evicted. Housing officers shall

contact their servicing legal office for assistance. Before requesting legal eviction, the AHA should be prepared to demonstrate:

a. The need for the housing;

b. The requested action conforms with applicable state or local laws;

c. The tenant was given the TOA;

d. Housing authorities made reasonable efforts to secure possession without referral to a U.S. Attorney; and

e. Housing authorities have duly considered hardship cases.

10. Smoke Detectors. Leased housing must have working, hardwired smoke detectors with battery backup on every floor with living space. The lessor must purchase, install, and maintain these smoke detectors in accordance with local and state law. Hardwired smoke detectors with battery backup must meet National Fire Protection Association (NFPA) Publication 10l, Life Safety Code, standards. See Chapter 6.

11. Carbon Monoxide Detectors. For homes heated with fossil fuels, lessors should be encouraged to install carbon monoxide detectors on every floor with living space.

12. Damages. AHOs with designated LHCO signature authority are authorized to settle lessor claims for damages to leased housing, and recoup costs from responsible members. Procedures for damage claims are contained in Chapter 2, and Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series).

E. Leased Housing Assignments.

1. Assigning Leased Housing. Leased housing assignments are based on eligibility, and documented lack of adequate Coast Guard or DoD owned housing (family and UPH). All requests for leased housing must include the statement, "No government owned housing is available at this time." LHCOs shall not sign lease contracts without including this statement and verifying its accuracy.

2. Length of Occupancy. Occupancy in leased housing is normally for the duration of the member's tour. However, extenuating circumstances, such as budget reductions, misconduct, excessive utility consumption, lessor's refusal to renew lease, etc., could result in early termination of leased housing assignment.

F. Leased Housing Management.

1. Lease and Tenant Occupancy Agreement (TOA). Members assigned to leased housing must sign for receipt of a copy of the lease and the TOA. See Chapter 2 for TOA requirements.

2. Furnishings. LHCOs shall not rent or buy furniture or lease furnished apartments using leased housing program funds. Commands may use their AFC-30 funds to rent or lease furniture for leased housing.

3. Notice of Intent to Vacate Housing. Members are required to provide written notice of intent to vacate housing to the housing office 45 days prior to date of departure. Except for emergencies

or short notice PCS transfers, members who fail to provide this notice will be held liable for leased housing vacancy costs. The Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series), provides guidance to recoup funds for leased housing vacancy costs. The Coast Guard has the authority to collect vacancy costs under the Federal Claims Collection Act, and must return vacancy costs into the Treasury as required by 31 U.S.C.

4. Government Liability to Occupants. Pursuant to the Military Personnel and Civilian Employees Claims Act, leased housing occupants may file claims for any loss or damage to their personal property, provided the member's own negligence did not cause the damage. For additional guidance see the Claims and Litigation Manual, COMDTINST M5890.9 (series). Members occupying leased housing should be encouraged to maintain suitable private insurance coverage against losses.

5. Visitation Privileges. Visitation privileges outlined in Chapter 2 for owned housing apply to leased housing also. Local visitation guidance shall be included in the TOA. All tenants must consent before any other persons may visit. Members who violate visitation policy or guidance may be evicted.

6. Leased Housing Reports. Reports track leased housing activity and support budget requests, Congressional inquiries, etc. Enclosure (1) lists required leased housing reports.

7. UPLH Management.

   a. Visitation Privileges. All tenants must consent before any other person may visit.

   b. Furniture in Common Areas. The furniture a member provides for use in common areas of UPLH shall be available for all other members.

   c. Tobacco Use in UPLH. If any tenant objects to tobacco use (smoking or smokeless tobacco), it will be prohibited throughout the UPLH, to include individual bedrooms. Assignments to UPLH units will not be based solely upon a member's tobacco use preference.

   d. UPLH Consolidation. MLCs shall ensure vacant UPLH rooms are consolidated.

G. Funding Procedures.

1. Funds Management. MLCs shall manage the leased housing program within funding amounts established and distributed annually by Commandant (CG-122). MLCs must obtain authorization from Commandant (CG-1223) to exceed the funding level for any AHA. The economy act and various anti-deficiency statutes prohibit obligating appropriated funds beyond the fiscal year or before funds actually are appropriated.

2. Cost Accounts. Leases are funded directly from the AFC-01 account and only actual lease costs can be charged. Support expenses, (e.g. vehicles, training, travel, data-processing equipment, etc.) shall be charged to local AFC-30 accounting lines using service-wide cost center, below, in place of operational facilities (OPFACs). Accounting offices shall charge these cost centers:

78651	Family Leased Housing
78652	Unaccompanied Leased Housing

3. Object Class. When executing leases, use 4202 for the Object Class.

4. Funding Requests. Leased housing program funding must be justified annually. AHAs must properly plan and budget for these funds, AHAs submit annual leased housing budget requests to MLC by 1 July for the upcoming fiscal year. MLCs review and submit consolidated leased housing budget requests to Commandant (CG-1223) by 1 August for the upcoming fiscal year.

H. Housing Inter-Service Support Agreement (ISSA).

1. Policy. Occasionally, the Coast Guard and DoD have vacant housing, which can be made available to benefit members under an ISSA. Table 4.2 provides guidance for Housing ISSAs The ISSA process is further detailed in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series). The following guidelines will be observed when negotiating and executing ISSAs:

   a. ISSAs and related funding shall be established prior to occupancy;

   b. When negotiating ISSAs, the cost of each unit shall be based on the member's monthly BAH for DoD members residing in Coast Guard owned housing. Costs for ISSAs with DoD will be negotiated based on BAH or O&M and is determined by DoD service instructions when Coast Guard members are assigned to DoD housing; and

   c. MLC shall review and approve all ISSAs prior to execution.

2. Funding.

   a. New ISSAs. MLCs will request funding approval from Commandant (CG-122) prior to authorizing execution of new ISSAs.

   b. Existing ISSAs. Funding authorization for ISSAs is provided to MLCs annually by Commandant (CG-122). AHAs may not exceed their annual funding authorization without prior approval from Commandant (CG-1223) via MLC.

   c. Obligations. Any obligations against approved Military Interdepartmental Purchase Requests (MIPR), DD Form 448, will be limited to funds necessary to meet annual ISSA projections. Any increase in MIPRs or requisition obligations exceeding 10 percent of total approved allocations shall be approved in advance by Commandant (CG-122) via MLC. Obligations will be minimized with conservative estimates of average occupancy, thus reducing the need to de-obligate funds at the end of the fiscal year.

   d. Accounting Data.

      (1) When Coast Guard personnel occupy DoD housing, use the following accounting data:

         (a) Region-P accounting line provided by Commandant (CG-1223);

         (b) Charge costs to service-wide cost centers;

         (c) The AHA unique program element from the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series); and

         (d) Object class 2521 to indicate DoD contract services. (This category includes Coast Guard Liaison Officers).

      (2) When DoD Personnel occupy Coast Guard housing, use the same data as above except, credit receipts to the housing site cost center.

3. ISSA Management Reports and Files.

   a. ISSA Reports. ISSA management reports are required quarterly. MLCs shall submit reports in accordance with Enclosure (1). Reports shall include:

      (1) For Coast Guard at DoD sites, the number of DoD houses occupied (partial month occupancy counts as occupancy) by Coast Guard members; the amount of ISSA funding expended from MIPR or requisition during the quarter; the total ISSA funding expended in the fiscal year; and predicted increase or decrease in Coast Guard occupancy for the remainder of the fiscal year; and

      (2) For DoD at Coast Guard sites, the number of Coast Guard houses occupied by DoD members; the amount of AFC-12 credited to region P-program element during the quarter; the total AFC-12 credited to region P program element in the fiscal year and projection of credits based on increased or decreased DoD occupancy for remainder of the fiscal year.

   b. ISSA Files. Housing officers will maintain detailed files on each ISSA site and track ISSA occupancy and costs.

   c. ISSAs in HMIS. Ensure HMIS reflects current ISSA inventory and occupancy.

Table 4-1

Leased Housing Eligibility Matrix

Accompanied			
	2 Bedroom	**3 Bedroom**	**4 Bedroom**
E-1	Yes	Yes	Yes
E-2	Yes	Yes	Yes
E-3	Yes	Yes	Yes
E-4	Yes (less than 4 years service only)	Yes	Yes
E-5	No	No	Yes
E-6	No	No	Yes
E-7	No	No	No
All Others	No	No	No
Unaccompanied			
Ashore	E-4 (less than 4 years service) and below are eligible.		
Afloat	E-4 and below are eligible.		
E-5 & above	Not authorized.		

Table 4-2
ISSA Process for Coast Guard Personnel Living in DoD Housing

Step	Action	Description
1	DoD agency prepares ISSA	The agency supplying the service will prepare the DD-1144, provide a list of services, their costs, and the address and billing information. In block 8 of the DD-1144 the ISC shall request the AHO and Comptroller receive copies in addition to the copy sent to the FINCEN for payment. The agreement can be for one or more years, CG-1223 recommends 3 year terms with an option to allow Coast Guard cancellation with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to MLC (p) for review and approval before signing as receiver of housing services.
3	DoD and AHO signs ISSA	After the supplier (DoD) and the receiver (AHO) sign the ISSA, the AHO, MLC (p) and Comptroller keep a copy for their files. MLC (p) sends a copy to CG-1223 and the Comptroller sends a copy to FINCEN.
4	ISC Comptroller prepares a MIPR or requisition for AHO's signature	The DD-448 or DD-1149 is a one-year document used to pay for services provided. The ISC Comptroller completes the document using the Headquarters provided leased housing accounting line. The AHO signs as the authorizing contracting officer.
5	DoD accepts MIPR	DoD accepts the MIPR using a MIPR Acceptance Form, DD-448-2 or a DD-1149. The Comptroller then obligates the MIPR or DD-1149 funding in FPD and transmits to the FINCEN. A hard copy of the obligation document is mailed to FINCEN and the DoD agency.
6	DoD bills the Coast Guard	DoD must bill the Coast Guard in accordance with the ISSA guidelines. Quarterly billings are preferred, but monthly billings are acceptable and sometimes required by DoD installations. DoD's accounting office will submit an SF-1080 to the FINCEN with a copy to the ISC Comptroller. The DoD housing site must provide Coast Guard occupancy information. The FINCEN will verify the SF-1080 has a valid MIPR or requisition obligation and pay DoD using the appropriate accounting information. The expenditure will be recorded in FPD.
7	The AHO monitors Coast Guard occupancy and the ISC Comptroller monitors FPD	The AHO must monitor Coast Guard occupancy to ensure accurate billing information. The ISC Comptroller will monitor expenditures on the MIPR or requisition obligations. The comptroller will report lack of billing to the DoD command listed on the ISSA and to the AHO.
8	AHO sends quarterly ISSA management reports to CG-1223 IAW Enclosure (1)	Each quarter the AHO must request the Comptroller provide each ISSA's expenditure and the FY total. The AHO will validate the billing by confirming occupancy and projected occupancy for the remainder of the FY. The AHO will identify excess funds obligations for an ISSA and the ISC Comptroller will de-obligate any identified excess funds by amending the MIPR and entering the change in FPD. **Any increases in MIPR or requisition obligations exceeding 10% of total obligation or $10,000 must be pre-approved by CG-1223**.
9	ISSA account closed	The ISC Comptroller must close the ISSA account upon final payment. This will occur at the end of the FY.

Table 4-3
ISSA Process for DoD Personnel Living in Coast Guard Housing

Step	Action	Description
1	The AHO prepares ISSA or Host Tenant Agreement	The ISSA, DD-1144, or the Host Tenant Agreement, is negotiated and prepared by the AHO. The agreement is normally for 3 years, but can be for one or more years. CG-1223 recommends occupant BAH rates be charged with an option to allow Coast Guard cancellation or amend charges with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to MLC (p) for review and approval before signing as supplier of housing services.
3	DoD agency and AHO signs ISSA	After the supplier (AHO) and the receiver (DoD agency) sign the ISSA, the AHO, MLC (p) and comptroller keep a copy for their files. The AHO sends a copy to CG-1223 and the comptroller sends a copy to FINCEN.
4	DoD agency comptroller prepares a MIPR or requisition	The MIPR, DD-448, or a DD-1149, is a one-year document used to pay for services provided under the ISSA. The receiving activity (e.g., DoD agency comptroller) completes the document using DoD agency accounting line.
5	AHO accepts MIPR	The AHO accepts the MIPR using a MIPR Acceptance Form, DD-448-2. The comptroller forwards a copy to the DoD agency comptroller and FINCEN.
6	Coast Guard bills DoD agency	The ISC comptroller ensures the DoD agency is billed for housing services in accordance with ISSA guidelines. Quarterly billings are preferred. The AHO or LHO provides DoD occupancy information to the ISC comptroller who submits a transmittal to the FINCEN. The FINCEN will bill the DoD agency and credit the account indicated by the ISC comptroller on the transmittal document. The credit will be recorded in FPD.
7	The AHO or LHO monitors DoD agency occupancy and the ISC comptroller monitors FPD	The AHO or LHO must monitor Coast Guard occupancy to ensure accurate billing information. The comptroller will monitor credits on the MIPR or requisition obligations. The comptroller will report lack of FPD credits to the FINCEN and to the AHO.
8	AHO sends quarterly ISSA management reports to CG-1223 IAW Enclosure (1)	Each quarter the AHO must request the comptroller to provide each ISSA's payments and the FY total. The AHO will validate payment accuracy by confirming DoD agency occupancy and ensuring the AFC-11 or AFC-12 accounts are properly credited.

CHAPTER 5 PLANNING, PROGRAMMING, AND ACQUISITION OF OWNED HOUSING

A. General. Planning and acquisition for owned housing should only occur when private sector and other government sources cannot meet the housing requirements. Commandant (CG-43) is the process owner for planning and acquisition. The following is guidance to be used in the planning process:

1. Funding. Acquisition, Construction and Improvement (AC&I) funds will always be used to acquire land for family housing or to purchase or construct family housing. Housing rehabilitation may use AC&I or operating expense (OE) funding, depending on the cost of repairs and the degree of facility renewal. See Financial Resource Management Manual (FRRM), COMDTINST M7100.3 (series), for guidance. Commandant (CG-43) will develop budget proposals for housing projects including major improvements to existing assets and new housing acquisition (e.g., construction, purchase, or transfer) to meet family housing deficits. New construction, purchase of existing housing, or transfer of DoD housing assets must be evaluated in the planning process. The Minor AC&I Program is not used for family housing but is available for housing support (recreation, streets, etc.) and UPH support projects.

2. Community and Recreational Facilities at Existing Housing Sites. When access to community support resources is unavailable (e.g., OCONUS and remote CONUS locations), housing officers shall work with local commands to request funding from other resources such as Coast Guard Foundation, Evergreen, or AFC-43 self-help, for community and recreational facilities. The need and the proposed solution should be fully documented.

3. Community and Recreational Facilities at Planned Housing Sites. When planning for new housing sites, construction of community and recreational facilities should be included if private sector facilities are insufficient. For additional guidance see the Coast Guard Morale, Welfare, and Recreation Manual, COMDTINST M1710.13 (series).

4. Educational Requirements. Housing officers will coordinate with local school authorities in determining the need for school facilities and bus service. If additional facilities for schools are needed, housing officers will furnish the local education board the data which substantiates the need. The school board in turn sends this information to the U.S. Department of Education. Since local and federal officials often require long lead times, a timely, continuing information exchange is essential to plan for required school facilities. Housing planning documentation should always include school impact information.

5. Reimbursing Local Governments. Construction or purchase of housing units in a community represents a tax or tax opportunity loss to the local government since the federal government pays no taxes on property it owns. Generally, the federal government pays only for those community services (e.g., water, sewage, and refuse collection) normally billed directly to property owner. Services funded from property taxes are generally not reimbursable to local governments. Housing officers shall request assistance from the MLC legal office to address the Coast Guard liability.

6. Public Safety. Housing officers will ensure public safety (e.g., fire, police, and emergency medical) is considered when planning for new housing sites.

7. Government Owned Trailers and Mobile Homes. Government owned trailers are not considered adequate military housing. Use of mobile homes for temporary housing is prohibited unless Commandant (CG-82) approves the plan to solve the housing deficit. Use of the leased housing program is preferable for short term housing needs.

B. Planning Process.

1. Planning Data. In accordance with the Planning and Programming Manual, Volume II, (Field Planning Manual), COMDTINST M16010.6 (series), Commandant (CG-43) requests funds for family housing construction and purchase based on field information concerning the availability of private sector housing. AHAs should assist with collection of field data to support planning. Projects to acquire or transfer properties, such as excess adequate DoD housing, should follow normal documentation procedures. For guidance in preparing housing planning documents contact MLC.

   a. Field Data. Field data includes a wide variety of information on housing adequacy, allowances, local community support, and other information that may be used to document housing requirements. Specific economic and market data, such as housing availability, vacancy rates, and future market trends may be collected in smaller markets by housing officers, and in large markets they are determined by housing market studies performed by contractors. See Enclosure (13) for guidance on market studies.

2. Documentation Requirements. Policy in the Planning and Programming Manual, Volume II, (Field Planning Manual), COMDTINST M16010.6(series), establishes the documentation needed to justify proposed projects so they can compete for AC&I funding. Enclosure (14) contains the AC&I Planning Strategic Calendar. The planning process may include the following:

   a. Problem Statement (PS). Initial programming notice of a housing requirement. See Enclosure (15); and

   b. Planning Proposal (PP). A planning document that provides an analysis of planning alternatives. PPs will be submitted at least 60 months before the budget year that construction is planned. See Enclosure (15) for guidance.

      (1) General. PPs should present valid housing alternatives and relevant acquisition factors as a basis for decisions. The need for housing will be documented with factual information describing the local housing market and specifically noting adequacy factors (e.g., cost, commuting time and distance, condition, etc.). Recreational, messing, and maintenance facility needs will be evaluated. Operation and maintenance, personnel support, administration, or housing referral and contract needs will also be identified. Additionally, an economic analysis comparing costs of leased housing, if available, with housing construction, purchase, transfer, rehabilitation, or other acquisition alternatives will be included. See Enclosure (16) for housing requirement analysis.

      (2) Family Housing Planning Factors. Basic family housing planning guidance, including floor area and bedroom mix criteria, is contained in OMB Circular A-45. Family housing design and construction guidance appears in the Civil Engineering Manual, COMDTINST M11000.11 (series).

c. Environmental Documentation. Before carrying out any housing project, the Coast Guard must ensure compliance with the National Environmental Policy Act (NEPA) and other environmental laws. NEPA compliance typically occurs during the planning process and must be completed before any project is approved or disapproved. Each housing project must be considered on a case-by-case basis. In general, housing projects will not rise to the level of a major federal action significantly affecting the environment. As such, these projects will not normally require the preparation of an environmental assessment (EA), a finding of no significant impact (FONSI), or an environmental impact statement (EIS). In most cases, a categorical exclusion determination will suffice (in certain cases, new construction may require the preparation of an EA). See the National Environmental Policy Act Implementing Procedures, COMDTINST M16475.1 (series).

C. Excess DoD Housing. The acquisition of excess DoD housing may provide a solution for housing deficits. The following factors shall be considered before acquiring excess DoD housing:

1. Accessibility;
2. Urgency of need;
3. Period of use compared to cost;
4. Reasons for DoD excess (e.g., substandard housing, legislation, safety factors, available private sector housing); and
5. Estimated funds required for start up to include staffing, vehicles, and office automation equipment.

D. Determining Housing Requirements.

1. Authorized Personnel.

a. Permanent Party. All members assigned to the command, tenant commands, and DoD tenant commands.

b. Additional Requirements. All personnel that fall into one of these categories:

(1) Temporary Duty Under Instruction (TEMDUINS) students undergoing 20 or more weeks of training, including members attending civilian colleges and universities and DoD sponsored training (e.g., Navy PG School, National War College, etc.); and

(2) Key civilian personnel qualified for housing because of the essential nature of their employment (e.g., employment contract requirement, security requirements, etc.).

2. Ineligible Personnel. Short term students, transients, or temporary personnel will not be counted when calculating requirements.

3. Gross Housing Requirement. The gross housing requirement is the number of family houses, based on bedroom qualifications, required to house 90 percent of eligible personnel. The Housing Requirement Analysis, Enclosure (16), will be used to determine the gross housing requirement.

4. Net Housing Requirement. The net housing requirement is the net deficit (i.e., the unmet housing need). Use Enclosure (16) to determine the net housing requirement by deducting the following from the gross housing requirement:

a. The number of adequate private sector rental houses available year-round, including potential private sector housing that is under construction or planned which the Coast Guard could reasonably be expected to occupy;

b. The existing number of private sector houses owned and occupied by authorized personnel;

c. The existing number of adequate government-controlled houses, including owned, leased, and any other government housing available through an ISSA; and

d. The number of government owned houses approved or under construction.

5. Operational Housing Requirement. Housing for operational requirements will be considered upon submission of appropriate planning documentation. Documents must address why housing is required to meet operational needs.

6. Unaccompanied Personnel Housing Requirements. See Chapter 8.

CHAPTER 6 OWNED FAMILY HOUSING ADMINISTRATION

A. General.

1. Policy. 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 family housing. Owned family 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. This policy intends to achieve uniform, equitable and optimal use of housing.

B. Eligibility for Family Housing. Members are eligible for family housing if one or more dependents reside with the member for more than 50 percent (183 days or more, not necessarily consecutive) of the year.

1. Dependents. Dependents are defined in title 37 USC 401. Housing officers must verify eligibility for family housing with official records or require members to submit official verification with their application.

   a. Exceptions. AHAs may authorize persons not qualified as dependents, or who reside less than 50 percent of the year, to reside with an eligible member. MLCs may authorize one additional bedroom for such persons. All requests must be fully documented. Below are exceptions that may be requested:

      (1) Educational or Religious Institution Enrollment. A unmarried non dependent child of a member who resides with the member while enrolled in a full-time educational or religious institution. The college acceptance letter and tuition receipts are considered acceptable documentation;

      (2) Caregiver for Ill Dependents. A nurse or non-dependent child who resides with the member to care for a dependent having a confining illness or disability;

      (3) Non-Dependent Needing Care. A non-dependent child or parent with a continuing illness or disability who resides in the member's residence;

      (4) Moral or Financial Obligation. A person not qualifying as a dependent who lives as part of a member's family group and for whom the member has assumed a moral or financial obligation; and

      (5) Caregiver for Minor Dependents. A non-dependent who resides with the member to care for the member's minor dependents. Such caregivers are never authorized a bedroom in leased housing.

   b. All Other Requests. All other requests for persons to reside with eligible members not covered above require MLC approval.

2. Divorcing or Separating Members.

   a. Members shall provide written notice to their command within 30 days after actual physical separation. The command must then provide and document counseling to the member regarding housing eligibility status, options, the date eligibility ceases, and entitlement to local movement or storage of household goods.

b. For continued eligibility to housing, a member must provide a final divorce decree, certified separation agreement, or other legal separation documentation within 90 days of the written notice required by paragraph a. above. The certified separation agreement, final divorce decree, or other legal separation documentation must state that the member has physical custody of a dependent for more than 50 percent of the year (183 days or more, not necessarily consecutive). Members must also amend their Application for Assignment to Military Housing, CG-5267, Enclosure (17), stating the dependents listed will reside with the member more than 50 percent of the time.

c. Separated members may be berthed temporarily in available transient UPH rooms in accordance with Chapter 8. In no case shall separated members be assigned to UPLH. Only after members provide a final divorce decree, shall they be treated as unaccompanied personnel.

3. Physically Challenged Dependents. Commands will make every effort to accommodate physically challenged dependents' special housing needs. As defined in the Fair Housing Amendments Act of 1988, 42 USC 3601, a physically challenged person has a physical impairment that substantially limits one or more major life activities. The primary type of accommodation is accessibility for wheelchairs and to sanitary facilities, but other physical adaptations may be necessary. If private sector housing or the LHP cannot accommodate physically challenged dependents, AHAs shall retrofit owned quarters to meet requirements.

C. Designating Housing.

1. Policy. Unless originally constructed for such purposes or authorized by Commandant (CG-1223), no more than 25 percent of the family housing at any command shall be designated for occupancy by officers.

2. Command Housing Designation. Commandant (CG-12) must approve any designation of Command Housing. See Table 6-1 for the list of currently designated command housing.

3. Operationally 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. Such housing is most often located in three types of communities - remote areas where the local housing market is inadequate to meet the Coast Guard's size, condition or quantity requirements, resort areas where there is an inadequate supply of year-round rental housing, semi-isolated areas where the military installation may be separated from the primary public housing areas by geographic or manmade barriers. A lengthy commute in a major metropolitan area, which approaches a two hour round trip, is not a basis in itself for constructing or retaining Coast Guard owned housing. Likewise, the historic nature of a particular housing unit is not a basis alone for classification as operationally essential.

D. Housing Adequacy.

1. Policy. Adequacy standards are outlined in OMB Circular A-11 and OMB Circular A-45 and apply to all housing programs.

2. Additional Adequacy Standards. OMB Circulars and the standards below will be used when evaluating housing. Unless critical, a single defect is not cause to consider housing inadequate or unacceptable.

   a. Dwelling. A house must be a complete structure with a private entrance, bath, and kitchen arranged so that the kitchen and at least one bathroom can be accessed without passing through bedrooms. It must be structurally sound and free from potential hazards, and exterior and interior surfaces, including floors and ceilings, shall be appropriately finished.

   b. Commuting. Houses should be located within a two hour round trip from the command by automobile or public transportation.

   c. Access. The site should have suitable roadways, walks, and steps for convenient access.

   d. Parking. The site should have parking for a minimum of two cars for each house.

3. Inadequate Housing. Housing that fails to meet adequacy standards outlined in OMB Circular A-11 and OMB Circular A-45, may be inadequate or unacceptable. In addition, changed physical or environmental conditions may also result in inadequacy. Examples of such conditions include accelerated deterioration resulting from age, deferred maintenance, the effects of disaster, objectionable industrial, ground, or air traffic noise, air pollution endangering occupant's health and safety, and contaminated water supplies.

4. Declaring Housing Inadequate. Authority to declare housing inadequate lies in 14 USC 475(b) with a delegation of requisite authority in 49 CFR 1.46(o). Commandant (CG-12) is the approval authority for declaring housing inadequate. UPH and family housing converted to UPH shall not be declared inadequate. Requests for declaring housing inadequate shall document why family housing fails to meet established adequacy standards, private sector housing market data, and planning documentation for corrective action.

5. Occupancy of Inadequate Housing. Members may voluntarily occupy inadequate housing on a permissive basis solely at the government's option. The procedures to occupy, inventory, and inspect inadequate housing are the same as for adequate housing. When members occupy inadequate housing, the housing officer shall advise the member in writing of the rental charge. The rental charge for inadequate housing shall not exceed 75 percent of the member's housing allowance.

E. Guest or Transient Housing. Guest, transient, and recreational facilities are supported through non-appropriated funds, and are not included in the Coast Guard housing inventory.

F. Occupancy Standards.

1. Occupancy. The occupancy standard for family housing is 95 percent. Housing designated by Commandant (CG-12) as Command Housing and housing authorized for civilian employee occupancy shall not be counted against the 95 percent occupancy standard.

2. Measurement of Occupancy. At least once a year, Commandant (CG-1223) will evaluate occupancy for the previous fiscal year. Housing that has been consistently vacant below 95 percent will be evaluated and may be considered for reduced funding and potential divestiture.

G. Inventory Management.

1. Policy. Owned housing must be managed to ensure that vacancy is held to the absolute minimum because it represents a loss to the government and to members in terms of beneficial use.

2. Minimize Vacancy. Housing officers will reduce the time housing is vacant and make the maximum number of houses available to eligible families. Maintaining an up-to-date waiting list, prompt scheduling, and advance notice of assignment to members are essential to help ensure housing will be occupied when available. The guidelines and standards listed in the HMIS online user manual and the rules below, apply to vacancies in family housing:

   a. Command housing shall not be kept vacant in excess of 60 days. Exceptions to exceed 60 days must be approved by Commandant (CG-1223).

   b. Other family housing vacancies shall be kept to a minimum, normally not more than five days after it is ready for occupancy. Vacancies exceeding five days must be reported to MLC and entered into HMIS.

3. Maintenance Records. Facility engineering offices, public works offices and housing offices shall maintain housing maintenance records for each house. The maintenance history of housing shall be entered in the HMIS database to record periodic and essential maintenance requirements.

4. Environmental Risk Assessment (ERA) Database. Housing officers shall review, evaluate, and update the ERA database. The Asbestos, Lead and Radon in Coast Guard Housing, COMDTINST 6260.1(series), provides additional guidance.

H. Housing Assignment.

1. Policy. Family housing will be assigned based on the member's bedroom requirements and qualifications in accordance with Enclosure (5). The assignment priority is based on control date. Assignment will be offered and accepted in writing. Command housing and housing occupied by civilian employees are not required to meet bedroom qualifications. Waivers, not to exceed one additional bedroom may be authorized by MLC. Members must vacate government housing at their previous command before occupying government housing at their new command. Housing assignment policies are further explained in Table 6-2.

2. Application Procedures. Upon notification of PCS orders, members who desire assignment to government owned housing shall provide a completed Application for Assignment to Military Housing, Form CG-5267, Enclosure (17), a copy of their PCS notification, and a copy of a current BAH/Dependency Form to the new duty station housing office. The housing officer will verify the application and dependent information in HMIS and determine the member's eligibility for housing. Housing officers shall complete Status of Housing Availability, DD Form 1747, Enclosure (18), within five days of receiving the application in order to give members time to coordinate their move. The DD Form 1747 notifies applicants of their control date and the estimated date of assignment. The DD Form 1747 comments section shall include one of the following statements:

   a. Coast Guard leased housing is available, however, assignment is voluntary. Contact the local housing office if you desire leased housing;

   b. DoD housing is available, however, assignment is voluntary. Contact the local housing office if you desire DoD housing;

c. Coast Guard owned housing is available; or

d. Coast Guard owned housing is not available. Contact the local housing office if you desire to be placed on the waiting list or for any private sector housing referral listings.

3. Waiting List Procedures. Housing will be assigned from the top of the waiting list. A member's position on a waiting list is determined solely by his or her control date. A separate waiting list must be maintained for each bedroom category.

   a. Control Dates.

      (1) For CONUS housing the control date is normally the date the housing officer receives the application. However, if the housing officer receives the application more than 35 days before the member's estimated arrival date, the control date is the 35th day before the member's actual arrival date. Faxed applications are acceptable.

      (2) For OCONUS housing the housing officer will establish priorities for assigning housing based on the date of departure criteria contained in Table 6-3.

   b. Posting Waiting Lists. Waiting lists will be posted or made available during office hours for members to view. This avoids misunderstandings and makes all members fully aware of their status.

   c. Updating Waiting Lists. Waiting lists should be updated and verified at least monthly.

   d. Hardships. LHAs may hold a member's position on the waiting list for up to 60 days for documented hardships.

   e. Transfer to Another Waiting List. If the number of dependents changes or other circumstances justify it, a member may request to be placed on a list for a house with a different number of bedrooms. Placement on the new waiting list is based on the original control date. A member may hold a position on only one waiting list at a time.

   f. DoD Member Waiting List. A separate waiting list will be maintained for DoD members assigned to DoD commands. DoD members attached to Coast Guard commands shall be placed on the regular waiting list.

   g. Declination of Housing. Housing officers must remove members from all waiting lists if they decline adequate owned housing. These members are ineligible to reapply for housing for one year from the date of refusal. In cases of extreme hardship, AHA's may authorize members to reapply for housing in less than one year.

4. Minimum Assignment Duration. Minimum occupancy of 12 months is required in order to reduce costs attributable to change of occupancy. Members assigned to housing may elect to live off base at their own expense prior to 12 months, but they are not entitled to BAH and will not be granted a release. Members remain assigned to family housing until subsequent assignment of the house to another bedroom qualified member is made. Assigned housing is not available for subsequent assignment until 95 percent occupancy standard is achieved, at which time the originally assigned member may be terminated from housing and then becomes entitled to BAH. AHAs may authorize individual waivers on a case by case basis.

5. Entitlement to BAH. Members assigned to adequate housing are not entitled to BAH in accordance with Title 37 USC 403(e). When assigning a member to, or terminating from, owned housing:

   a. The LHO will notify the member's Servicing Personnel Office (SPO) by e-mail within 24 hours. E-mail shall be sent return receipt and a copy maintained on file. If e-mail is unavailable, the LHO shall use the most efficient means available (fax, memorandum, letter, or message). Each transaction notice must include this information:

      (1) Members rate/rank, name, and EMPLID;

      (2) New address, if being assigned;

      (3) Effective date of assignment or termination;

      (4) BAH Code, and exact BAH code description (e.g. BAH Code A, with dependents, member and/or dependents assigned CG-owned family quarters); and

      (5) If assigned inadequate housing, indicate rental fee amount.

   b. On receiving the assignment or termination notice, the SPO shall submit the necessary transactions.

6. Assigning Mobile Home Spaces. If a unit has established a suitable mobile home placement pad, the AHA may grant permission for a member to place a privately owned mobile home on the pad. Rental fees shall cover the costs of management, utilities, major maintenance and repair, alteration, additions, and refuse collection. Utility costs (including phone and cable) shall be based on individually metered or measured consumption. If there is a master meter, utilities shall be prorated to the member, based on the cost to the unit, or established by the utility company. In all cases, utility costs are the responsibility of the member. Contact Commandant (CG-1223) for further guidance.

7. Assigning Persons Not On Active Duty in the Coast Guard.

   a. Foreign Military. Housing may be provided to foreign military members. Rent will be equal to the BAH for U.S. military personnel of comparable rank. The member will not be charged rent if an appropriate international agreement is in place.

   b. Civilians. Commandant (CG-1223) must approve each request for civil service employee occupancy of government housing, and any government contract guaranteeing housing. Dependents who are also civil service employees may not occupy government housing under a civilian occupancy agreement. Civilians occupying any type of housing will pay rent and charges as prescribed in OMB Circular A-45. All civilian occupants are required to sign a Rental Agreement for Civilian Occupancy, Enclosure (9). Rental terms and charges will be reviewed and adjusted as appropriate annually. AHAs will monitor monthly rents and other charges for all civilians occupying government housing to insure timely and accurate payments.

      (1) All income received from civilian employees shall be made payable to U.S. Coast Guard. AHOs shall forward all rental income to the Headquarters AFC-01 account. Use the following accounting data: 2 / P / X01 / 299 / 12 / 0 / XX / 78651 / 2322. (Replace the single X with the fiscal year (e.g. 6 for 2006) replace the double XX with the appropriate program element).

(2) No later than 1 September, MLCs shall forward to Commandant (CG-1223) actual maintenance costs for those locations that have civilian employee occupants.

8. Government Liability. Pursuant to the Military Personnel and Civilian Employees Claims Act, 31 USC 3721, members assigned to government controlled housing may claim any loss or damage affecting their personal property, provided their own negligence did not cause the loss or damage. See the Personal Property Transportation Manual, M4050.6 (series) for more information. Members occupying government controlled housing should be encouraged to maintain appropriate rental or content insurance coverage against possible losses.

I. Funds Management.

1. Funding. Management and maintenance of owned housing is funded through various budget model processes.

a. AFC-30. Housing AFC-30M and AFC-30E are funded via budget model processes. MLCs shall validate and submit AFC-30M housing inventory report to Commandant (CG-1223) annually by 30 June. MLCs receive funds annually for routine maintenance based on a service wide standard rate per housing unit. Districts receive funds annually for water, sewer, trash and energy services. Commandant (CG-1223) shall be notified in writing, in advance when contract costs are projected to change for housing sites with contract maintenance funded as a unique line item in the budget model.

b. AFC-43. AFC-43 funds non-recurring housing repairs costing more than $5000. Funds are allocated from Commandant (CG-43) via MLC and CEU allocation models.

c. Other. The housing program does not fund operation and maintenance (O&M) for non-housing activities, such as MWR facilities, community centers, libraries, pools, gyms, etc. Playground equipment may not be purchased using housing maintenance funds, although they may be maintained using AFC-30M funds.

2. Accounting. Accurate cost accounting and allocation of housing program funds are essential. The Finance Center Standard Operating Procedures (SOP) Manual, FINCENINST M7000.1 (series), and Budget Models and Spending Plans, COMDTINST 7132.5 (series), provide information and guidance for housing financial accounting.

a. Cost Accounting. Unique cost centers exist for each housing site. Commands are required to use the unique cost centers in accounting lines to track housing expenses for all AFCs, including AFC-43 projects funded by a CEU.

b. Ensuring Proper Cost Accounting.

(1) Family Housing.

(a) AFC-30. The housing site unique cost center will be substituted for unit OPFAC in ATU specific account lines. Object classes listed in the Budget Models and Spending Plans, COMDTINST 7132.5 (series) will be used where feasible.

(b) AFC-43. The housing site unique cost center with MLCLANT, MLCPAC, Training Commands, or Headquarters unit region codes will be used as appropriate. Region unique program elements provided by Commandant (CG-8) identify the CEU contracting the AFC work.

3. Housing Expenses.

   a. Policy. Housing expenses will be monitored and controlled in order to provide housing at the lowest life cycle cost. When considering extensive repairs or renovations, an economic analysis will be performed to include private sector housing availability, to determine whether retaining the housing is the most cost effective alternative. See the Civil Engineering Manual, COMDTINST M11000.11(series), for life cycle cost analysis guidance.

   b. Limitations. Allowable AFC-30M expenses are found in the Financial Resource Management Manual (FRMM), COMDTINST M7100.3(series), and in Enclosure (19).

      (1) Operations and Maintenance (O&M). The MLC budget models provide AFC-30 funds for family housing. Sites vary widely by age, construction type, and required maintenance. In general, the average for routine AFC-30 O&M is about $2,500 annually. Where O&M costs exceed this amount, AHAs shall investigate alternatives, including divesting housing.

      (2) Improvements. Family housing will be improved to the minimum necessary to meet modern local adequacy standards and lowest life cycle cost. CEUs shall include a life cycle cost analysis as part of the planning process for any improvements costing more than $50,000 per unit.

4. Rent Collection.

   a. Rent must be collected for:

      (1) Inadequate family housing. Rent collected by PSC;

      (2) Housing occupied by personnel of foreign military services, not covered by an international agreement;

      (3) Housing occupied by civilians; and

      (4) Housing occupied by retired members no longer entitled to BAH under an individual waiver.

J. Utility Conservation.

1. Responsibility. Housing officers are responsible for education and enforcement of energy conservation in housing. Members should be briefed on ways to conserve energy.

2. Site Utility Usage. Housing officers shall maintain records of utility usage at all housing sites. Master meter readings can be taken monthly or quarterly, and expenditures can be obtained from the Finance & Procurement Desktop (FPD). If the same information is available from utility bills, housing officers may use them to provide consumption figures. Use the information to:

   a. Assess the energy efficiency of the housing site;

   b. Plan retrofit projects that would improve energy efficiency;

   c. Isolate housing from other non-housing energy usage and locate any energy losses;

   d. Increase energy use accountability (such as installing individual meters); and

   e. Decrease energy use in housing by encouraging and enforcing conservation.

3. Individually Metered Housing. Monthly readings of all individually metered utilities will be taken if this information is not available from utility bills. Members will be informed of their actual utility use. One or more of these methods will be employed to evaluate utility usage:
   a. Compare current use with past use;
   b. Compare use with similar private sector housing. Local utility companies usually can provide this data;
   c. Compare use with similar government housing; and/or
   d. Compare use with standard ranges established by energy audits.
4. Determining Excessive Use. Usage levels will be established for low, average, above average, and excessive use based upon similar units and family composition. An energy audit will be conducted for all housing with excessive usage levels.
5. Enforcing Utility Conservation in Cases of Abuse or Neglect.
   a. Any member whose utility use is determined excessive will be notified in writing and warned about termination if excessive use continues. Housing officers will counsel members on utility conversation.
   b. A file documenting all telephone calls, visits, counseling sessions, and copies of letters to the member will be maintained.
   c. If excessive use continues, an eviction letter terminating occupancy will be sent. The letter should state, that after reasonable notice, the member continued to abuse utilities.
   d. Members previously terminated from housing for failure to exercise energy conservation may be assigned to housing on a probationary basis.

K. Safety Considerations. Housing officers shall be aware of relevant safety programs and make every effort to safeguard members and housing units. Information on present or potential hazards shall be furnished upon assignment to housing. Also, a proactive safety program using town hall meetings or similar forums to educate members should be promoted. Contact MLC (kse) for assistance with safety hazards. The following are examples of hazards that should be addressed in the TOA:

1. Storing Dangerous Materials. Housing and storage areas must be free of excessive combustibles, explosives, toxic, or other dangerous materials;
2. Use of Portable and Baseboard Heaters. Kerosene or other unventilated fuel fired heaters are not permitted in housing. Members must comply with manufacturer's instructions when using portable or electric baseboard heaters and should never place such heaters near flammable objects;
3. Pesticide Control. Only licensed personnel shall perform whole house pesticide applications;
4. Hobbies Involving Lead. The melting, casting, machining, soldering, and buffing of lead is prohibited in housing;
5. Fireplaces and Wood Stoves. Housing officers shall annually inspect housing equipped with operating fireplaces or wood burning stoves to determine usage and ensure safe operation. For those fireplaces or wood burning stoves used regularly, housing officers shall contract for annual inspection and cleaning as necessary;

6. Clothes Dryer Vents. Housing officers shall inspect and clean dryer vents annually to prevent build up of lint;

7. Smoke Detectors. All housing units shall be equipped with one or more hard-wired smoke detectors with battery backup on each living floor, including basements with gas hot water heaters or furnaces;

8. Environmental Risk Assessment (ERA). Asbestos, Lead and Radon in Coast Guard Housing COMDTINST 6260.1 (series) establishes a safety and health risk assessment standard and specifies responsibilities for identifying, evaluating, and managing asbestos, radon, and lead risks in owned housing; and

9. Recreational Equipment. The command shall provide guidance to all residents on safely using, storing, and protecting outdoor, privately owned recreational equipment.

L. Enhanced Fire Protection.

1. Fire Protection Systems Inspections. Fire protection system inspections shall be conducted every five years, when structural problems occur or after new acquisitions or additions. These inspections are in addition to required fire safety inspections, because they concern systems used to combat fires, not the prevention of fires. The Fire Protection Systems Evaluation, Enclosure (20), will be used to assign a score to each house. Most public fire departments offer free inspections and training, and housing staff should use these resources. A copy of the score sheet shall be kept in the unit maintenance history file. The evaluation score is recorded in HMIS under other type of inspections.

   a. All family housing units must obtain a score of at least 32 points. If the score is not met, action shall be initiated to upgrade fire protection to meet the 32 point standard. If corrective action is not feasible or not attainable with local resources, the housing officer will initiate an SSMR and attach the Fire Protection Systems Evaluation form, submitting it in accordance with the Civil Engineering Manual, COMDTINST M11000.11 (series).

2. Fire Extinguishers. Where fire extinguishers are provided, housing officers shall ensure proper maintenance, inspection, and mounting of extinguishers and give members a fire extinguisher orientation at time of check in. Placards shall be placed in plain view on all extinguishers indicating proper use. All occupants shall be aware that the highest priority in any fire is to evacuate the building safely.

M. Carbon Monoxide (CO) Detectors. CO detectors will be installed on all levels of housing with living areas. Unfinished basements, attics, and crawl spaces are not considered living areas. In owned housing, CO detectors shall be installed in accordance with the National Fire Protection Agency standard for the installation of CO warning equipment in dwelling units, NFPA publication 720. LHAs will use AFC-30M funds to purchase, replace, and maintain CO detectors (in leased housing, LHAs shall negotiate and encourage landlords to comply with these requirements). CO detectors must be centrally located outside sleeping areas in houses which contain any of the following:

1. Appliances using fossil fuels such as natural gases, fuel oil, propane, etc;

2. Wood burning fireplaces or stoves;

3. Utility rooms that contain fossil fuel burning appliances, including utility rooms in multiplex units;
4. Attached garages with direct entry into living areas;

N. Conversion of Family Housing for Use by Unaccompanied Personnel.

1. Policy. Housing shall be used for the purpose for which it was acquired or constructed. When the supply of family housing exceeds the need for housing families, the housing authority shall initiate divestiture. However, when the above conditions exist and there is a documented need for UPH, housing officers may request approval from Commandant (CG-1223) to convert family housing to unaccompanied personnel use until UPH can be provided. Family housing declared inadequate shall not be converted for use by unaccompanied personnel.
2. Requests. All requests must include a detailed justification describing:
   a. Family and unaccompanied housing requirements;
   b. Age and condition of the housing (need for imminent repairs or rehabilitation);
   c. Availability of suitable private sector housing;
   d. Projected duration of the conversion; and
   e. Proposed long term resolution (e.g. constructing or acquiring UPH, reducing inventory of family housing, etc.).
3. Approval. Upon approval of conversion by Commandant (CG-1223), no new UPLH will be authorized, nor will assignment of new members to existing UPLH be permitted if vacancies exist in converted units. As vacancies in UPLH occur, unaccompanied personnel will be consolidated into the converted units and leases terminated.
4. HMIS. Once approved, conversions must be updated in HMIS by Commandant (CG-1223).

O. Diversion of Family Housing to Non-Housing Use.

1. Policy. Housing shall be used for the purpose for which it was acquired or constructed. When the supply of family housing exceeds the need for housing families, the housing authority shall initiate divestiture. However, to divert housing to non-housing use, (e.g. office space, MWR, storage, etc) requires written approval from Commandant (CG-1223). Diverted housing may not be reactivated or assigned as family housing without completing the formal acquisition process (problem statement, planning proposal) and obtaining the appropriate funding.
2. Requests. Request must include a detailed justification describing:
   a. Proposed use, including sufficient data fully justifying diversion;
   b. Housing address, type, bedroom composition, and square footage;
   c. Nature of current occupancy or use; and
   d. Length and composition of all waiting lists.
3. Funding. Upon diversion, AFC-30M funding will no longer be provided.
4. HMIS. Once approved, diversions must be updated in HMIS by Commandant (CG-1223).

P. Disposal of Housing. Housing shall be used for the purpose for which it was acquired or constructed. When family housing units are no longer required to meet housing needs, LHAs shall request that housing be divested and removed from the housing inventory. Housing awaiting disposal will remain vacant, and will receive reduced funding. Upon actual disposal, notify Commandant (CG-1223).

1. Divestiture Requirements. Housing shall be divested when any of the following circumstances exist:

   a. Private sector housing is adequate to support the housing requirement;

   b. Housing is underutilized or not being used for the intended purpose;

   c. Housing is inadequate and cannot economically be repaired to meet housing standards; or

   d. Operational activities in the area have ceased with no approved planned replacement activities.

2. Housing Disposal Methods. Your servicing CEU or MLC should be contacted for guidance. Below are various methods to dispose of housing:

   a. Direct sale;

   b. Declaring property excess to GSA;

   c. Title 10 transfer to DoD services;

   d. GSA relocation and exchange; and

   e. Demolition.

Table 6-1
Coast Guard Command Housing

Commandant (CG-12) specifically designates Command Housing for occupancy by Commanding Officers (0-6) of major shore installations. The following installations have been designated for Command Housing
Commander, Sector San Juan
Commanding Officer, Air Station Cape Cod
Commanding Officer, Sector New York
Commanding Officer, Integrated Support Command Kodiak
Commanding Officer, Training Center Yorktown
Commanding Officer, Training Center Cape May
Commanding Officer, Training Center Petaluma

Table 6-2
Assigning Family Housing to Military Personnel

If a member is	and the situation is	action by the housing officer
officer or enlisted accompanied by dependent(s)	reported or departing on PCS	do not assign to housing for temporary occupancy.
	on leave or TDY incident to PCS	
	on leave not incident to PCS	
	is TAD and has terminated housing occupancy at permanent duty station	assign housing if sufficient housing is available.
dependents of officer or enlisted member not accompanied by sponsor	is TAD and has terminated occupancy of housing at permanent duty station	the dependents may be assigned to housing appropriate to the sponsor's grade.
bachelor chaplain	if he or she requires family housing to perform professional and pastoral duties	may authorize family housing upon confirming need. However, assign multiple occupancy for two or more chaplains.
foreign officers	requests assignment to housing	request approval from Commandant (CG-1223) to make housing available on the same basis as for CG personnel. (see note)
families of military members assigned overseas or in receipt of overseas PCS	request assignment to CONUS housing for duration of member's overseas assignment	may assign housing if sufficient housing is available for permanent party.

Note: When assigning family housing, use OMB Circular 45, to determine the reimbursement rate.

Table 6-3
Eligibility Date for Assigning OCONUS Family Housing

When a member is	and is reassigned to	base their eligibility date for family housing on (See note)
assigned to a CONUS unit	an overseas area where dependents are authorized	date the member departed last permanent duty station.
serving an unaccompanied overseas tour where dependents are not authorized		date the member departed last permanent duty to begin their unaccompanied overseas tour.
serving an unaccompanied overseas tour where dependents are authorized		date the member departed last overseas permanent duty station.
is separated from family (deployed), verifiable by receiving Family Separation Allowance (FSA) for more than 3 months during the previous 12 months		date the member departed their last permanent duty station. Separated members will receive advanced placement on the waiting list. Advanced placement will be adjusted by 1 day for every 3 days separated during the preceding 12 months (e.g. a member deployed for 90 days will receive 30 days advanced placement).
serving an accompanied overseas tour	another accompanied overseas tour before completing the first tour (not consecutive overseas tour)	date the member departed their previous duty station to begin the first accompanied overseas tour.
	another voluntarily accompanied overseas tour upon completion of the first tour (consecutive overseas tour)	date member departed their last permanent duty overseas station.
	another accompanied involuntarily overseas tour upon completion of the first tour (consecutive overseas tour)	date the member departed their previous duty station to begin the first accompanied overseas tour.

Note:

Overseas housing authorities may deviate from these eligibility date policies if necessary. When responding to a member's entry approval request, overseas housing authorities must advise member if deviating from this TABLE and provide a copy of the policy deviation to Commandant (CG-1223).

CHAPTER 7 FURNISHINGS AND EQUIPMENT

A. General.

1. Application and Scope. This Chapter sets forth policies on furnishings and equipment for owned family housing and UPH. See Maintaining and Supporting Representational Facilities COMDTINST 11103.1(series) for guidance on Representational Facilities that are not defined as Coast Guard family housing.

2. Responsibilities and Approvals.

   a. Commandant (CG-122).

      (1) Establishes standards, criteria, allowances, procedures, and controls for providing furnishings and equipment for family housing and UPH.

   b. Commandant (CG-43).

      (1) Budgets initial outfitting of furnishings and equipment for family housing and UPH.

   c. MLC (p).

      (1) Monitors and provides oversight for furnishings and equipment replacement planning.

      (2) Approves individual waivers to minimum standards for authorized equipment in family housing.

      (3) Manages funds used to repair and replace appliances in family housing.

      (4) Manages available year end funds.

   d. Area Housing Authorities (AHAs).

      (1) Establishes and maintains an inventory control system for all furnishings and equipment, using the Property Management Manual, COMDTINST M4500.5(series). All items shall be entered in HMIS and signed for at check in.

      (2) Implements furnishings and equipment life cycle replacement plans for family housing.

      (3) Redistributes furnishings and equipment within their AORs to meet authorized requirements.

      (4) Reviews equipment allowances and specifications for new construction and existing housing improvement projects to ensure items conform to specifications and allowances.

B. Furnishings and Equipment Policy.

1. Family Housing Furnishings. Government provided furnishings are not normally authorized in family housing or private sector housing. However, if the Designated Command and Senior Officer Quarters (SOQs) have any existing government furnishings or equipment, it may be maintained but will not be replaced. Additionally, government furnishings may be authorized by Commandant (CG-1223), in remote or inaccessible areas where transportation difficulties exist. Realistic calculations supporting the economic benefit to the government shall be included when requesting to provide government furnishings.

2. Family Housing Equipment. Major household appliances are listed on Table 7-1. Family housing will contain, at a minimum, a range and refrigerator with freezer compartment. Use of personally owned equipment in place of government owned equipment is not permitted.
3. Window Treatments. Family housing and UPHs will have blinds or shades for each window.
4. UPH Furnishings and Equipment. Table 7-2 contains authorized furnishings and equipment in UPH facilities. If UPH rooms have furnishings or equipment exceeding what is authorized, it may be maintained but will not be replaced.
5. Hospitality (Aloha) Kits. The restrictions on government furnishings do not preclude temporarily lending appropriated or non-appropriated funded property to newly arriving or departing members for interim use pending receipt of, or after shipping, personal household goods.
6. Coast Guard Occupying DoD Housing. The Coast Guard will not supplement furnishings and equipment to Coast Guard members occupying DoD housing.

C. Outfitting and Replacement of Furnishings and Equipment.

1. Initial Outfitting of Family Housing. Table 7-1 contains equipment requirements that will be used for newly constructed housing. All equipment shall conform to the latest energy star conservation standards.
2. Initial Outfitting of UPH. Table 7-2 contains room and common area furnishings and equipment requirements.
   a. Furnishings. Furnishings should be of good quality. Interchangeable and adaptable components, taking into consideration, room size, wall openings, door swing, and electrical outlets are recommended. Flexibility in arrangements should be permitted. Furniture types and fabrics appropriate to the climate and location will be selected. The GSA catalogue or Federal Supply Schedule will be used unless otherwise authorized in the Federal Acquisition Regulations, Section 8.001. See the Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19(series) for procurement instructions.
   b. Equipment. All equipment shall conform to the latest energy star conservation standards.
3. Replacement of Furnishings and Equipment. Figure 7-1 contains repair and replacement guidelines for family and UPH furnishings and equipment. Replacement of equipment and furnishings is funded by unit AFC-30 funds. Recurring maintenance and routine change of occupancy renovation for owned housing units are funded by AFC-30M. In order to minimize the impact on budgets, replacement planning should be phased over a number of years, prior to the end of useful life.

D. Inventory Management.

1. General. UPH furniture and family housing equipment represent a large investment and procurement limitations require accurate inventory management. An itemized inventory control system will be established and maintained for all furnishings and equipment. For inventory management, use the Property Management Manual, COMDTINST M4500.5 (series) as a guideline.
2. Property Accountability.

a. Family Housing. Housing officers shall maintain a record of all housing equipment. Records shall include, at a minimum, the make, model, description, identification number, date of purchase and projected replacement date.

b. UPH. UPH managers shall maintain a record of all UPH furnishings and equipment, including any government provided accessories, such as window treatments, artwork, mirrors, etc. Records shall include, at a minimum, the make, model, description, identification number, date of purchase and projected replacement date.

3. HMIS. All furnishings and equipment shall be recorded in HMIS, including initial outfitting and subsequent replacements.

4. Inspecting Existing Inventory. Housing officers and UPH managers shall annually inspect furnishings and equipment in use and in storage to ensure they are in good condition. See Enclosure (21) for UPH furnishings and equipment inspection forms.

5. Redistribution. Excess furnishings or equipment may be redistributed to other facilities.

6. Survey and Disposal. The Property Management Manual, COMDTINST M4500.5(series) shall be followed when surveying and disposing of furnishings and equipment. A survey provides an administrative review of the condition, the cause, responsibility for its condition, and an authorization to remove it from the active property record. Furnishings and equipment will be disposed of through supply offices.

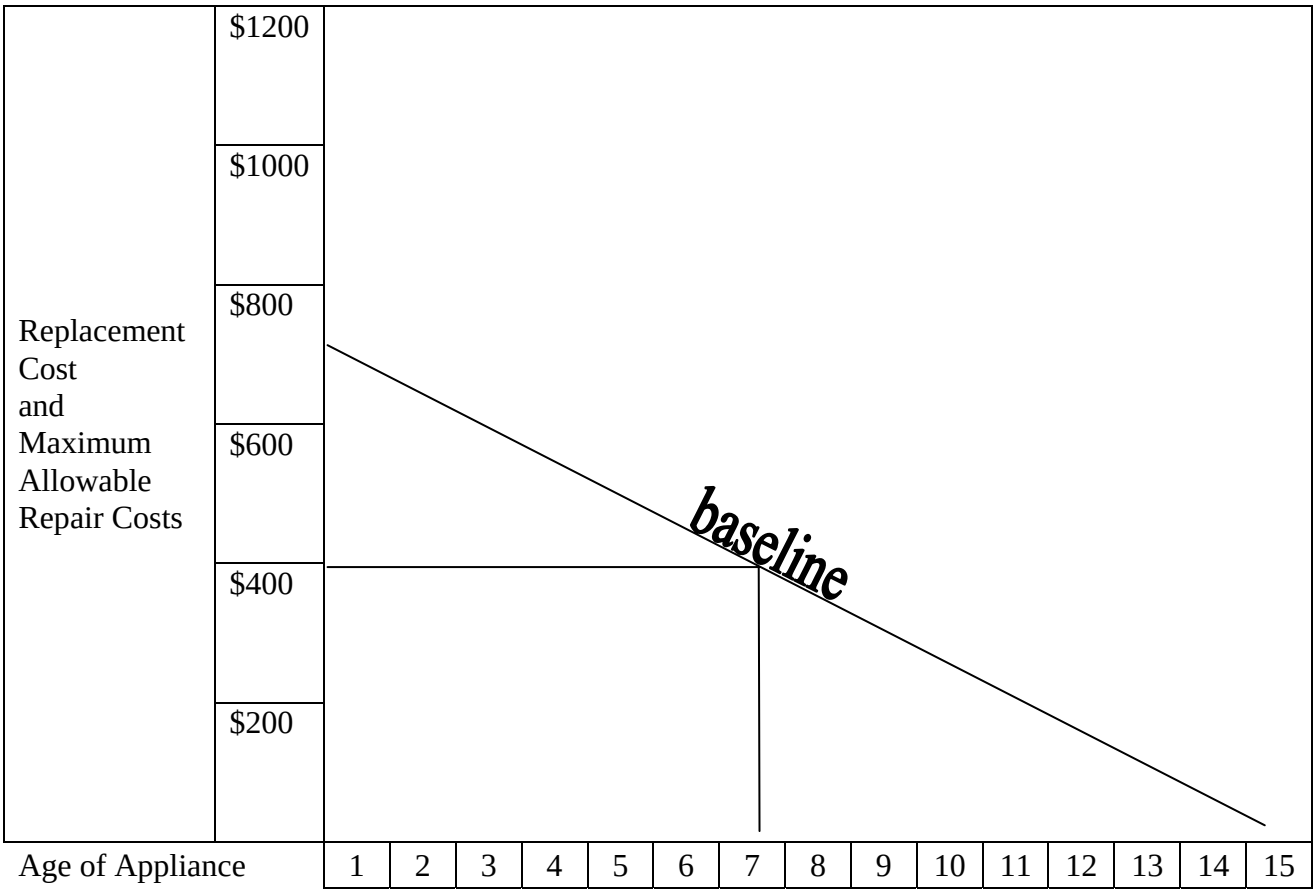
E. Maintenance and Repair.

1. General. Maintenance and repair is important to keep items in serviceable condition and protect the government's investment. Figure 7-1 is used to calculate whether to repair or replace damaged furnishings or equipment.

2. Accounting. The Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), describes how to account for labor and material or contract costs.

Figure 7-1
Equipment Repair or Replacement Decision Guide

To calculate whether to repair or replace damaged household equipment, use this figure, and follow the steps listed.



Procedure:

1. Determine appliance age.
2. Determine service life of appliance (from table 7-3).
3. Estimate repair costs.
4. From GSA schedule, determine replacement cost of an item of essentially the same size and features.
5. Establish a baseline by connecting the replacement cost and the service life.
6. Determine the maximum allowable repair cost by drawing a vertical line from the age to the baseline then horizontal to the repair cost scale on the left.
7. If the maximum allowable repair cost is greater than the estimated cost, then undertake repairs. If the results are equal or nearly so, repair is usually the better alternative because of the high initial cost of replacement. However, weigh intangible factors such as size differential between the old and new equipment, desirable features of new technology, new equipment's lower energy use or operating costs, and availability of funds for replacement.

Sample Calculation: Seven year old refrigerator requires repairs totaling $300. Replacement cost is $700. Maximum allowable repair is $400. Therefore repair is economical.

Table 7-1

Allowances for Family Household Equipment

Equipment does not include such household items as radios, audio equipment, televisions, VCR or DVD players, PCs, vacuum cleaners, table linens, cutlery, silverware, dishes and kitchen utensils, except for use in designated command quarters.

Item	Basis of Issue
Ranges; Electric or Gas	One per unit (note 1)
Refrigerator with Ice Maker	One per unit (notes 1 and 2)
Smoke Detector (hardwired with battery backup)	One per floor per unit plus one outside each bedroom and basement if equipped with gas water heater or furnace.
Carbon Monoxide Detector	One per living floor per unit plus basement if utilized as a laundry room.
Deep Freezer	One per unit for health reasons; Housing in remote areas (note 3)
Clothes Washer and Dryer	Clothes washers and dryers are not authorized in the United States but may be provided overseas. (note 4)
Dishwasher	One per unit (note 2)
Garbage Disposal	One per unit (note 2)

Notes:

1. A second range and refrigerator may be provided for command housing.

2. Dishwashers, garbage disposals, and refrigerators with ice makers may be provided for existing units as improvement projects.

3. Providing deep freezers in housing is limited to those where the medical officer certifies such equipment is necessary to safeguard health and in remote areas where members must purchase larger than normal amounts of food and unit cold storage facilities are limited.

4. Common laundry rooms should be provided where washers and dryers have been approved and multifamily units' design make this feasible.

Table 7-2

Minimum Standard Allowances for Unaccompanied Personnel Housing Furnishings and Equipment

Item	Allowance and Basis of Issue and Remarks
Box spring & mattress, standard 39" x 75" twin size	One per occupant
Bed frame, twin	One per occupant
Pillow	One per occupant
Blanket	One per occupant
Sheet and pillow case set	One per occupant
Closet or wardrobe, lockable	One per occupant
Window treatment	Each window
Wastebasket	One per occupant
Door locks and keys	One set per occupant
Inside and outside latches on all bathrooms	Each door
Desk and Chair	One per occupant
Desk lamp	One per occupant
Refrigerator	One per suite or module, 3.6 cu ft or larger (note 1)
Microwave oven	One per suite or module (note 1)
Easy chair	One per suite
Coffee table	One per suite
Sofa	One per suite
Bathroom medicine cabinet	One per unit
Bathroom mirror	One per unit
Bathroom wastebasket	One per unit

Notes:

1. Provided or allowed, at host commander's discretion, as electrical load permits. Not required for determination of adequacy.

Table 7-3

Equipment Service Life (in years)

Use this table to plan equipment repairs or replacement however, age is not the sole basis for replacement.

Equipment	Non-Tropical	Tropical
Freezer	15	12
Refrigerator	15	12
Range	15	12
Clothes Washer	10	08
Clothes Dryer	10	08
Dishwasher	09	07
Trash Compactor	10	08

CHAPTER 8 UNACCOMPANIED PERSONNEL HOUSING

A. General.

1. Purpose. This chapter sets forth policy for managing Unaccompanied Personnel Housing (UPH). This chapter also applies to family housing converted for use by unaccompanied personnel.

2. General. UPH facilities are primarily intended to provide berthing for watchstanders and those unaccompanied members not entitled to housing allowances. UPHs shall provide adequate space, privacy, and furnishings.

   a. Table 7-2 contains UPH furnishing standards for existing UPH facilities. See the Unified Facilities Criteria, UFC 4-721-10, for newly constructed UPH standards.

   b. Male and female members shall be berthed in separate rooms with lockable doors to ensure adequate privacy.

3. Commandant (CG-1223) Responsibilities: Commandant (CG-1223) shall approve diversion and re-designation requests that exceed 60 days, or requests to divert or re-designate the same room(s) more than twice in a 12 month period.

4. Command Responsibilities. AHAs shall provide oversight of all UPH facilities within their AOR. Local commanders are responsible for the operation and administration of their UPH facilities which includes:

   a. The development of a local UPH instruction that addresses management, guest policies, and occupant regulations;

   b. Ensuring UPH Staffing conforms to Table 1-4;

   c. Ensuring UPH occupancy standards are met;

   d. Designating rooms as watchstander, permanent party, or transient rooms;

   e. Inspecting rooms in accordance with the guidelines in Chapter 2;

   f. Development of a phased UPH furniture replacement plan; and

   g. Temporary (less than 60 days) diversion or re-designation of rooms.

5. UPH Manager or Master at Arms (MAA) Responsibilities. Basic responsibilities are shown below (local commands may add others):

   a. Managing all UPH facilities;

   b. Ensuring the SPO is notified when members are assigned to or terminated from UPH;

   c. Ensuring that required HMIS data entry is completed;

   d. Maintaining UPH occupancy, furniture and equipment inventory, and associated records;

   e. Managing funding for UPH operations;

   f. Acting as a liaison with members;

   g. Performing inspections to assess the condition of the furnishings and equipment using Enclosure (21).

h. Performing health and safety inspections and assess the condition of the room using Enclosure (22).

i. Providing members a copy of TOA and retaining a signed original in accordance with Chapter 2;

j. Identifying damages beyond normal wear and tear resulting from abuse or negligence, and initiating recoupment. See Chapter 2;

k. Coordinating contract work (e.g. custodial, linen, etc.), maintenance and trouble calls;

l. Managing the UPH master key system; and

m. Inventorying and issuing linen.

B. Occupancy and Room Designation. The Service's goal is to keep UPH fully occupied. UPH rooms are designated as watchstander, permanent party or transient. The required average minimum monthly occupancy rate is 95 percent for permanent party and watchstander rooms and 65 percent for transient rooms. Transient rooms occupied less than 65% over a six month period should be reviewed for re-designation to permanent party rooms. Local and tenant commanders shall work closely with the Commanding Officer who controls the UPH to coordinate and monitor assignment and occupancy. The number of occupants per room shall not exceed the standards set forth in table 8-1. Consider such factors as mission requirements, operational readiness, local housing market availability, etc. This is to allow unit flexibility based on specific geographic needs. UPLH shall not be acquired if permanent party rooms are available.

C. Assignment Priority.

1. Watchstander(s). Determined by Commanding Officer.

2. Permanent Party.

a. Unaccompanied members and involuntary geographic bachelors in pay grades E-3 and below assigned afloat;

b. Unaccompanied members and involuntary geographic bachelors in pay grades E-3 and below assigned ashore;

c. Unaccompanied members and involuntary geographic bachelors in pay grade E-4 assigned afloat;

d. Unaccompanied members and involuntary geographic bachelors in pay grade E-4 assigned ashore;

e. Unaccompanied members and involuntary geographic bachelors in pay grades E-5 and E-6, and

f. Members of other services under an ISSA (see chapter 4), and key and essential civilian personnel using a civilian contract. Civilian occupancy guidance is provided in OMB Circular A-45.

3. Transient.

a. TAD Members;

b. Married members who are experiencing martial discord, see paragraph 8.F, and

c. Voluntary geographic bachelors, see paragraph 8.G.

D. Notification. Housing officers shall notify SPOs when making permanent assignments to UPH.

E. Berthing Mixed Genders. Men and women must be berthed in separate rooms with lockable doors to ensure adequate gender separation and privacy. When men and women are assigned to the same building and share a bathroom, the bathroom shall be equipped with a door lockable from the inside.

F. Members Experiencing Marital Discord. Members experiencing marital discord may be assigned to UPH rooms for a brief duration to allow for a cooling down period. Under this provision, members who are temporarily separated may occupy vacant UPH transient rooms for no more than 15 days. Requests for occupancy between 15 and 30 days must be approved by MLC. Requests beyond 30 days must be approved by Commandant CG-1223. Married members who are separated should not be assigned to UPLH or family housing converted to UPH. UPH rooms or beds occupied by married members who are separated shall not be considered as occupied when calculating occupancy rates to meet the minimum occupancy required by paragraph 8.B.

G. Voluntary Geographic Bachelors. Voluntary geographic bachelors are members who choose to locate their dependents at an area other than their PDS. These members should be prepared to obtain private housing on the economy. However, with approval of the AHA, voluntary geographic bachelors may occupy vacant UPH transient rooms on a space available basis only. Commands may charge service charges as outlined in paragraph 8.L. When the room or bed is needed for a higher priority UPH resident, the geographic bachelor must vacate, at their own expense, within 10 days. Before assigning voluntary geographic bachelors to UPH rooms, commands shall advise these members not to consider assignments to UPH rooms as a long term solution to their housing needs. Instead assignments to available UPH rooms should be considered a short term solution, until the member can make permanent housing arrangements on the local economy. Voluntary geographic bachelors will not be assigned to UPLH quarters or family housing converted to UPH. UPH rooms or beds occupied by geographic bachelors shall not be considered as occupied when calculating occupancy rates to meet the minimum occupancy required by paragraph 8.B.

H. Furnishings and Equipment. UPH furnishings and equipment are currently funded based on square footage within the unit and grounds maintenance budget model. In addition to Table 7-2, minimum furnishings and equipment allowances, UPH facilities shall have no cost washer and dryer access, assigned room door keys, and inside and outside lock or latch on assigned bathrooms or kitchen facilities between adjacent rooms. Commands may request fall-out funding to procure UPH furnishings and equipment. UPH furnishings will remain in the assigned room and will not be used for purposes other than UPH.

I. OCONUS Civilian UPH Occupancy. Commandant CG-1223 may approve civilian employees OCONUS to occupy UPH space under the terms of a government contract. The AHA shall establish an appropriate rental rate and charges in accordance with OMB Circular A-45.

J. Termination. UPH assignments will be terminated and the SPO notified when:

1. An individual departs PCS or ends active military service;

2. An individual becomes eligible for BAH entitlement at the with-dependent rate;

3. Personnel who are on unauthorized absence, away from their permanent duty station and receive PCS orders, in extended confinement; or

4. The local commander deems eviction appropriate for disciplinary reasons, property abuse, destruction, or other reasons.

K. UPH Funding.

1. UPH O&M Funding. UPH O&M funding is provided through the various budget models annually and is provided to each Administrative Target Unit (ATU). Additional funding should be requested for UPH furnishings and equipment replacement via budget requests in Integrated Budget Support (IBUDS)/Account Funds Transfer (AFTS-NT).

2. UPH Cost Center. Charge all costs associated with operating and maintaining UPH facilities to the Service-wide UPH cost center, 78656.

L. Service Charges.

1. Local commanders may, at their discretion, impose service charges. Service charges are established to cover the cost of contract management, housekeeping, linen services, and amenities not available or provided from appropriated funds, or other costs involved in operating transient rooms. Service charges are only applicable to transient rooms for voluntary geographic bachelors, TAD personnel, and other guests (e.g. retirees, military personnel on leave or receiving TLA or BAH and civilian employees). Service charges also may help defray the cost of additional services transient personnel use, including telephone installation, televisions, cable hookups, decorations, and other amenities. Local commanders choosing to impose service charges shall set up a non-appropriated billeting fund to receive and disburse monies collected from service charges. These members shall not be charged rent. Establishing this fund does not entitle these occupants to reside in UPH beyond the space available policy. The local commander will:

   a. Ensure all applicable transient personnel pay required service charges;

   b. Set daily service charges for residents at the minimum amount necessary to cover expenses for transient rooms;

   c. Create billeting funds to recoup expenses for UPH services provided to applicable transient personnel. The funds are identified by the name of the activity where they are established (e.g. UPH TRACEN Petaluma). No person or group will manage billeting funds for financial profit;

   d. Not combine billeting funds with the non-appropriated funds of a command exchange or MWR organization.

2. Letters of Authority. The local commander will issue the following letters:

   a. Billeting fund administrator letter of appointment;

   b. UPH cashier appointment letter for the UPH Manager or designated agent.

3. Billeting Fund Controls. Policy for controlling and administering billeting fund assets are the local commander's responsibility. See the Coast Guard Nonappropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series) for general guidance on administering the fund.

M. UPH Planning and Programming.

1. General. UPH acquisitions are funded through the AC&I shore housing account. Nonrecurring repair and maintenance costs for UPH facilities are funded through the District Planned Obligation Priority (POP) board or Resource Allocation Board process that allocates AFC-43 project funds.

2. UPH Planning Criteria. See chapter 7 of the Planning and Programming Manual – Volume II, COMDTINST M16010.6 (series) for guidance. Documentation of all UPH projects should include an analysis of the local private sector housing, alternatives to acquisition or recapitalization, and the need for galley facilities for each alternative.

3. New Construction Planning Proposals. The Shore Facilities Standards Manual, COMDTINST M11012.9 (series) and DoD Unified Facilities Criteria, UFC 4-721-10 shall be used for planning proposals to construct new UPH facilities. Existing UPH facilities are not required to meet the new space requirements required by the Shore Facilities Standards Manual, COMDTINST M11012.9 (series) and/or DoD Unified Facilities Criteria, UFC 4-721-10. Table 8-1 provides minimum adequacy standards for existing UPH facilities. Renovation with the sole purpose of accommodating the standards imposed by the Shore Facilities Standards Manual, COMDTINST M11012.9 (series) and/or DoD Unified Facilities Criteria, UFC 4-721-10 is not necessary. Insufficient space is not a reason to declare existing UPH facilities inadequate.

APPENDIX A – LISTING OF COAST GUARD AND DEPARTMENT OF DEFENSE FORMS

1. CG-5571B, Condition Inspection Report
2. CG-6093, Disclosure of Environmental Health Hazards in Coast Guard Housing
3. CG-6089, Multi-Purpose Inspection Report
4. CG-6088, Agreement for Civilian Occupancy of Coast Guard Family Housing
5. DD Form 1607, Application for Homeowners Assistance
6. CG-5571, United States Coast Guard Residential Lease
7. CG-5571A, United States Coast Guard Residential Lease General Provisions
8. CG-5267, Application for Assignment to Military Housing
9. DD Form 1747, Status of Housing Availability
10. CG-6090, Fire Protection Systems Evaluation
11. CG-6092, Unaccompanied Personnel Housing Furnishings and Equipment Inspection Form
12. CG-6091, Unaccompanied Personnel Housing Inspection Form

Table 8-1. Minimum Adequacy Standards for Unaccompanied Personnel Housing		
Category	**Living Space**	**Notes**
Recruits (TRACEN Cape May, NJ)	Open compartment with at least 72 net sq. ft. of living space per person. Maximum 60 persons per room; central toilets.	1
E-1 through E-3 (Except Recruits)	Room with 90 net sq. ft. of berthing space per person. Maximum two persons per module.	2 and 3
E-4 through E-6	Private module with 180 net. sq. ft. of berthing space.	2 and 3
E-7 and above	Private suite of 480 net sq. ft. consisting of living room, bedroom, bathroom, closet and kitchen.	2, 3, and 4
E-1 through E-9 Watchstanders, Students (20 weeks or less), other Transients	Room with 90 net. sq. ft. of berthing space per person.	2, 3, 5, and 6
Officer Watchstanders, Students (20 weeks or less), other Transients	Room with 180 net sq. ft. of berthing space per person.	2, 3, 4, and 5

Notes:

1. The net living area is one equal share per person of the sleeping rooms. Measurements are to the inside face of the peripheral walls.
2. The net berthing space comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes bathrooms and vanity and entrance areas (including door swing).
3. Each standard module will include a separate entrance area and a three fixture toilet area with a toilet, shower, and sink (approximately 60 additional sq. ft.). Central bathrooms in non-standard modules, must provide one lavatory for every four persons, and one toilet and one shower for every six persons. When used by four persons or less, privacy between sexes, by sole use and queuing, is acceptable. When more than four persons use a central bathroom, separate male and female facilities shall be provided.
4. This may be two standard modules with an adjoining lockable door to provide a living and a berthing area.
5. In isolated locations where extended watchstander rotation (duty lasting more than seven continuous days) is normal, private watchstander modules may be allowed.
6. One-person modules are authorized for a Duty Officer or Officer of the Day (OOD) night room.

Required Housing Program Reports

Report	By	To	Frequency	Forms/HMIS
Leased Housing Monthly Report RCN-11101-1	MLC	CG-1223	Monthly by the 10th for the previous month.	Spreadsheet
ISSA Management Report RCN-11101-2	MLC	CG-1223	Quarterly by the 15th for previous quarter	Spreadsheet
Owned Housing Inventory Validation RCN-11101-3	MLC	CG-1223	Annually by the 30th June	Spreadsheet
Validated Owned Housing Inventory RCN-11101-4	CG-1223	CG-83	Annually	Spreadsheet
Budget Request Submission for Leased/ISSA RCN-11101-5	MLC	CG-1223	Annually by the 1st of August	Spreadsheet
Unaccompanied Lease Local Move TONO Log RCN-11101-6	MLC	CG-1223	Monthly by the 5th for previous month	Spreadsheet
Report to Congress as per Housing Authorities RCN-11101-7	CG-1223	Congress	As required	Letter
Report of Maintenance Cost for Housing with Civilian Occupants RCN-11101-8	MLC	CG-1223	Annually by 1st of September	Spreadsheet

HOUSING SUPPORT AGREEMENT
Between
Initiating Command
And
Receiving Command

Section I – PURPOSE	
1. Purpose / Background & References	A. Purpose: This Housing Support Agreement (HSA) establishes a relationship between *Initiating Command* and *Receiving Command* for providing support and funding for Coast Guard owned housing. B. Background: This HSA was established as a result of G-CCS Determination 21 in October of 1999, which realigned the housing program roles and responsibilities from CGHQ/District to the MLC. C. References: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series) (b) Coast Guard Leased Housing Procedural Guide, COMDTINST M11101.14 (series) (c) Housing Tenant Occupancy Agreement
2. Effective Date and Review	A. Effective Date: This agreement is effective on _____ B. Review: Annually on 1 September, or when necessary, both parties shall review this agreement for compliance and accuracy. At that time, and as necessary, the *Initiating Command* shall make appropriate changes and reissue the HSA.
3. Definition of Housing Site	This HSA applies to the following Coast Guard Owned Housing sites within the geographical boundaries of *Receiving Command* (List housing locations below).

Section II – OBJECTIVES / SERVICES: Both *Initiating Command* and *Receiving Command* agree to achieve the following objectives and services as outlined herein:

Initiating Command **will:**	*Receiving Command* **will:**
A. General: Provide support, guidance, and training to *Receiving Command's* Local Housing Officer and/or staff on assignment, occupancy, HMIS, housing maintenance and associated housing policy and procedures, as contained in references (a) through (c), and all other applicable directives that may be issued from time to time.	A. General: Follow and be familiar with all assignment, occupancy, and associated housing policy and procedures as outlined in references (a) through (c) and all other applicable directives that may be issued from time to time.

B. Housing Maintenance Budgeting: Allocate the appropriate amount of AFC-30 funds as prescribed by the *Initiating Command's* Budget Model to *Receiving Command* according to (a) the number of owned units maintained by the *Receiving Command* (includes family quarters utilized or designated as UPH) and (b) authorized amount requested in the *Receiving Command's* spend plan.

Use the following steps to provide funding to *Receiving Command*:

B. Housing Maintenance Budgeting: Follow the steps below to request an annual budget for housing maintenance. The *Receiving Command's* acts as the Program Element (PE) Manager for all PEs in their AOR (may be delegated), and is responsible and accountable for procurement actions against PEs. All procurements shall be in accordance with established regulations, rules and guidelines. The PE Manager is responsible for obligation of transactions and reconciliation of PEs. PE Manager shall file reports IAW MLC budget guidelines with assistance from ISC(f). PE Manager shall send Quarterly and End of Year reports IAW ISC(f) published deadlines.

Step	Completed by	When	Action
1	*Receiving Command*	Ongoing	Establish and maintains the following AFC-30 Program Elements (PE) accounts (e.g. ***ZP, Z2, Z3 & Z4*** are for General Housing Maintenance).
2	*Receiving Command*	August 1st	Estimate General Housing Maintenance spending per unit per year for the upcoming FY, include the following items: Change of Occupancy maintenance and repair Grounds Maintenance (Housing) Appliance replacement Preventive maintenance Repair service orders Unique contract items (e.g. school bus service) Remember, line items over $5k, (e.g. new roof, kitchen cabinets, etc.), shall be submitted using an SSMR to the servicing CEU with a copy to the *Initiating Command (Area Housing Officer)*.
3	*Receiving Command*	NLT August 15th	Submit Spend Plan to *Initiating Command (Area Housing Officer)* via SWS III using Excel Spreadsheet in the following format: *Housing unit Address Amount Requested Totals*
4	*Initiating Command*	NLT August 30th	Verify and forward *Receiving Command's* budget request to *MLC*.
5	*Initiating Command's* Comptroller	Once budget is approved	Transmit targets to *Receiving Command's* PE.

Transaction Summary Report: On a quarterly basis verify *Receiving Command's* transaction summary report. Remove any non-housing maintenance expenditures and charge them to unit's AFC-30 operating funds.

C. Funds Management: Shall prioritize, obligate, reconcile, and manage all authorized AFC-30 housing maintenance funds.

D. Transaction Summary Report: On a quarterly basis *Receiving Command* shall submit a '5-line' transaction summary report to *Initiating Command.*

Section III - APPROVAL / SIGNATURES**:**	
Initiating Command	*Receiving Command*
Signature: _____	*Signature:* _____
Date:	Date:

Section IV – POINTS OF CONTACT		
Any questions or inquiries regarding this HSA should be directed to the following Points of Contact:		
	Initiating Command	*Receiving Command*
Housing Officers	Address: POC: Phone: Fax:	Address: POC: Phone: Fax:

Roles & Responsibilities of Maintenance & Logistics Commands
Owned Housing Maintenance Coordinator (OHMC)

1. Works under the direct supervision of the Housing Program Coordinator.

2. Provides assistance to ISC Owned Housing Maintenance Coordinators as needed and maintain a direct line-of-communication.

3. Visits ISCs in AOR as necessary to ensure compliance with program policy.

4. Accompanies ISC OHMC on housing site inspections as necessary.

5. Oversees annual spend plans for maintenance funds at each housing site (except Representational Facilities), based upon needs (e.g. age, material condition, environmental health hazards (EHH), divestiture status, etc.). Ensures Environmental Risk Assessment (ERA) database is updated.

6. Tracks housing maintenance costs per unit (except Representational Facilities) by ensuring appropriate cost centers are being utilized.

7. Ensures uniformity of housing maintenance (AFC-30M) throughout AOR (except Representational Facilities), provides funds management oversight, and funds distribution to appropriate AHA and redistribution.

8. Tracks all AFC 43 projects, reviews planning proposals, and provides input and endorsements with recommendations.

9. Tracks all ISC OHMC maintenance backlogs throughout AOR (except Representational Facilities).

10. Coordinates with MLC for housing projects and makes recommendations to prioritize potential housing authority projects, divestitures, and the SFRL.

11. Reviews CEU and FE biennial inspection reports throughout AOR (except Representational Facilities).

12. Reviews material condition assessments for all AOR housing sites (except Representational Facilities) and ensures data is recorded in the housing unit's Maintenance History Log as conditions change and updates the database.

13. Ensures necessary training is provided in all aspects of the maintenance and material condition inspections. Ensures required training is provided to personnel monitoring environmental health hazards.

14. Advocates housing projects to the District Planned Obligations Priority (POP) board.

15. Reviews housing market studies, planning documentation, and endorses with recommendations. Serves as liaison with MLC(kse) for housing environmental health hazards (EHH) and tracks EHH updates from housing inspections via LHOs and ERA database.

16. Serves as liaison with CEUs for housing maintenance and environmental health hazards (EHH).

17. Reviews and make recommendations to Commandant CG-1223 on all reprogramming requests of housing maintenance billets.

18. Makes recommendations for Housing Program policy changes as appropriate.

Roles & Responsibilities of Integrated Support Commands
Owned Housing Maintenance Coordinator

1. Works under the direct supervision of the Area Housing Officer.
2. Provides assistance to LHO and Housing Representatives at units without direct Facility Engineering (FE) support, as needed.
3. Assists in developing annual spend plans for AFC-30M funds at each housing site and forwards to MLC OHMC as requested.
4. Manages and oversees annual spend plans for maintenance funds at each housing site based upon needs (e.g. age, material condition, environmental health hazards (EHH), divestiture status, etc.).
5. Tracks housing maintenance costs per unit by ensuring appropriate cost centers are being used.
6. Ensures uniformity of housing maintenance. Manages, distributes, and redistributes AFC-30M funds to appropriate LHOs.
7. Provides technical input to housing representatives when drafting SSMRs. Endorses, prioritizes, and if approved, forwards SSMRs to POP board via AHO.
8. Conducts material condition assessments for all housing, and ensures data is recorded in the housing unit's maintenance history log annually or as conditions change. Enters updated information in appropriate databases as required.
9. Liaises with MLC(kse) detached industrial hygienist to assess housing environmental health hazards (EHH), updates EHHs after housing inspections, updates Environmental Risk Assessment (ERA) database, and notifies LHOs of changes.
10. Liaises with CEUs for housing maintenance and EHH issues.
11. Reviews CEU and FE biennial inspection reports, follows up on action items and forwards the report with recommendations to MLC OHMC via AHO.
12. Tracks CEU maintenance backlogs.
13. Tracks all AFC 43 housing projects, reviews planning proposals, and provides recommendations for endorsement to District and ISC planning staffs via AHO.
14. Ensures housing projects are advocated at District POP boards.

Roles & Responsibilities of Integrated Support Commands Owned Housing Maintenance Coordinator (continued).

15. Reviews unit's maintenance history log and AFC-30M expenditures for housing units during field visits.

16. Ensures proper use of housing maintenance billets, and makes recommendations for changes to MLC OHMC via AHO.

17. Maintains a direct line-of-communication with MLC OHMC.

Bedroom Eligibility

Number of Dependents (excluding spouse)	Number of Bedrooms
Zero or one	2
Two, except as follows: One 10 years or older One 6 years or older and other of opposite sex	2 3 3
Three, except as follows: Two 10 years or older One 10 years or older and other two of opposite sex with one 6 years or older	3 4 4
Four, except as follows: One 10 years or over One 6 years or older and all three the opposite sex of the one Two 6 years or older of opposite sex and both the same sex Two 10 years or older and other two of opposite sex with one six years or older Three 10 years or older	3 4 4 4 4 4
Five or More	4

Notes:

1. This table applies to both leased and owned housing.
2. This table is based on the following:
   a. No child should share a bedroom with their parents;
   b. At most two children should share a bedroom;
   c. A child 6 years or older should not share a bedroom with a child of the opposite sex; and
   d. A child 10 years or older is entitled to a separate bedroom.
3. Dependents are those who actually reside with the sponsor more than 50 percent of the time (does not have to be consecutive).
4. With proper medical documentation unborn children are considered dependents.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5571B (06-06)	**Condition Inspection Report**	
Lease / HU Number:	Date of Inspection:	Date of Occupancy:
Local Housing Authority:		Inspection Type:
Member/Tenant Name:		Members Pay Grade:
Members Unit:	Address of Property:	

Age of Unit: _____ Total Bedrooms:_____ Total Baths: _____ Sq. Ft.: _____

Description:

- ☐ Detached, One-Story House
- ☐ Attached, One-Story House
- ☐ Attached, Two-Story House
- ☐ Semi-detached, Two-Story House
- ☐ Semi-detached, One-Story House
- ☐ Detached, Two-Story House
- ☐ Apartment, Two or More Stories

Condition of Leased Premises

1. The general condition and state of repair of the premises listed above should be noted as follows:

New	=	Not previously occupied
Good	=	Of high quality, with little or no wear (indicate any marks, etc.)
Fair	=	Moderately good quality (indicate discrepancies in remarks)
Poor	=	Inadequate, inferior
N/A	=	Not applicable

2. Use "Remarks" to list all exceptions, details and identify decorative work to reflect a true description of the property (e.g. patch on the wall, stains in the carpet, scratches on Formica, stained glass windows).

3. Deficiencies noted on the Condition Inspection report are for the protection of the U.S. Government, and the occupant. These discrepancies are considered to be pre-existing and in no way render the premises unsuitable for occupancy.

4. This inspection report consists of _____ pages, including this page, and represents an accurate description of the property herein described.

Certificate of Inspection Acceptance

_____	_____	_____
Print Name	Signature of Lessor	Date
_____	_____	_____
Print Name	Signature of Government Rep.	Date
_____	_____	_____
Print Name	Signature of Occupant *(If Present)*	Date

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Kitchen Check the space or include quantities as applicable. Note details, discrepancies and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Floor Covering	___ Wood ___ Carpet ___ Tile ___Vinyl ___ Other Color: _____ Age: ____ Yr: ____ Months: ____					
2. Baseboard	___ Wood ___ Tile ___Vinyl ___ Other Finish: ___ Paint ___ Stain ___ Other					
3. Walls	___ Sheetrock ___ Brick ___ Cement ___ Paneling Finish: ___ Paint ___ Stucco ___ Plaster ___ Wallpaper					
4. Ceiling	___ Paint ___ Stucco ___ Plaster ___ Blown ___Hanging ___ Sculptured ___Open Beam ___ Acoustic Tile ___ Other					
5. Trim	___ Chair Rail ___ Crown ___ ¾ Round ___ Wood ___ Other					
6. Windows	___ Thermal ___ Double Hung ___ Casement ___ Picture ___ Bay ___ Single Pane ___ Storm ___ Other ___ Security Bars					
	Lock: ___ Working ___ Not Working					
	Screen: ___ Aluminum ___ Nylon ___ Other					
	Blinds: ___ Vertical ___ Roll-up ___ Venetian ___ Mini ___ Other Note: USCG is not responsible for drapes or curtains left by lessor.					
7. Doors	___ Wood ___ Hollow ___ Louver ___ Metal ___ Solid ___ Sliding Glass ___ Other					
	Door Stop Type:					
	Threshold: ___ Metal ___ Wood ___ Marble ___ Other					
8. Pantry	Number of Shelves: Shelf Type: ___ Wood ___ Metal ___ Other					
9. Light Fixtures	___ Incandescent ___ Florescent ___ Ceiling Mount ___ Wall Mount ___ Track ___ Recessed ___Other					
10. Cover Plates	___ Metal ___ Plastic ___ Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Kitchen (continued)		New	Good	Fair	Poor	N/A
11. Heat/Air Vent	___ Floor ___Ceiling ___Wall ___Radiator ___ Baseboard					
12. Sink	___ Single ___ Double ___ Porcelain ___ Fiberglass ___ Stainless Steel ___ Sprayer ___ Rubber Plug ___ Strainer Plug ___ Other					
	Garbage Disposal**:** ___ Working ___ Not Working ___ Drain Plug ___ Unclogging Tool					
13. Stove	___ Electric ___ Gas ___ Drip Pan ___ Grill Make: _____ Age: _____ # of Burners: ____					
14. Broiler Pan	___ Enamel ___ Aluminum ___ Stainless Steel ___ Other					
15. Refrigerator	___ Standard ___ Side by Side ___ Frost Free ___ Ice Maker ___ Water/Ice Dispenser Make: _____ Age: _____					
16. Microwave	___ Built In ___ Portable Make:_____ Model: _____ Age: _____ Watts: _____					
17. Dishwasher	___ Built In ___ Portable Make:_____ Model:_____ Age: _____					
18. Trash Compactor	___ Built In ___ Portable Make: _____ Model: _____ Age: _____					
19. Cabinets	___ Wood ___ Laminate ___ Pressed Wood ___ Metal ___ Stained ___ Drawers ___ Other					
	Counter Top: ___ Formica ___ Corian ___Tile ___ Butcher Block ___ Other					
Item Number	**Remarks**					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Bathrooms Bathroom # ____ Location: ____ Upstairs ____ Downstairs Size: ____ Full ____ Half Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Floor Covering	___ Wood ___ Carpet ___ Tile ___Vinyl ___Other Color: _____ Age: _____ Year: _____ Months: _____					
2. Baseboard	___ Wood ___ Tile ___ Vinyl ___ Other					
	Finish:___ Paint ___ Stain ___ Other					
3. Walls	__ Sheetrock ___ Brick __ Cement __Paneling __Other					
	Finish: ___ Paint ___ Stain ___Stucco ___ Plaster ___ Other					
4. Ceiling	___ Paint ___ Stucco ___ Plaster ___ Blown ___Hanging ___ Sculptured ___ Acoustic Tile ___Open Beam ___ Other					
5. Trim	___ Chair Rail ___ Crown ___ ¾ Round ___ Wood ___ Other					
6. Windows	___ Thermal ___ Double Hung ___ Casement ___ Picture ___ Bay ___ Single Pane ___ Storm ___ Other ___ Security Bars					
	Lock: ___ Working ___ Not Working					
	Screen: ____ Aluminum ___ Nylon ___ Other					
	Blinds: ___ Vertical ___ Roll-up ___ Venetian ___ Mini ___ Other Note: USCG is not responsible for drapes or curtains left by lessor					
7. Doors	___ Wood ___ Hollow ___ Louver ___ Metal ___ Solid ___ Sliding Glass ___ Other					
	Door Stop Type:					
	Threshold: ___Metal ___ Wood ___ Marble ___ Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Bathroom (continued) Bathroom # _____ Location: ____Upstairs____Downstairs Size: ____Full ____Half Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
8. Closets	Number of Closets: ___ Number of Rods: ___ Shelves: ___ Wood ___ Metal ___ Other					
9. Light Fixtures	___ Incandescent ___ Florescent ___ Other ___ Ceiling Mount ___ Wall Mount ___ Track ___ Recessed					
10. Cover Plates	___ Metal ___ Plastic ___ Other					
11. Heat/Air Vent	___ Floor ___ Ceiling ___ Wall ___ Radiator ___ Baseboard					
12. Toilet/ Commode	___ Standard ___ Other Color: _____					
13. Tub	___ Fiberglass ___ Porcelain ___Whirlpool ___ Tile ___ Other Color: _____					
14. Shower Stall	___ Fiberglass ___ Plastic ___ Tile ___ Other Color: _____					
15. Shower Curtain Rod	___ Wood ___ Metal ___ Plastic ___ Other					
16. Shower Door	___ Plexiglas ___ Glass ___ Other					
17. Towel Bar	___ Metal ___ Plastic ___ Wood ___ Ceramic ___ Ring ___ Other					
18. Sink	___ Single ___ Pedestal ___ Porcelain ___ Fiberglass ___ Stainless Steel ___ Other Color: _____					
19. Vanity Cabinet	___ Wood ___ Laminate ___ Pressed Wood ___ Metal ___ Stained ___ Drawers ___ Corian ___ Fiberglass ___ Other					
	Counter Top: ___ Formica ___Tile __One Piece Molded ___ Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Bathroom (continued) Bathroom # _____ Location: ____Upstairs____Downstairs Size: ____Full ____Half Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
20. Medicine Cabinet	___ Wood ___ Mirrored ___ Plastic ___ Metal ___ Recessed ___ Wall Mounted ___ Other					
21. Mirror	___Wall Mounted ___ Other					
22. Exhaust Fan	___ Working ___ Not Working					
23. Soap Dish	___ Plastic ___ Metal ___ Wood ___ Ceramic ___ Other					
24. Tooth Brush Holder	___ Plastic ___ Metal ___ Wood ___ Ceramic ___ Other					
25. Toilet Paper Holder	___ Plastic ___ Metal ___ Wood ___ Ceramic ___ Other ___ Wall Mounted ___ Vanity Mounted ___ Other					

Item Number	**Remarks**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Interior Room Type of Room: _____ Location: ____ Upstairs ____ Downstairs Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Floor Covering	___ Wood ___ Carpet ___ Tile ___ Vinyl ___ Other Color:_____ Age: _____ Yr.: ____ Months: _____					
2. Baseboard	___ Wood ___ Tile ___ Vinyl ___ Other Finish: ___ Paint ___ Stain ___ Other					
3. Walls	___ Sheetrock ___ Brick ___ Cement ___Paneling Finish:___ Paint ___ Stucco ___ Plaster ___ Wallpaper					
4. Ceiling	___ Paint ___ Stucco ___ Plaster ___ Blown ___ Hanging ___ Sculptured ___ Open Beam ___ Acoustic Tile ___ Other					
5. Trim	___ Chair Rail ___ Crown ___ ¾ Round ___ Wood ___ Other					
6. Windows	___ Thermal ___ Double Hung ___ Casement ___ Picture ___ Bay ___ Single Pane ___ Storm ___ Security Bars ___ Other					
	Lock: ___ Working ___ Not Working					
	Screens: ___ Aluminum ___ Nylon ___Other					
	Blinds: ___ Vertical ___ Roll up ___ Venetian ___ Mini ___ Other Note: USCG is not responsible for drapes or curtains left by lessor.					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Interior Room (continued) Type of Room: _____ Location: ____Upstairs ____Downstairs Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
7. Doors	___ Wood ___ Hollow ___ Louver ___ Metal ___ Solid ___ Sliding Glass ___ Other					
	Door Stop Type:					
	Threshold: ___ Metal ___ Wood ___ Marble ___ Other					
8. Closets	Number of Closets: ____ Number of Shelves: ___ ___ Rod ___ Wood ___ Metal ___ Other					
9. Light Fixtures	___ Incandescent ___ Florescent ___ Ceiling Mount ___ Wall Mount ___ Track ___ Recessed ___ Other					
10. Cover Plates	___ Metal ___ Plastic ___ Other					
11. Heat/Air Vent	___ Floor ___ Ceiling ___ Wall ___ Radiator ___ Baseboard					

Item Number	**Remarks**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Hall Location: ____Upstairs ____Downstairs Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Floor Covering	___ Wood ___ Carpet ___ Tile ___ Vinyl ___ Other Color:_____ Age: ____ Yr.: _____ Months: _____					
2. Baseboard	___ Wood ___ Tile ___ Vinyl ___ Other Finish: ___ Paint ___ Stain ___ Other					
3. Walls	___ Sheetrock ___ Brick ___ Cement ___Paneling Finish:___ Paint ___ Stucco ___ Plaster ___ Wallpaper					
4. Ceiling	___ Paint ___ Stucco ___ Plaster ___ Blown ___ Hanging ___ Sculptured ___ Open Beam ___ Acoustic Tile ___ Other					
5. Trim	___ Chair Rail ___ Crown ___ ¾ Round ___ Wood ___ Other					
6. Doors	___ Wood ___ Hollow ___ Louver ___ Sliding Glass ___ Metal ___ Solid ___ Other					
	Door Stop Type:					
	Threshold: ___ Metal ___ Wood ___ Marble ___ Other					
7. Closet	Number of Closets: ____ ___ Rods ___ Wood ___ Metal ___ Other					
8. Light Fixtures	___ Incandescent ___ Florescent ___ Ceiling Mount ___ Wall Mount ___ Track ___ Recessed ___ Other					
9. Cover Plates	___ Metal ___ Plastic ___ Other					
10. Heat/Air Vents	___ Floor ___ Ceiling ___ Wall ___ Radiator ___ Baseboard					
11. Smoke Detector	___ Working ___ Not Working ___ Other Location ___ Hardwired ___ Battery ___Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Hall (continued) Location: ____Upstairs ____Downstairs Make as many copies of this section as needed to complete the Condition Inspection Report. Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
12. Thermostat	___ Mercury ___ Digital ___ Rheostat ___ Other					
13. Stairs	___ Wood ___Carpet ___ Non-Skid Strips ___Other					
14. Bannister/ Handrails	___ Wood ___ Metal ___ Other Finish: ___ Paint ___ Stain ___ Other					
15. Windows	___ Thermal ___ Double Hung ___ Casement ___ Picture ___ Bay ___ Single Pane ___ Storm ___ Security Bars ___ Other					
	Lock: ___ Working ___ Not Working					
	Screen: ___ Aluminum ___ Nylon ___ Other					
	Blinds: ___ Vertical ___ Roll-up ___Venetian ___ Mini ___ Other Note: USCG is not responsible for drapes or curtains left by lessor					

Item Number	**Remarks**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Garage/Carport Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Floor	__ Ground __ Cement ___Gravel ___ Asphalt __ Other					
2. Baseboard	___ Wood ___ Tile ___ Vinyl ___ Other Finish: ___ Paint ___ Stain ___ Other					
3. Walls	Construction: ___ Sheet Rock ___ Brick ___ Cement ___ Cinder Block ___ Other Finish: ___ Paint ___ Stucco ___ Plaster ___ Other					
4. Ceiling	___ Paint ___ Stucco ___ Plaster ___ Hanging ___ Open Beam ___ Other					
5. Windows	___ Thermal ___ Double Hung ___ Casement ___ Picture ___ Bay ___ Single Pane ___ Storm ___ Security Bars ___ Other					
	Lock: ___ Working ___ Not Working					
	Screen: ___ Aluminum ___ Nylon ___ Other					
	Blinds: ___ Vertical ___ Roll-up ___ Venetian ___ Mini ___ Other Note: USCG is not responsible for drapes or curtains left by lessor.					
6. Doors	___ Wood ___ Hollow ___ Louver ___ Metal ___ Solid ___ Sliding Glass ___ Other					
	Door Stop Type:					
	Threshold: ___Metal ___Wood ___ Marble ___ Other					
7. Light Fixtures	___ Incandescent ___ Florescent ___ Ceiling Mount ___ Wall Mount ___ Flood ___ Other					
8. Cover Plates	___ Metal ___ Plastic ___ Other					
9. Overhead Door	___ Metal ___ Wood ___ Fiberglass ___ Other ___ Electric Door Opener Number of Windows: _____ Number of Remote Controls: _____					
10. Deep/Utility Sink	___ Metal ___ Fiberglass ___ Porcelain ___ Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Garage/Carport (continued)		New	Good	Fair	Poor	N/A
11. Shelving	___ Metal ___ Wood ___ Peg Board ___ Other					
12. Cabinets	___ Metal ___ Wood ___ Other					
13. Work Bench	___ Metal ___ Wood ___ Other					
14. Heating	Type:					

Item Number	**Remarks**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Exterior Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Landscaping	___ Grass ___ Gravel ___ Sand ___ Scrub ___ Trees ___ Other Maintenance Responsibilities: ___ Landlord __Tennant Exceptions:					
2. Roof	Age: ____ Type: ___ Asphalt ___ Wood ___ Cedar ___Tin ___ Fiberglass ___ Terra Cotta ___ Other					
	Chimney: ___ Brick ___ Metal ___ Other					
	Gutters: ___ Aluminum ___ Vinyl ___ Shingles					
	Downspouts: ___ Vinyl ___ Aluminum ___ Splash Guards ___ Other					
3. Foundation	___ Slab ___ Poured w/Basement ___ Pilings ___ Crawl Space ___ Other					
4. Exterior Construction	Walls: ___ Wood ___ Aluminum ___ Brick ___Vinyl ___ Shingles ___Stucco ___ Other					
	Awnings: ____Fiberglass ____Metal ____Cloth ____Other					
	Shutters: ___ Wood ___ Vinyl ___ Metal ___ Other ___ Functional ___ Decorative					
5. Door	___ Wood ___ Hollow ___ Louver ___ Metal ___ Solid ___ Sliding Glass ___ Other					
	Screen Door:____ Sliding ___ Hinged ___ Full Screen					
	Threshold: ___ Metal ___ Wood ___ Marble ___Other					
6. Storm Door	___ Wood ___ Metal ___ Solid ___ Hollow ___Other					
7. Porch/ Deck/Patio	___ Wood ___ Metal ___ Solid ___ Hollow ___ Enclosed ___Open ___ Other					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Exterior (continued)		New	Good	Fair	Poor	N/A
8. Driveway	___ Cement ___ Asphalt ___ Gravel ___ Brick ___ Ground ___ Other					
9. Walkway	___ Cement ___ Asphalt ___ Gravel ___ Brick ___ Flagstone ___ Other					
10. Outdoor Lighting	___ Flood ___ Carriage ___ Gas ___ Photocell ___ Motion Detector ___ Metal Base/Glass ___Other					
11. Water	___ City ___ Individual Well ___ Community Well ___ Well Pump					
12. Storage Shed	Exterior: ___ Wood ___ Metal ___ Other ___ Paint Electricity: ____Yes ____ No Number of Outlets: ____					
13. Antenna	___ External ____ Internal ___ Satellite Dish ___ Cable/Cable Ready					
14. Fence	Fence Height: _____ ___ Wood ___ Chain Link ___ Other Gate: ___ Wood ___ Chain Link ___ Other					
15. Mailbox	___ Curb ___ Attached ___ Door Slot ___ Cluster ___ Wood ___ Metal ___ Plastic ___ Other					
16. Doorbell	___ Working ___ Not Working					
17. Garbage Can	Size: _____ ___ Metal ___ Plastic ___ Other Provided by: ___ Landlord ___ Municipal ___ Member					
18. Clothes Line Pole	___ Wood ___ Metal ___ Plastic ___ Umbrella ___ Other					
19. Sewage System	___ City ___ Septic Tank If septic tank enter date last pumped:					
20. Outdoor Shower	___ Open Air ___ Enclosed					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Exterior (continued)		New	Good	Fair	Poor	N/A
21. Special Needs	___ Ramp ___ Bath ___ Doors ___ Rails ___Counters ___ Cabinets ___ Other					
Item Number	**Remarks**					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

General Check the space or include quantities as applicable. Note details, discrepancies, and exceptions in remarks. If "Other" is checked explain in remarks section with corresponding number of the item.		New	Good	Fair	Poor	N/A
1. Heating and Cooling	Fuel Type: ___ Gas ___ Oil ___ Electric ___ Heat Pump ___ Central A/C ___ Forced Hot Air ___ Hot Water Baseboard ___ Wood/Coal Burning Stove ___ Window A/C Number of Units: ___ Make:_____					
2. Hot Water Heater	___ Gas ___ Electric Make: _____ Capacity: _____(gals)					
3. Washer	Provided: ____ Location: _____ Make:_____ Age:_____					
4. Dryer	Provided: ____ Location: _____ ___Gas ___ Electric Make:_____ Age:_____					
5. Fireplace	___ Wood ___ Gas ___ Chimney ___ Ventless Chimney Cleaned by: ___ Landlord ___ Tennant Date chimney last cleaned:_____					
6. Attic Access	Location:					
7. Sprinkler System	Provided: ___Yes ___ No Age: _____					
8. Smoke Detectors	Working: ___ Yes ___ No ___ Hard Wired ___ Hard Wired with Battery Backup ___ Battery					
	Location and date last tested: _____ _____ _____ _____ _____					

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

General (continued)		New	Good	Fair	Poor	N/A
9. Carbon Monoxide Detector	Location and date last tested: _____ _____ _____ _____ _____					

Item Number	**Remarks**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

Item Number	**Additional Remarks Page** **This page may be used to supplement any section of the Condition Inspection Report.**

Continued on next page

Government's Initials: _____ Tenant's Initials: _____

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6093 Rev. (06-06)	**Disclosure of Environmental Health Hazards in Coast Guard Housing**

Environmental Health Hazards Warning

Housing built before 1981 may contain lead-based paint or asbestos-containing material. Asbestos or lead materials can pose health hazards if not managed properly. Lead exposure is especially harmful to young children under age seven and pregnant women. The Coast Guard must disclose the presence of known lead-based paint and/or asbestos-containing material in the dwelling before assigning personnel to pre-1981 housing. Personnel assigned to pre-1981 housing must also receive a Federally approved pamphlet on lead poisoning prevention. Housing built at any time may contain radon. Radon may enter the home through cracks in solid floors, wall construction joints, gaps in suspended floors, service pipes, and cavities inside walls.

Coast Guard Housing Disclosure

(a) Presence of lead-based paint, lead-based paint hazards and/or asbestos-containing material (check (1) or (2) below):

(1) _____ The housing unit at (address) _____ has been assessed for environmental health risks and known lead-based paint and/or lead-based paint hazards are present in the housing unit (explain). List all other known environmental health risks (i.e. asbestos and radon) in ERA report, include common areas (e.g. playground equipment, lead in soil, etc.).

Environmental Risk Assessment Report # _____ has identified the following components containing lead-based paint and/or asbestos-containing material; (attach list if needed) Include past and future planned remediation efforts and give specific dates of remediation, if known.

_____

_____

_____

If any of the components listed above become damaged or disrupted contact _____ at _____.

(2) _____ The housing unit at (address) _____, built in 19____, has NOT been assessed for environmental health risks. No environmental health hazards are known but their presence is suspect in the housing unit (explain). Housing unit scheduled to be assessed in FY _____.

_____

_____

_____

(b) Records and reports available to housing residents: (Cross out either 'has' or 'does not have')
The Housing Office has or does not have available records and reports, pertaining to lead-based paint and/or lead-based paint hazards in the housing unit, for your review.

(c) Resident's Acknowledgement (initial)

(1) ____ Resident has received a copy of this Disclosure Letter (signed) and the list of components described in paragraph (a)(1) above.

(2) ____ Resident has received the EPA approved pamphlet *Protect Your Family from Lead in Your Home and/or Asbestos in the Home: A Homeowner's Guide*.

(d) Certification of Accuracy
The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Housing Representative Date	_____ Resident Date
_____ Title	_____ Address
_____ Housing Site	_____

1. Integrated Support Commands and Maintenance Logistics Command shall implement a plan to disclose assessment data to residents in a manner that is accurate, supportive, and objective through group sessions such as “Town Meetings” and EPA lead paint disclosure regulations. Disclosure letters shall be provided to Coast Guard housing residents prior to initial occupancy. **All disclosure letters must be kept on file indefinitely.**

2. For Pre-1981 Coast Guard housing units already assessed (but not completely remediate) for asbestos, lead and radon environmental health risks.

   a. Issue a disclosure letter to current or prospective residents stating their assigned quarters have been assessed for environmental health risks. State whether or not the quarters currently contain environmental health risk.
   b. If present, identify the location and type of environmental health risks. Disclose past and future planned remediation efforts; give specific dates of remediation, if known.
   c. Identify whom to contact if damaged lead-based paint is present in the quarters. List the ERA report (s), provide access to available ERA report (s) and records.

3. If environmental health risk(s) is/are present, include the appropriate pamphlet(s) as enclosures to the disclosure letter:

   a. Protect your family from Lead in your Home EPA-747-K-94-001.
   b. Lead in you Home, EPA-747-B-98-002.
   c. Asbestos in the Home, EPA-560-OPB-86-002.
   d. Reducing Radon Risk, EPA-5201/1-89-027

4. For Pre-1981 Coast Guard Housing units not yet assessed for asbestos, lead and radon environmental health risks.

   a. Issue a disclosure letter to current or prospective residents stating their assigned quarters were constructed prior to 1981, but have not yet been assessed.
   b. State that the presence of environmental health risks in quarters is not known until assessed.
   c. State when the quarters are schedule to be assessed.
   d. Include the above-listed pamphlets as enclosures to the disclosure letter.

5. Precautionary measures outlined in the above EPA pamphlets should be followed. Parents of children under age seven living in pre-1981 Coast Guard Housing not yet assessed shall be encouraged to take a blood lead screening test, because they are at greatest risk from the effects of lead.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6089 Rev. (06-06)	**Multi-Purpose Inspection Report**	
Occupant Name/Rank	Lease #	Date
Inspection (check one): ☐ Annual	☐ For Cause	☐ Other
Address of Location:		

Kitchen	**Note Discrepancies**
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Cabinets (clean inside, outside	_____
Counter (clean, stain-free)	_____
Light fixtures (clean, bulbs)	_____
Sink (clean, stain-free)	_____
Refrigerator (clean inside, outside)	_____
Stove (clean inside, outside)	_____
Dishwasher/Disposal (clean, working)	_____
Range Hood (clean, working properly)	_____
Other	_____

Dining Room	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (carpet professionally cleaned	_____
Window, blind, sill, screens (clean)	_____
Light fixtures (clean, working)	_____
Doors (clean, chip-free)	_____
Other	_____

Living Room	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (carpet professionally cleaned	_____
Window, blind, sill, screens (clean)	_____
Light fixtures (clean, working)	_____
Doors (clean, chip-free)	_____
Other	_____

Multi-Purpose Inspection Report (continued)

Family Bathroom	**Note Discrepancies**
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Light fixtures (clean, working)	_____
Medicine cabinet (clean inside, outside)	_____
Towel bars/accessories (clean)	_____
Sink (clean, chip, stain-free)	_____

Family Bathroom	
Toilet/seat (clean, stain-free)	_____
Tub/shower/rod (clean, chip-free/stain)	_____
Cabinets/vanity (clean, burn-free)	_____
Vent/fan (clean, working properly)	_____
Other	_____

Hall/Stairs	
Ceiling/wall (clean, spot free)	_____
Floor (carpet professionally cleaned)	_____
Windows, blinds, sill, screens (clean)	_____
Light fixtures (clean, working)	_____
Doors (clean, chip free)	_____
Other	_____

Hall Half-Bathroom	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Towel bar/accessories (clean)	_____
Medicine cabinet (clean inside, outside)	_____
Sink (clean, chip/stain-free)	_____
Toilet/seat (clean, chip/stain-free)	_____
Counter/vanity (clean, chip/stain-free)	_____

Bedroom #1	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____

Multi-Purpose Inspection Report (continued)

Bedroom #1 (continued)	**Note Discrepancies**
Window, blind, sill, screens (clean)	_____
Light fixtures/outlets (working)	_____
Doors (clean, chip free)	_____
Closets (clean, lights working	_____
Other	_____
Bedroom #2	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Bathroom #2	
Light fixtures/outlets (working)	_____
Doors (clean, chip free)	_____
Closets (clean, lights working	_____
Other	_____
Bedroom #3	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Light fixtures/outlets (working)	_____
Doors (clean, chip free)	_____
Closets (clean, lights working	_____
Other	_____
Bedroom #4	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Window, blind, sill, screens (clean)	_____
Light fixtures/outlets (working)	_____
Doors (clean, chip free)	_____
Closets (clean, lights working	_____
Other	_____

Multi-Purpose Inspection Report (continued)

Den/Study	**Note Discrepancies**
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Floor (clean, waxed)	_____
Other	_____

Utility Room	
Ceiling (clean, spot free)	_____
Walls (clean, spot free)	_____
Washer, dryer, hook-ups (good shape)	_____
Light/outlets (working)	_____
Doors (clean, chip-free)	_____
Other	_____

Exterior	
Outside of home (clean, undamaged)	_____
Walkways (clean, spot-free)	_____
Driveway (clean, oil-free)	_____
Porch, deck, patio (clean, undamaged)	_____
Lawn, trees, shrubbery (cut, trimmed)	_____
Fence, shed (working, undamaged)	_____
Doors, lights (clean, chip-free, working	_____
Other	_____

Lessor Signature:	Date:
Govt. Representative Signature:	Date:
Signature of Assigned Occupant: (if present)	Date:

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6088 (6-06)	**Agreement for Civilian Occupancy of Coast Guard Family Housing**		OPFAC NO.
Name of Tenant			Agreement No.
Name and Location of Housing Site		Agreement Effective Date	Monthly Rental Charge
		Monthly Furniture Charge	Schedule of Additional Charges
Premises (Street Address and Dwelling No.		Name, Title, and Location of Housing Authority	

Agreement

Subject to the following terms and conditions, the government hereby grants tenant the right to use and occupy the portion of the project comprising the premises, together with all government property therein. Such right shall continue from and after the agreement effective date through the last day of the calendar month of such effective date and thereafter on a calendar month basis until this agreement shall be terminated pursuant to its provisions.

On or prior to the agreement effective date, tenant and an inspector designated by the government representative shall jointly inspect the premises and shall sign inspection and inventory records listing all government property contained therein and reflecting the condition of the premises and such property, which records shall be incorporated herein by reference and constitute part of the agreement as if fully set forth herein.

Tenant will pay the government monthly, in advance, the amount of the monthly rental charge specified above, together with the monthly furniture charge specified above. Tenant will also pay promptly, when due, the amount of all charges for utilities and services furnished by the government. If the agreement effective date is other than the first day of a calendar month, the amount of initial payment of all charges payable hereunder in advance at a fixed monthly rate shall be reduced one-thirtieth (1/30) for each day of the month prior to the agreement effective date. Tenant will make all payments due hereunder at the office of the government representative named above.

Tenant will use the premises solely as a private residence for themselves and their family, and for no other purpose whatsoever.

Tenant will not assign this agreement to any third party, nor sublet the premises, in whole or in part.

Tenant, their family and guests, will at all times conduct themselves in a proper manner with due regard for other occupants of the project, and comply with all rules, regulations, and policies presently established or hereafter promulgated by the government representative for general project applicability, including those relating to conditions of eligibility for continued occupancy of premises within project, and to safety, sanitation, and the general welfare of project occupants.

Tenant will not keep or bring, nor permit to be brought, on the premises anything which will constitute a fire hazard.

Tenant will promptly report to the Government Representative any change in their personal circumstances which may affect their eligibility for continued occupancy of the Premises under general eligibility regulations established for the Project. Items to be reported shall include but not be limited to any change in family composition, including any change in marital status, and any change in occupation status.

Tenant will at all times assist and cooperate with the government representative in the care and maintenance of the premises, including government property therein and appurtenant yard areas, and will promptly notify the government representative in the event of any damage to or loss or destruction of any item, or any need for repair thereof.

If any deliberate or negligent act or mission by tenant or any of his family, servants, employees, agents, visitors or licenses, shall result in any damage to or loss of destruction of any government property which is part of the project, the premises or government property therein, tenant shall promptly repair or replace such property, or pay to the government an amount of money sufficient to compensate it for the loss or damage sustained, as the government representative shall elect and determine.

Tenant has examined, knows and accepts the condition and state of repair of the premises and the project, and acknowledges that the government has made no representation concerning such condition or state of repair, nor any agreement or promise to altar, improve, adapt, or repair same.

Tenant will indemnify and hold harmless the government, its officers, agents and employees, from all liability or claim for any loss of or damage or injury to the person or property of tenant, or of any third person, which shall occur from any cause whatsoever while in or upon the premises, or shall be occasioned by any use or misuse of the premises, except loss, damage or injury caused solely by a negligent act or omission of a government officer, agent or employee engaged in the maintenance and operation of the project.

Tenant will make no alterations what so ever to the premises or to the government property therein without prior written approval of the government representative, and then only subject to the conditions of such approval, which may include obligations for removal and restoration upon termination of this agreement.

Continued on next page

Tenant will permit government officers, agents and employees to enter the premises at all reasonable times for any purpose not inconsistent with tenant's quiet use and enjoyment thereof, including, but not limited to, purpose of inspection and repair.

Either party may terminate this agreement at any time upon not less than 30 days written notice to the other party; provided however, that if a tenant is transferred to another duty station outside the locality upon short notice, they may terminate by such shorter written notice to the government representative as may be prescribed by local regulation under such circumstances. In the event of termination under this article other than on the last day as of a calendar month the government shall refund to tenant for each remaining day of the calendar month, ONE-THIRTIETH (1/30) of the total amount of monthly charges paid in advance, less the amount due for any unpaid utilities and services furnished. Tenant shall then have fulfilled all their obligations under this agreement.

Upon such termination of this agreement. Tenant shall satisfy the removal and restoration obligations that may be imposed as conditions of all approvals of alterations granted and shall quietly and peacefully remove personal property and surrender the premises and each item of government property therein to the government in the condition reflected in the inspection and inventory records, subject however, to reasonable wear and tear.

The government shall have the additional right to terminate this agreement and all rights of tenancy hereunder, without any advance notice whatsoever, at any time the tenant shall fail to pay any charges due or violate any other condition of this agreement. Upon such termination, the government representative, or his designee(s), shall have the right, without legal notice or institution of any legal proceeding, to take possession of the premises and to dispossess tenant, forcibly if necessary, without being guilty of any manner of trespass and without prejudices to any other remedy available to the government for breach of agreement conditions. Tenant hereby expressly waives any and all notice of default of demand for repossession, together with all rights to refund of any portion of any charges paid in advance, in the event of any termination under this article.

Failure of the government to insist upon performance of any of the term or conditions of this agreement in any one or more instances shall in no event be considered as a waiver or relinquishment of its right to future performance thereof, and tenant's obligation to such future performance shall continue in full force and effect.

Additional Provisions

The tenant agrees to comply with the Coast Guard Housing Manual and the Local Housing Authorities Housing Manual, Directive, or Instruction. Further, the tenant will acknowledge and sign a tenant occupancy instruction and comply with its provisions.

Rent is established in accordance with paragraph 6.H.7.b of the Coast Guard Housing Manual. Further, such rent will be reviewed on an annual basis and adjusted in accordance with OMB circular A-45. Tenant will make monthly rent payment via personal check or money order to the project housing office. Checks will be made payable to U. S. Coast Guard.

All costs associated with moving into and out of government quarters shall be the sole responsibility of the tenant.

This agreement may be cancelled at any time by mutual consent of the parties concerned. Either party upon giving at least 30 days notice to the other party may also cancel this agreement.

In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

The tenant shall hereby indemnify and hold harmless the United States, the Coast Guard, it's officers, employees, agents and servants from any and all liability arising from any tortuous acts under the Federal Tort Claims Act (28 U.S.C. 2671 et seq) or other laws, including the death or injury to any person resulting from the use of the facility by the tenant.

The tenant shall hereby indemnify and hold harmless the host against all actions, claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by the tenant, it's officers, employees, contractors, agents, guests, or the participants in activities in connection with the tenant's use of the facility, or for any injuries sustained by any individual who has come on the facility and may be injured in the course of participating in an inherently hazardous activity, an athletic activity, or another recreational activity while on the installation, whether or not the activity is a sanctioned part of the tenant's use of the facility.

The tenant shall hereby indemnify and hold harmless the host against all actions, claims, demands, liabilities, and damages that may arise from the hazards listed herein and the tenant's potentially incompatible use of the facility, as applicable under law.

Signature of Tenant	Date	Signature of Housing Authority	Date

APPLICATION FOR HOMEOWNERS ASSISTANCE

IF: You are or were a servicemember, a Federal employee, a member of the Coast Guard, or a U.S. citizen employee of a nonappropriated fund instrumentality serving at or near a military installation which has been ordered to be closed in whole or in part, or has been closed to reduce the scope of operations;

AND: You own or owned your home near that installation;

AND: You will be or have been obliged to move away to obtain new work, are reassigned to another area, or are involuntarily unemployed;

You may be entitled to benefits under the Department of Defense Homeowners Assistance Program. For details on how you may qualify, see below.

THE LAW

Public Law 89-754, Section 1013, as amended, authorizes the Secretary of Defense to provide financial help to eligible homeowners serving or employed at or near military installations which were ordered closed or partially closed, realigned or were ordered to reduce the scope of operations. The Department of the Army acts as executive agent for DoD in administering the program for all military departments. Before the benefits can be paid, certain conditions must be met.

CONDITIONS

The Base Closure or Reduction Action.

There must be a decline in the market value of your home which can reasonably be shown to have been caused by the closure.

The Homeowner.

There are several circumstances which may qualify you to benefit from the Homeowners Assistance Program. As a servicemember, Federal employee (other than a temporary employee serving under a time limitation), member of the Coast Guard, or U.S. citizen employee of a nonappropriated fund instrumentality, you may qualify if your service assignment or your job is ended as a result of the closure or reduction.

Benefits may also be available to eligible personnel on permanent change of station moves during the period of continued market impact. Payment may not duplicate any payment received under any other law. Benefits under the program are not available to personnel of contractors.

Service Requirements.

You must have served at or have been employed at or near the installation when the closure or reduction was announced; OR

You must have transferred from the installation (or had your employment ended as a result of reduction-in- force) within the six months prior to the announcement; OR

Be serving overseas as a Federal employee, with existing reemployment rights at the time of the announcement.

Service Requirements. *(Continued)*

You must have transferred from the installation on an oversea tour within three years prior to the announcement.

At the time of the announcement, transfer or job termination, you must have been the owner-occupant of the dwelling (or have left it after being ordered into on-post housing during the six months before the announcement).

The Dwelling.

Your residence must be a one- or two-family dwelling which you both owned and occupied at the time of the announcement, transfer or termination of employment. In general, a trailer or mobile home will not qualify unless demounted and permanently affixed to land which is owned or held under a long (27.5 years) lease.

The Local Real Estate Market.

The law permits benefits if your property has decreased in value because of the announced closure or reduction so that it cannot be sold on "reasonable terms." Local market conditions and causal relationships between a base closure or reduction action and reduced home market values will be determined by the Government.

Finally, to qualify, you MUST:

Relocate beyond a normal commuting distance from the dwelling for which assistance is sought; OR

Be unemployed involuntarily and able to demonstrate such financial hardship that you are unable to meet your mortgage payments and related expenses.

BENEFITS

There are three ways you can be assisted. The decision of which method you use is up to you.
NOTE: You cannot receive benefits and continue to own your home.

You may choose:

(1) To take a cash payment to cover part of your losses resulting from a private sale of the dwelling; or

(2) To sell your house to the Government; or

(3) To be paid losses incurred as a result of the foreclosure of a mortgage on the dwelling.

Cash Payment.

If you have sold your dwelling, the amount to be paid to you cannot be more than the difference between (a) 95 percent of the fair market value of the property before the announcement; and (b) the market value at the time of the sale.

Example: A house had a market value of $100,000 before the announcement. Ninety-five percent of that is $95,000. If you sold the house for $93,000 and that sum is accepted as the market value as of the time of sale, you will be paid $2,000 (the difference between the value at the time of sale and 95 percent of the value before the announcement).

If there is a Federally insured or guaranteed mortgage on the property, a cash payment will not be made unless (a) the mortgage debt is paid off before or at the time the Homeowners Assistance Program payment is made; or (b) the mortgage is assumed by a purchaser satisfactory to the Federal agency insuring the mortgage.

Selling to the Government.

If you still own your dwelling and choose to sell it to the Government after having made a reasonable effort to sell the property, the amount to be paid to you cannot be more than 75 percent of the market value of the property before the announcement less the amount of outstanding mortgage balances, which the Government will pay or assume. If the outstanding mortgage balances are greater than 75 percent of the prior market value, the Government will take over your property and pay off or assume your mortgage liabilities but will not give you any cash payment.

Foreclosure.

If the lenders have foreclosed on the property, you may be reimbursed for amounts you paid out as a result of the foreclosure. This payment may include direct costs of foreclosure and expenses and liabilities enforceable under the terms of the loan agreement for the house. If these debts have not yet been paid, the Government may pay them on your behalf. This remedy is seldom used because of the availability of other remedies.

HOW TO APPLY

Attached to this instruction sheet is an Application for Homeowners Assistance. If you believe that you qualify for such assistance, read the application over carefully and answer completely each part which applies to you.

Please type or print, limiting each entry to the space provided. If there is not enough space for your answer, use the "Remarks" section on Page 4 of the form. Repeat the item number and give the additional information. If a date is required, enter year, month, and day (for example: June 1, 1999 would be 19990601).

Your application must be reviewed by a department personnel office, military or civilian, for verification of your service or employment records and mailed to the appropriate office of the U.S. Army Corps of Engineers which administers the program on behalf of the Secretary of Defense.

The Corps of Engineers Office will notify you when your application is received.

APPLICATION FOR HOMEOWNERS ASSISTANCE

(Read Privacy Act Statement and Instructions before completing form.)

REPORT CONTROL SYMBOL
DD-A&T(AR)1154

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 89-754 Section 1013 and Executive Order 9397.

PRINCIPAL PURPOSE(S): To determine eligibility for and process an applicant's request for Homeowners Assistance.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to furnish requested information will hinder our verification of your employment and homeowner information and may result in delay or denial of benefits provided under this law.

SECTION I - QUALIFICATION *(To be completed by Applicant)*

1. NAME *(Last, First, Middle Initial)*	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK

4. PRESENT MAILING ADDRESS

a. STREET *(Include apartment number)*	b. CITY	c. STATE	d. ZIP CODE

5. HOME TELEPHONE NUMBER *(Include area code)*	6. WORK TELEPHONE NUMBER *(Include area code)*	
	a. COMMERCIAL	b. DSN

7. INSTALLATION OR ACTIVITY ANNOUNCED FOR CLOSURE OR REDUCTION IN SCOPE OF OPERATIONS

a. NAME OF INSTALLATION/ACTIVITY	b. CITY	c. STATE	8. DATE OF CLOSURE OR REDUCTION ANNOUNCEMENT *(YYYYMMDD)*

9. EMPLOYMENT OR SERVICE AT INSTALLATION NAMED IN ITEM 7.

a. UNIT IN WHICH EMPLOYED OR ASSIGNED	b. *(X if applicable)*	c. BRANCH OF SERVICE *(X one)*	
	☐ CSRS	☐ ARMY	☐ MARINE CORPS
	☐ FERS	☐ NAVY	☐ COAST GUARD
	☐ NAFI	☐ AIR FORCE	☐ OTHER *(Specify)*

d. STARTING DATE *(YYYYMMDD)*	e. TYPE OF APPOINTMENT	f. ENDING DATE *(YYYYMMDD)*	g. NATURE OF SEPARATION

10. REASON FOR DESIRING ASSISTANCE *(Complete 10.a. if Civilian, 10.b. if Military)*

a. CIVILIAN *(X and complete as applicable)*

☐ **(1) ACCEPTED FEDERAL TRANSFER**

(a) TO *(Name of Installation)*	(b) DATE *(YYYYMMDD)*	(c) LOCATION OF INSTALLATION *(City and State or Country)*

☐ **(2) ACCEPTED OTHER EMPLOYMENT**

(a) AT *(Name of Subsequent Employer)*	(b) DATE *(YYYYMMDD)*	(c) LOCATION OF EMPLOYMENT *(City and State or Country)*

☐ **(3) TRANSFERRED FOR UNACCOMPANIED OVERSEAS TOUR ON** *(YYYYMMDD)*

☐ **(4) UNEMPLOYED** *(Furnish unemployment dates only when application is based on financial hardship due to your inability to be employed in the area of the closed/reduced installation. Attach statement on why employment is not available or has not been accepted; also state amount and frequency of all income, nature and amount of debts, number and amount of installment payments (including mortgage) in arrears, and any other information providing evidence of financial hardship.)*

(a) UNEMPLOYED FROM *(YYYYMMDD)*

(b) TO *(YYYYMMDD)*

b. MILITARY *(X and complete as applicable)*

☐ **(1) TRANSFERRED TO: (a) NAME OF INSTALLATION** — **(b) DATE** *(YYYYMMDD)*

☐ **(2) TRANSFERRED FOR OVERSEAS TOUR ON** *(YYYYMMDD)*

☐ **(3) ORDERED INTO ON-POST QUARTERS ON** *(YYYYMMDD)*

☐ **(4) RETIRED OR SEPARATED ON** *(YYYYMMDD)*

SECTION II - PROPERTY FOR WHICH ASSISTANCE IS SOUGHT *(To be completed by Applicant)*

Complete this section and attach any other information which would be useful in determining fair market value. If SOLD, provide evidence of sale, including sale price. If FORECLOSED or in process of foreclosure, provide a statement of obligations ensuing from foreclosure. Documents provided in evidence of purchase, sale, and foreclosure must be legible, completed copies. THE DEPARTMENT OF DEFENSE WILL NOT BE RESPONSIBLE FOR SAFEKEEPING OR RETURN OF ORIGINAL DOCUMENTS.

11. ADDRESS OF PROPERTY

a. STREET	b. CITY	c. COUNTY	d. STATE	e. ZIP CODE

12. PERIOD OF OWNERSHIP/OCCUPANCY		13. IF MORTGAGED, WAS IT *(X)*	14. PRESENT STATUS *(X one)*
a. FROM *(YYYYMMDD)*	b. TO *(YYYYMMDD)*	☐ FHA - INSURED ☐ VA - GUARANTEED ☐ OTHER	☐ OWNED BY YOU *(Complete Item 20)* ☐ SOLD *(Complete Item 21)* ☐ FORECLOSED *(Complete Item 22)*

15. DATE OF PURCHASE *(YYYYMMDD)*	16. PRICE	17. DEED IS RECORDED IN		
		a. VOLUME	b. PAGE	c. DEED RECORDS OF

18. APPROXIMATE DISTANCE FROM RESIDENCE TO WORK	19. LIST MAJOR IMPROVEMENTS MADE BY YOU DURING YOUR OWNERSHIP *(Such as adding garage, finishing rooms, adding bathroom, or other improvements. Include cost and approximate date each was completed.)*

20. IF DWELLING IS OWNED BY YOU: *(X and complete as applicable)*

☐	a. YOU STILL OCCUPY	☐	c. PLAN TO SELL ON PRIVATE MARKET	(1) LEASED THROUGH *(YYYYMMDD)*	(2) AMOUNT PER MONTH
☐	b. VACANT	☐	d. LEASED *(Attach copy of lease)*		

21. IF DWELLING WAS SOLD:

a. SOLD TO	b. DATE SOLD *(or will close)* *(YYYYMMDD)*	c. SALE PRICE

d. DEED RECORDED IN

(1) VOLUME	(2) PAGE	(3) DEED RECORDS OF

22. IF LIENHOLDER FORECLOSED ON PROPERTY:

a. DATE FORECLOSURE COMMENCED *(YYYYMMDD)*	b. COMMENCED BY *(X)*	c. PROCEEDING STILL PENDING *(X)*
	☐ VA ☐ BANK *(Name of Bank)* ☐ FHA	☐ YES ☐ NO

d. NAME OF COURT	e. LOCATION OF COURT	
f. DATE OF FORECLOSURE SALE *(YYYYMMDD)*	g. AMOUNT OF FORECLOSURE SALE	h. AMOUNT OF ENFORCEABLE LIABILITIES AGAINST YOU

23. IF YOU PLAN TO ASK THE GOVERNMENT TO PURCHASE YOUR DWELLING:

a. MORTGAGES

	LENDER NAME a.	ADDRESS *(Street, City, State, ZIP Code)* b.	ORIGINAL AMOUNT c	CURRENT BALANCE d.	DATE OF LOAN *(YYYYMMDD)* e.
1st					
2nd					
3rd					
4th					

f. DATE DWELLING WAS CONSTRUCTED *(YYYYMMDD)*	g. TO THE BEST OF YOUR KNOWLEDGE, DOES THE DWELLING CONTAIN ENVIRONMENTAL HAZARDS? *(Such as friable asbestos, lead-based paint, etc.)*
	☐ YES *(Specify)* ☐ NO

Reset

24. POINT OF CONTACT TO ALLOW GOVERNMENT CONTRACTORS TO GAIN ACCESS TO YOUR DWELLING *(For Army Corps of Engineers' appraiser and inspector for environmental hazards)*			
a. NAME *(Last, First, Middle Initial)*	b. HOME TELEPHONE *(Include area code)*	c. WORK TELEPHONE *(Include area code)*	
d. ADDRESS			
(1) STREET *(Include apartment number)*	(2) CITY	(3) STATE	(4) ZIP CODE

SECTION III - DECLARATION *(To be completed by Applicant)*

CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS

Fine of not more than $10,000 or imprisonment for not more than 5 years or both. *(See 62 Stat. 698, 749; 18 USC 287, 1001).*

CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM

The applicant shall forfeit and pay to the United States the sum of not less than $5,000 and not more than $10,000 plus 3 times the amount of damages sustained by the United States (See 31 USC 3739).

25. I DECLARE UNDER THE PENALTIES OF PERJURY THAT THE INFORMATION PROVIDED BY ME HEREIN AND ATTACHED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

a. I APPLY FOR HOMEOWNERS ASSISTANCE IN THE FOLLOWING CATEGORY: *(X as applicable)*

	(1) FORECLOSURE RELIEF *(For applicants whose homes have been foreclosed)*	
	(2) REIMBURSEMENT FOR LOSS ON PRIVATE SALE *(For applicants whose homes have been sold)*	
	(3) GOVERNMENT ACQUISITION *(X (a) or (b) (For applicants who still own their homes) (Not available in foreign countries)*	
		(a) SALE OF HOME TO THE GOVERNMENT FOR THE AMOUNT OF THE OUTSTANDING MORTGAGE(S).
		(b) SALE OF HOME TO THE GOVERNMENT FOR 75% OF THE FAIR MARKET VALUE PRIOR TO THE ANNOUNCEMENT.

b. SIGNATURE *(To be used in all future correspondence)*	c. DATE SIGNED *(YYYYMMDD)*

SECTION IV - VERIFICATION OF EMPLOYMENT OR SERVICE *(To be completed by Personnel Officer)*

26. REVIEW OF APPLICANT'S OFFICIAL PERSONNEL FOLDER INDICATES: *(X and complete as applicable)*

	a. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM HAS BEEN VERIFIED AND IS CORRECT AS STATED.
	b. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM IS NOT CORRECT. THE PERSONNEL FOLDER SHOWS THE FOLLOWING:

27. PERSONNEL OFFICER			
a. NAME *(Last, First, Middle Initial)*	b. TITLE		
c. ADDRESS			
(1) STREET	(2) CITY	(3) STATE	(4) ZIP CODE
d. SIGNATURE		e. DATE SIGNED *(YYYYMMDD)*	

Reset

SECTION V - REMARKS *(To be completed as necessary. Reference each entry by item number.)*

Reset

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5571 (06-06)	**United States Coast Guard Residential Lease**

Lease Date: Lease Number Here:

THIS LEASE, made and entered into this date by and between the LESSOR named below, hereafter called the LESSOR and the UNITED STATES COAST GUARD, hereafter called COAST GUARD.

1. THE LESSOR:

1a. NAME(s):

_____

_____

1b. Tax Code/Social Security # :

_____

Telephone: _____

1c. Correspondence Address:

_____

_____

_____

1d. Check Mailing Address:

_____

_____

_____

1.e. Lessor's interest in the property herein described is that of owner or agent for owner:

Owners name (if agent) _____

1.f. Is Lessor and/or Owner(s) a Federal employee: ____ Yes _____No.

1.g. Lessor Successors: Should ownership of the premises pass to another individual or company, this lease is binding on the new owner.

WITNESSETH:
The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

2. THE LEASE:

2.a. The Lessor hereby leases to the Coast Guard the following described premises:

Total rooms:	Total bedrooms:	Square Feet:
Dwelling style:		(31 character max)
Address:		(30 character max)
		(30 character max)
City:		(24 character max)
State:		(2 character max)
Zip:		(5 character max)

2.b. The Lessor shall furnish a refrigerator and stove. The Government does not accept liability for furnishings, draperies and curtains left in the unit nor are these items made part of this contract. All other Lessor furnished items shall be included and noted in the Inspection Report as explained in the General Provisions.

2.c. The premises are used to house members of the Coast Guard and their dependents, if any, regardless of race, color, religion, sex or national origin.

2.d. The Lessor shall keep the premises free from pests in conformance with local and state health regulations.

United States Coast Guard Residential Lease

Lease Date: Lease Number Here:

2. THE LEASE (continued):

2.e. Smoke detectors are installed in accordance with federal, state and local regulations. Hardwired: [ ] Yes, [ ] No.

2.f. Automatic (Fire) Sprinkler Systems are installed in accordance with federal, state and local regulations: [ ] Yes, [ ] No, [ ] N/A.

2.g. Grounds care is performed by Lessor (is performed by occupant).

2.h. Pets are (are not) allowed.

2.i. Lessor does (does not) permit child care.

2.i.(1) If permitted, no increase in rent or utilities will be paid to the Lessor.

2.i.(2) Child care is defined to be in-home care of more than one child but no more than six children other than occupant dependents at a minimum of 10 hours per week per child for compensation.

2.j. The Lessor agrees to comply with all federal, state, and local laws which apply to the ownership and operation of the premises, and will obtain at Lessor expense all necessary permits and related approvals, including but not limited to those for lead, radon, asbestos, and other environmental and safety measures.

3. THE TERM:

TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning on _____through September 30, 20____ subject to termination and renewal rights as may be herein set forth. No lease shall exceed a period of five years.

4. THE RENEWAL:

Annually, effective 1 October, this lease may be automatically renewed at the option of the Coast Guard, for the term stated in Clause 3, at the rate stated in clause 5.a. After a period of twelve months, the annual rate may be subject to negotiation. Evidence supporting rental rate adjustments, such as changes in property taxes, insurance premiums and/or inflationary indices, must be provided by the Lessor to the Coast Guard Housing Authority prior to the first of July. Lessor failure to notify the Coast Guard of requested rate adjustment will result in this lease being automatically renewed at the same. Requests for adjustment to utility costs are addressed in clauses 5.f and 5.g. of this lease.

No renewal shall extend beyond September 30, _____

5. PAYMENT TO LESSOR

5.a. The Coast Guard shall pay the Lessor an annual amount of $ _____ at the rate of $ _____ per month in arrears. The monthly payment is comprised of:

For rent: $ _____

For Utilities: $ _____

United States Coast Guard Residential Lease

Lease Date: Lease Number Here:

5. PAYMENT TO LESSOR (continued)

5.b. Payments to the Lessor will be due on the 5th workday of the month for the preceding month's rent. The date of the check issued in payment shall be considered to be the date payment is made.

5.c. The Prompt Payment Act, Public Law 97-177 (96 Stat.85, 31 LISC 1801) is applicable to payment under this contract and requires the payment to the Lessor of interest on overdue payment and improperly taken discounts. Determination of interest due will be made in accordance with the Prompt Payment Act and Office of Management and Budget Circular A-125.

5.d. Payments include all utility charges for heat, water, sewage, gas, electricity, and trash removal except in geographic locations where state and local regulations do not allow inclusion. Telephone and cable television are the responsibility of the occupant.

5.e. Rent for a lesser period shall be prorated as 1/30th of the per month rate.

5.f. The utility rate is based on an average monthly cost calculated over a twelve month period. Twelve (12) months after initial or subsequent occupancy, this lease may be adjusted upward or downward to compensate for incorrect estimates for utility amounts. It is the Lessor's responsibility to monitor utility consumption and to provide the Coast Guard with verifiable utility consumption documentation for a twelve (12) month period. Failure to provide required documentation will not justify utility payment adjustments.

5.g. It is the Lessor's responsibility to maintain all utility machinery in efficient operation. The Lessor is responsible to notify the Coast Guard immediately of any excessive utility costs. A one time utility payment may be authorized by the Coast Guard to compensate for verifiable utility abuse by the occupant. Documentation supporting utility abuse must be provided by the Lessor prior to reimbursement.

6. TERMINATION:

The Coast Guard may terminate this lease at any time by giving at least a 30 day notice in writing to the Lessor. Said notice shall be computed commencing with the day after the date of mailing. No rental payment shall accrue after the effective date of termination.

7. AVAILABILITY OF FUNDS:

Unless otherwise notified, funds will become available on the effective date of this lease and any subsequent renewals. The Coast Guard's obligation hereunder is contingent upon the availability of appropriated funds from which payment for this contract can be made. No legal liability on the part of the Coast Guard for payment of any money shall arise unless and until funds are made available to the Contracting Officer for this procurement. You will be notified immediately if funds do not become available for this procurement.

United States Coast Guard Residential Lease

Lease Date: Lease Number Here:

8. MODIFICATION TO CONTRACT:

The following Clauses within this lease may be modified using Form CG-5571C, Modification to Contract, as consented to by the Lessor and the Leased Housing Contracting Officer. Clauses 1.a-f, 2.a-b, 2.g-i, 3 and 5.a. The attached General provisions may not be modified.

9. ATTACHMENTS:

Coast Guard Form 5571A, United States Coast Guard Residential Lease General Provisions and Coast Guard Form CG-5571B the Condition Inspection Report, are attached and made a part hereof.

10. CONTRACTING OFFICER:

The Coast Guard Leased Housing Contracting Officer may be contacted at the following address and telephone number:

_____

_____

_____

_____

_____

LESSOR

BY _____ _____

Lessor Signature Lessor Signature

UNITED STATES COAST GUARD

BY

_____ _____

Leased Housing Contracting Officer
Authority: 14 U.S.C. 475(a)

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5571A Rev. (06-06)	**United States Coast Guard Residential Lease General Provisions**

SUBLETTING: The Coast Guard may sublet any part of the premises but shall not be relieved from any obligation under this lease by reason of any such subletting.

DEPOSITS: This lease is the only financial agreement covering the premises and no effect shall be given to any agreement between the Lessor and the Coast Guard tenant occupying the premises. No deposit is now held nor required. Any deposit held by the Lessor under terms or conditions of a previous arrangement with the Coast Guard occupant shall be returned no later than the effective date of this lease.

MAINTENANCE: Except for damage caused by the abuse or neglect of occupants or their guests, the Lessor shall maintain the premises, including the building and any and all equipment, fixtures, security services and appurtenances furnished by the Lessor under this lease in good repair and tenable condition. The Lessor shall accomplish routine interior painting, necessary re-carpeting, and other similar replacement and repair not less than once every three years of Coast Guard occupancy under this lease. The Lessor may at reasonable times, and with the permission of the authorized Coast Guard representative, enter and inspect the premises and make any repairs necessary. The Lessor is not responsible for replacement of light bulbs and fuses.

FAILURE IN PERFORMANCE: Rent payments are dependent upon the Lessor performing functions required by this lease. If the Lessor fails to provide any service, utility, maintenance, required environmental or safety modifications or repairs required by this lease, the Coast Guard may contract for or perform the services, and deduct the cost of performing the services from the rent payment. As an alternative, the Coast Guard may reduce the rent payment by the value of the service not performed (as determined by the Coast Guard Leased Housing Contracting Officer).

If the Lessor's failure to perform causes the Coast Guard occupant to be temporarily housed elsewhere because of untenable conditions, the Lessor shall be responsible for any reasonable expenses incurred for such temporary housing.

An untenable or unsafe condition not repaired and/or restored or good faith attempts to repair/restore to tenable condition within twenty-four (24) hours after Lessor notification by the occupant and/or Coast Guard shall be deemed failure in performance by the Lessor. Other repairs and/or restorations shall be performed by the Lessor with diligence and within a reasonable period of time as determined by the Coast Guard Leased Housing Contracting Officer.

TERMINATION FOR DEFAULT: If the premises are not ready for occupancy on the date this lease is to commence the Coast Guard may, with written notice to the Lessor, terminate this lease. The Lessor will be liable for any damages to the Coast Guard resulting from the Lessor's failure to have the premises ready for occupancy on the date agreed whether this lease is terminated or not.

Failure by the Lessor to maintain the premises in tenantable condition may result in immediate termination as determined by the Coast Guard Leased Housing Contracting Officer.

FIRE OR OTHER CASUALTY: If the premises are destroyed by fire or by other casualty, this lease will immediately terminate. If the premises are partially destroyed so that they are untenable (as determined by the Coast Guard Leased Housing Contracting Officer) the Coast Guard may terminate this lease by giving the Lessor written notice within 15 days after the partial destruction. If this lease is terminated in this way, no rent

FIRE OR OTHER CASUALTY: (CONTINUED)

(continued) will accrue after the partial destruction. As an alternative, the Coast Guard may choose to continue to occupy the premises at a reduced rent, agreed to by the Lessor and effective the date of the partial destruction.

FACILITIES NON-DISCRIMINATION:

(a) As used in this provision, the term "facilities" means pools, weight rooms, rest rooms, locker Rooms, stores, shops, clubhouses, and any other facility of a public nature available for use by tenants of the complex in which the premises are located.

(b) The Lessor agrees that he/she will not discriminate by segregation or otherwise against any person or persons because of race, color, religion, sex, or national origin in furnishing, or by refusing to furnish, to such person or persons the use of any facility, including any and all services, privileges, accommodations, and activities provided thereby. Nothing herein shall require the furnishing to the general public of the use of any facility customarily furnished by the lessor solely to tenants, their guests and invitees.

(c) It is agreed that the Lessor's noncompliance with the provisions of this section shall constitute a material breach of this lease. In the event of such noncompliance, the Coast Guard may take appropriate action to enforce compliance, may terminate this lease, or may pursue such other remedies as may be provided by law. In the event of termination, the Lessor shall be liable for all excess costs of the Coast Guard in acquiring substitute housing, including but not limited to the cost of moving to such housing. Substitute housing shall be obtained in as close proximity to the premises as is feasible and moving costs will be limited to actual expenses thereof incurred.

(d) It is further agreed that from and after the effective date of this lease the Lessor will, at such time as any agreement is to be entered into or a concession is to be permitted to operate, include or require the inclusion of the foregoing provisions of this clause in every such agreement or concession pursuant to which any person other than the Lessor operates or has the right to operate any facility. Nothing herein contained, however, shall be deemed to require the inclusion of the foregoing provisions of this clause in any existing agreement or concession arrangement or one in which the contracting party other than the Lessor has the unilateral right to renew or extend. The Lessor also agrees that it will take any and all lawful actions as expeditiously as possible, with respect to any such agreement as the Coast Guard may direct, as a means of enforcing the intent of this clause, including but not limited to, termination of the agreement or concession and institution of court action.

INSPECTION REPORT:

A joint physical inspection report of the premises shall be made as of the effective date of this lease, reflecting the then present condition, and will be signed by both the Lessor and the authorized Coast Guard representative.

ASSIGNMENT OF CLAIMS:

The right to payments shall not be transferred by the Lessor to any other party, and any such transfer shall cause annulment of this lease so far as the Coast Guard is concerned. Except as specified for Lessor Successors of Clause 1.g. of this lease, rent payments and any other claims payable shall be made only to the Lessor described in this lease.

EQUAL OPPORTUNITY:

(This clause only applies to leases over $10,000 annually.) During the term of this lease, the Lessor agrees as follows:

EQUAL OPPORTUNITY: (CONTINUED)

(a) The Lessor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Lessor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Lessor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Coast Guard Leased Housing Contracting Officer setting forth the provisions of this Equal Opportunity clause.

(b) The Lessor will, in all solicitations or advertisements for employees placed by or on behalf of the Lessor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(c) The Lessor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other lease or understanding, a notice, to be provided by the Coast Guard Leased Housing Contracting Officer, advising the labor union or workers' representative of the Lessor's commitments under this Equal Opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(d) The Lessor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and relevant orders of the Secretary of Labor.

(e) The Lessor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. (Reporting requirements apply only to leases over $100,000, annually and Lessors with over 50 employees).

(f) In the event of the Lessor's noncompliance with the Equal Opportunity clause of this lease or with any of the said rules, regulations, or orders, this lease may be canceled, terminated, or suspended, in whole or in part, and the Lessor may be declared ineligible for further Coast Guard leases in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) The Lessor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 or Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Lessor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Lessor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such

EQUAL OPPORTUNITY: (CONTINUED)

(g) (continued) direction by the Coast Guard, the Lessor may request the Coast Guard to enter into such litigation to protect the interests of the Coast Guard.

COVENANT AGAINST CONTINGENT: FEES:

The Lessor warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty, the Coast Guard shall have the right to annul this lease without liability or in its description to deduct from the rental price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee. (Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this provision.)

OFFICIALS NOT TO BENEFIT:

No member of or delegate to Congress will receive any money or other benefit from this lease. The only exception to this provision is if the Lessor is a corporation in which the member or delegate to Congress owns shares.

CLAIMS AND DISPUTES:

The Coast Guard will reimburse the Lessor, upon submission of a just and documented claim, for damages beyond the normal wear and tear which may be caused by the Coast Guard occupant through neglect or abuse. Damage liability is specifically limited to those items damaged by abuse or negligence of the occupant and his or her dependents and guests.

(a) This lease is subject to the Contract Disputes Act of 1978, as amended (U.S.C. §§ 601-613)(hereinafter the “Act”), and disputes hereunder are subject to the jurisdiction of Board of Contract Appeals having jurisdiction over contract disputes against the U.S. Coast Guard:

a.1. The Lessor must deliver any claim to the Coast Guard not later than sixty (60) calendar days after lease termination.

a.2. The Claim must:

(a) be in writing,

(b) state a total claim amount (sum certain),

(c) identify individual damage/claim items,

(d) be supported with receipts or estimates as follows:

* if the item is less than $200, one receipt or estimate.

* if the item is $200 or more, two estimates.

(e) contain a signature as explained below.

(b) Except as provided in the Act and the above, all disputes arising under or relating to this lease shall be resolved under this clause.

CLAIMS AND DISPUTES (CONTINUED)

(c) "Claim," as used in the clause, means a written demand or written assertion by one of the leasing parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of lease terms, or other relief arising under or relating to this lease. A claim arising under a lease, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding $100,000 is not a claim under the Act until certified as required by subparagraph d.2. below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act, by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

(d.1) A claim by the Lessor shall be made in writing and submitted to the Coast Guard Leased Housing Contracting Officer for written decision. A claim by the Coast Guard against the Lessor shall be subject to a written decision by the Coast Guard Leased Housing Contracting Officer.

(d.2) For Lessor claims exceeding $100,000, the Lessor shall submit with the claim a certification that:

(i) The claim is made in good faith;

(ii) Supporting data are accurate and complete to the best of the Lessor's knowledge and belief; and

(iii) The amount requested accurately reflects the lease adjustment for which the Lessor believes the Coast Guard is liable.

(d.3) (i) If the Lessor is an individual, the certification shall be executed by that individual.

(ii) If the Lessor is not an individual, the certification shall be executed by:

(A) A senior company official in charge at the Lessor's plant or location involved, or

(B) An officer or general partner of the Lessor having overall responsibility for the conduct of the Lessor's affairs.

(e) For Lessor claims of $100,000 or less, the Coast Guard Leased Housing Contracting Officer must, if requested in writing by the Lessor, render a decision within 60 days of the request. For Lessor-certified claims over $100,000, the Coast Guard Leased Housing Contracting Officer must, within 60 days, decide the claim or notify the Lessor of the date by which the decision will be made.

(f) The Coast Guard Leased Housing Contracting Officer's decision shall be final unless the Lessor appeals or files a suit as provided in the Act.

(g) At the time a claim by the Lessor is submitted to the Coast Guard Leased Housing Contracting Officer or a claim by the Coast Guard is presented to the Lessor, the parties, by mutual consent, may agree to use alternative means of dispute resolution. When using alternative dispute resolution procedures, any claim, regardless of amount, shall be accompanied by the certificate described

CLAIMS AND DISPUTES: (CONTINUED)

(g) (continued) in paragraph d.2. of this clause and executed in accordance with paragraph d.3. of this clause.

(h) The Coast Guard shall pay interest on the amount found due and unpaid from (1) the date the Coast Guard Leased Housing Contracting Officer receives the claim (properly certified if required), or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Coast Guard Leased Housing Contracting Officer receives the claim and then at the rate applicable for each 6 month period as fixed by the Treasury Secretary during the pendency of the claim.

(i) The Contractor shall proceed diligently with performance of this lease, pending final resolution of any request for relief, claim, appeal, or action arising under the lease, and comply with any decision of the Coast Guard Leased Housing Contracting Officer.

Generic Scope of Work Outline for Housing Market Study Elements

The following elements shall be included in the scope of work (SOW) package used by housing offices to contract out a Housing Market Survey and Analysis (HMSA).

1. Purpose. The following statement shall be included in the SOW: "The purpose of this housing market survey and analysis is to provide data, expert opinions, and study recommendations on various options for meeting the housing needs for Coast Guard accompanied and unaccompanied personnel."

2. Overview. This section presents level of CG operations, expansion plans, if any, housing policy, and statement of problem.

3. Specific Objectives. This section lists the products of the study and requirements of each product. For example, text in this section can include, "A final report shall be prepared including factual information and professional opinions and recommendations regarding the various options available. A copy of recent relevant economic, social, and housing studies developed by public agencies and other private studies should be included with the report. The original and three bound copies of the report and all appendices will be delivered to the project officer no later than dd-mmm-yy."

4. Study Area Definition. This section identifies housing market study areas using commuting standards in chapter 1.B.2, Coast Guard Housing Manual. It shall include maps and other data indicating area environment, services, utilities, area profile, housing cost data, housing survey data, etc. All data must be current and dated.

5. Existing Housing Market. This section shall promulgate requirements to define and quantify existing housing market demand so as to determine near-future housing demand. See paragraph 7 below.

6. Socioeconomic Analysis. This section shall promulgate requirements to describe existing socioeconomic conditions in brief and assess study area economic prospects/problems.

7. Rental Housing Analysis. This section shall promulgate requirements to describe and quantify existing rental housing market including:

   a. Vacancy rate: quantify/characterize vacant units.

   b. Rental prices: quantify/compare.

   c. Rental units: quantify/compare.

   d. Housing problems: identify/quantify.

   e. Housing adequacy: identify.

f. Housing market trends: define/assess.

g. Seasonal/other influences: identify/assess.

h. Development factors: define/quantify.

1. Recent/planned housing construction activity.

2. Other development factors: land/lot availability, access, financing, environment, developers, etc.

i. Housing support potential (local housing market's ability to support CG billets assigned): define/quantify.

j. Utility costs: identify/quantify.

k. Commuting costs: quantify.

l. Rental/growth restrictions: identify.

8. Housing Market Forecast. This section shall promulgate requirements to predict near-term (up to 5 years) housing market conditions addressing vacancy rate, housing trends, housing development factors, number of housing units, etc. The finished product shall describe homeowners market and expectation for members' homes to sell within reasonable time without financial loss and discuss trends per scope direction (e.g., if a motel developer needed a near-future motel development forecast, it would be necessary to know how many motel rooms will be available by CY-XX in a given market area).

9. Housing Options. This section shall promulgate requirements to identify housing options available to the CG to ensure availability of adequate housing within reasonable commuting time of CG duty stations. Basic options include; private rental and private ownership, DoD housing if available, CG lease, CG purchase or construction, combinations of the above, and other options which are available.

10. Expert Opinion. This section shall promulgate requirements to recommendation of the best method for the Coast Guard to meet its housing needs. The recommendation must be based not only on the quantity of housing presumed to be available, but upon its adequacy and cost. Contractors must be aware of CG housing options and should cast their recommendations in those terms, without being led in any way.

11. Sources. This section shall promulgate requirements to list and date all data sources.

12. Background Enclosures: Enclosure requirements may include the following:

a. Billets by pay grade assigned to the area;
b. Housing Requirement Analysis using CG Planning Factors;

c. Standards for Family Housing;

d. Standards for Unaccompanied Personnel Housing;

e. Table displaying pay grade and local total housing allowances;

f. Local government or private housing reports; and

g. Any past or related housing market studies.

13. Management and Scheduling Information: This section may include requirements for the following:

a. Format, Standards, and Confidentiality;

b. Proposal and Resume; and

c. Award (conditions of contract award, including performance time and other requirements).

AC&I Shore Construction Strategic Calendar

	Current Fiscal Year
PP Approval	01 Oct CY
PPR (A) Submitted	01 Oct CY+1
PPR (A) Approval	01 Dec CY+1
Forecast Stage Budget	01 Feb CY+2
PPR (B) Submitted	01 Dec CY+2
PPR (B) Approval	01 Jan CY +3
Congressional Stage Budget	01 Feb CY +3
OP Stage Budget	01 Oct CY +3
Construction Award	01 Apr CY +4

Definitions:

PP = Project Proposal
PPR (A) = Project Proposal Report Part A – Architectural program stage of project documentation
PPR (B) = Project Proposal Report Part (B) - Design development phase of project development
CY = Calendar year of project funding
CY + 1 = Calendar year plus one year

SYNOPSIS OF
ORGANIZATION ANALYSIS
AND
FIELD PLANNING PROCESSES

CG-811

The four processes are:

1. Reorganization (REORG) Process

2. Problem Statement (PS) Process

3. Planning Proposal (PP) Process

4. Decision Memo for Shore Infrastructure Process

REORGANIZATION PROCESS

1. Prescribes organizational pattern CG-wide.
2. Assigns areas of functional and process responsibility CG-wide.
3. Documents Unity of Command, Organizational Integrity, Span of Control, and Delegations of Authority.
4. Commandant (CG-81) is the Process Owner.
5. Commandant (G-CCS) is approval level for HQ Reorganizations at Division level and above, and Field Reorganizations at Districts, MLCs, and above.
6. Commandant (CG-8) is approval level for Field Reorganizations below the Area, District, and MLC levels

The CG organization pattern reflects the assignment of military command and control with both operational and administrative responsibility and authority among all organizational components.

Organizational principles involve unity of command (responsible to only one senior), organizational integrity (functions efficiently assigned tone component), span of control (a function of the type of work performed, the degree of complexity, and the level of responsibility), and delegation of authority (decision authority placed as close as possible to where service is performed).

Changes to the organizational structure involve reorganization, addition or deletion of functions within a component, transfer of function among components, and changes to organizational titles and symbols.

Organizational requests shall demonstrate clear organizational benefits, and that advantages outweigh the disadvantages.

Reorganization requests based on "people problems" and "inadequate performance of personnel" are inappropriate and do not qualify for approval.

Organization proposals shall demonstrate that the following factors have been considered:

- Organizational integrity, unity of command and span of control
- Sub-organizations exist only when there are a significant number of people connected to the work. At HQ and HQ units the minimum supervisor to employee ratio is 1:7.
- Positive and negative impact of changes proposed, both internally and externally
- Other alternatives---improved communications, re-delegation of authority, revised policies---will not solve the problem or achieve the desired objectives.

Billet reprogrammings associated with organizational changes are approved simultaneously or after the organizational approval…but not prior to it.

Organizational proposals shall include the following:

- Brief description of problem or situation, alternative solutions considered, and impact of recommended alternative.
- Copy of current and proposed organizational charts with BCN/PCN information depicted
- Any billet reprogramming needs, with justification, for proposed organization
- Copy of current approved functional statements for each element with changes marked
- Copy of proposed functional statement for each element

- Billet maps clearly depicting where a BCN/PCN was and where it is proposed to go. Billet maps should look like a condensed version of the PAL with "from" and "to" columns. Mark supervisory and team leader BCNs/PCNs.

REORGANIZATION PROCESS

- If civilian positions are affected, the servicing Civilian Staff Advisor should review the proposal. If changes or new civilian positions descriptions (PDs) are required, Commandant (CG-121) should tentatively classify the positions. Submit draft PDs with the proposal.
- Name and telephone number of contact person.

Commandant (CG-8), through CG-81, manages the approval process for the reorganizations listed above. Proposals for the majority of these types of reorganizations (except as noted) will be in the form of decision memorandum sent through CG-81 and CG-8 to G-CCS. G-CCS will submit major decisions to G-C as appropriate.

Most reorganizations contain reprogrammings or PAL changes and personnel changes. CG-81 works closely with CG-82, CG-83 and CG-1 elements on reorganization actions and will ensure coordination with these elements on all reorganization actions. Reprogrammings or PAL changes sent separately to CG-83 that are the result of an unapproved reorganization action for the above situations will be transferred to CG-81 to address through the reorganization process.

Field reorganizations are addressed through either field planning documents (planning proposals, execution proposals or problem statements) or reprogramming/PAL change documents (proposals, 5300 change requests, and annual LANT/PAC reprogramming packages).

CG-81 has the lead for reorganizations involving more than one unit.

For internal reorganizations within a unit, reorganization review is conducted through the reprogramming and PAL processes as managed by CG-83 who will ensure coordination with CG-81 on these issues.

PROBLEM STATEMENT PROCESS

1. Problem Identification.
2. Initiate communication between Field and HQ Program Manager(s).
3. Determine Merit for further Planning.
4. Not Required for a Planning Proposal.
5. Commandant (CG-81) is the Process Owner.

Focuses on problem identification, not predetermined solutions for field infrastructure needs.

Facilitates early communication between the Field and Headquarters.

Headquarters approval provides stakeholder engagement early in the process.

Headquarters approval provides guidance in determining the merit and/or priority for further investment of planning resources.

Not required for a Planning Proposal…an example is the PP for the Divestiture of Richmond Heights Housing and Leasing of the District 7 Representational Facility.

Used for:

- Shore facility acquisitions and divestitures having significant political interests.
- Shore facilities requiring Capital Acquisition funds to recapitalize or modify.
- Space requirements that do not meet the criteria in Commandant (CG-431) Real Property Asset Management Manual, COMDTINST M11011.10.

<u>NOT</u> used for:

- Billet reprogramming(s).
- Earmarked funds - supplemental and congressional mandates.
- Acquisition of Coast Guard assets, except shore facilities.
- Facility maintenance using AFC 30 and AFC 43 funds.
- GSA space requests to add, delete, or reprogram additional space. Refer to Commandant (CG-431), Real Property Asset Management Manual, COMDTINST M11011.10.

PLANNING PROPOSAL PROCESS

1. Comprehensive Analysis of Alternatives.
2. Relocation or New Starts.
3. Funding Changes.
4. Reorganization (one or more commands).
5. Capital Acquisition Shore Construction.
6. National Environmental Policy Act (NEPA) Documentation
7. Commandant (CG-81) is the Process Owner.

Planning Proposal analysis results in recommendations to reorganize, relocate (including Homeports), change procedures, acquire new facilities, or program shore Capital Acquisition funds.

Planning Proposal cost estimates are subject to revision and change in subsequent planning and programming stages. Realize that the project must compete with other projects during the review of Resource Proposals in the budget finalization process and may fall out, creating a delay if other projects take priority. Due to budgetary constraints, it is possible that an approved PP will never be funded.

The appropriate level of completed NEPA analysis and documentation is required with the submission of the PP. The NEPA analysis and documentation should proceed in parallel with the development of the PP.

Endorsements through the field chain of command are important and required for final action at Headquarters.

CAUTION - duplication and reiteration of analysis through the chain of command:

- May cause delays in submitting the project to Headquarters, and
- May cause delays and/or confusion during Headquarters review either by sheer volume of the documentation and/or the type of "spin: placed on the project.

RECOMMENDATION -

- Use the PP guidance as appropriate and needed for the project.
- All PP guidance does not need to be addressed unless the project merits it.
- Stick with the documented facts and analysis.

DECISION MEMO FOR SHORE INFRASTRUCTURE PROCESS

1. Recommended by Commandant (CG-8) and HQ Program Manager(s).
2. Time Sensitive - No Time for PS or PP.
3. Directly meets Immediate Operational Priorities.
4. One, Clear Preferred Alternative Solution.
5. No Earmarked Funds.
6. Commandant (CG-81) is the Process Owner.

A Decision Memo for Shore Infrastructure is prepared when the following conditions exist:
As suggested/recommended by Commandant (CG-8) staff and HQ program manager(s), the field shore support requirement is **"time sensitive"** because it directly meets the immediate operational priorities involved/included in the budget build and/or has the potential to favorably compete for supplemental funding.
There is as least **"one, clear preferred alternative solution"** to meet the requirement.
There is no time to prepare a Problem Statement and/or Planning Proposal.
There are no earmarked funds and/or congressional mandates to warrant an Execution Proposal in order to meet the expiration of funding.

A Decision memo for Shore Infrastructure is also patterned after the Planning Proposal process. However, keep in mind that:

- They are intended to expedite the planning process.
- They serve as a detailed, comprehensive Spend Plan for the project.

The field unit prepares the documentation for the Decision Memo for Shore Infrastructure and submits it through the field chain of command to the Headquarters program manager.

The HQ program manager prepares a written endorsement of the field unit's documentation and submits the Decision Memo for Shore Infrastructure to Commandant (CG-81).

Commandant (CG-81) coordinates the review of the Decision Memo for Shore Infrastructure and the program manager's endorsement. Commandant (CG-81) submits request to Commandant (CG-8) with recommended actions/approvals.

HQ APPROVALS

1. Commandant (G-C) - All Homeports, Major CG-wide changes, and creation of new units (i.e., TILA, DHS Regions).

2. Commandant (G-CCS) - HQ Reorganizations at Division level and above.

3. Commandant (G-CCS) - Field Reorganizations at Districts, MLCs, and above.

4. Commandant (CG-8) - Field Reorganizations below the Area, District, and MLC level.

5. Commandant (CG-8) - Planning Proposals.

6. Commandant (CG-8) - Decision Memo for Shore Infrastructure.

7. Commandant (CG-81d) - Problem Statements.

Housing Requirement Analysis

Housing Dependency Planning Percentages		
	* Percentages	
Grade	**With Dependents**	**Without Dependents**
O7-O9	97	3
O6	97	3
O5	93	7
O4	90	10
O3	69	31
O1-O2	24	76
O1-O3E	91	9
W1-4	94	6
E7-E9	87	13
E6	83	17
E5	65	35
E4	44	56
E1-3	27	73
* Percentages based on Coast Guard wide averages as of April 2006.		

Family Housing Requirement Analysis Example

1.	Determine personnel allowance list (PAL) numbers.	Example PAL				
		5, E-7s		12, E-6s		
		20, E-5s		50, E-4s		
2.	Multiply PAL numbers by percentages shown on next page (using the example PAL above).	(E7s) 5	X	87%	=	4.35
		(E6s) 12	X	83%	=	9.96
		(E5s) 20	X	65%	=	13.0
		(E4s) 50	X	44%	=	22.0
3.	Determine gross housing requirements by adding the products of step 2.	49.31				
4.	Multiply by planning factor (90% is normally used).	49.31 X 90% = 44.37				
5.	Determine gross bedroom mix requirement (4BR X 15%, 3BR X 55%, and 2BR X 30%)	44 X 15% =	7	4 - BRs		
		44 X 55% =	24	3 - BRs		
		44 X 30% =	13	2 - BRs		
6.	Subtract existing adequate owned and leased public quarters by bedroom size.	BR	Required	Subtract	Existing	BR Needs
		4	7	-	2	5
		3	24	-	6	18
		2	13	-	12	1
7.	Subtract public quarters approved or under construction by bedroom size from step 6.	BR	Required	Subtract	Existing	BR Needs
		4	5	-	2	3
		3	18	-	0	18
		2	1	-	4	0
8.	Subtract existing adequate private rental housing, if available year-round, by bedroom size from step 7.	BR	Required	Subtract	Existing	BR Needs
		4	3	-	2	1
		3	18	-	4	14
		2	0	-	5	0
9.	Subtract existing adequate private sales housing, if occupied by military personnel and purchased in lieu of renting private housing, or occupying public quarters, by bedroom.	BR	Required	Subtract	Existing	BR Needs
		4	1	-	0	1
		3	14	-	1	13
		2	0	-	2	0

Result: Total units needed: 14	4 Bedrooms	3 Bedrooms	2 Bedrooms
	1	13	0

Family Housing Requirement Analysis Example

Step	Process	Rate/Rank	Column1 Existing or approved PAL #	Column 2 Dependency planning percentages	Column 3 Gross requirements
1.	Determine PAL numbers and fill in column 1.				
2.	Multiply PAL numbers by dependency planning percentages (column 1 X column 2).	O7-O9		97	
		O6		97	
		O5		93	
		O4		90	
		O3		69	
		O1-O2		24	
		O1-O3E		91	
		W1-4		94	
		E7-E9		87	
		E6		83	
		E5		65	
		E4		44	
		E1-3		27	
3.	Determine gross housing requirements by adding the products of step 2.				
4.	Multiply gross requirement by planning factor (90% is normally used).	_____ X	90%	=	
5.	Determine gross bedroom mix (multiply result of step 4 above by planning factors).	_____ X	15%	=	4 Bedrooms
		_____ X	55%	=	3 Bedrooms
		_____ X	30%	=	2 Bedrooms
6.	Subtracting existing adequate owned and leased public quarters from step 5.	Gross need	Subtract	Adequate owned and leased	
			–		4 Bedrooms
			–		3 Bedrooms
			–		2 Bedrooms

Family Housing Requirement Analysis Example (continued)

7.	Subtract public quarters approved or under construction from the results of step 6.		–		4 Bedrooms
			–		3 Bedrooms
			–		2 Bedrooms
8.	Subtract existing adequate private rental housing, if available year round, from results of step 7.		–		4 Bedrooms
			–		3 Bedrooms
			–		2 Bedrooms
9.	Subtract existing adequate private sales housing, if occupied by military personnel and purchased in lieu of renting private housing, or occupying public quarters, by bedroom.		–		4 Bedrooms
			–		3 Bedrooms
			–		2 Bedrooms
Results: Total units needed: _____			4 Bedrooms	3 Bedrooms	2 Bedrooms

UPH Requirement Analysis Example (per ch. 8, par. L).

Normal UPH construction requirements are based on justified transient needs (watchstander and student modules), including an OOD module, if required, and a male/female separation module. Permanent party modules are normally not authorized unless community based housing is deemed unavailable, inadequate, or exorbitantly expensive.

Position	Pay Grade	PAL	Without Depn%	UPH Need	Module Need
Watchstanders (including break in watch standers, reservist, and axillaries)				3	2
OOD				1	1
Male/female separation				1	1
Students				0	0
Permanent party				0	0
Totals:				5	4

UPH Requirement Analysis Worksheet (continued)

Step	Process	Column 1	Column 2	Column 3
	Omit steps 1-3 if permanent party modules are not authorized	Existing or Approved	Dependency Planning Percentages	Gross Requirement
1.	Determine PAL numbers (fill in column 1).	O7-O9 _____ X	3	
		O6 _____ X	3	
		O5 _____ X	7	
		O4 _____ X	10	
		O3 _____ X	31	
2.	Multiply PAL numbers by dependency planning percentages (multiply column 1 by column 2).	O1-O2 _____ X	76	
		O1/O3E _____ X	9	
		W1-W4 _____ X	6	
		E7-E9 _____ X	13	
		E6 _____ X	17	
		E5 _____ X	35	
		E4 _____ X	56	
		E1-E3 _____ X	73	
3.	Determine gross requirement (total column 3).			
4.	Based upon gross requirement from step 3 above, determine total of 1+1E apartments. Assign two members to an apartment. (See ch.2, par. 2-5.1 of the UFC-4-721-10).			
5.		Enlisted watch standers	_____/ 2 =	_____
		Enlisted students	_____/ 2 =	_____
		Male / female separation	_____/ 1 =	_____
		Total modules	_____ =	_____
6.	Add totals from steps 4, 5, and 6.	Step 4		
		Step 5		
		Step 6		
Totals:		Personnel: _____	Modules: _____	

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5267 (6-04)	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 *(Last, first, middle initial)*		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 (Date)	9. ON LIST FOR PROMOTION ☐ YES ☐ NO	10a. ON CLASS "A" SCHOOL LIST ☐ YES ☐ NO	10b. IF SO, WHICH LIST

SPONSOR INFORMATION

11a. NAME OF SPONSOR	11b. RANK/RATE	11c. SPONSOR'S DUTY STATION AND PHONE NUMBER

DEPENDENCY INFORMATION *(Check appropriate box)*

12. MARITAL STATUS ☐ **MARRIED** ☐ **SINGLE** *(CG-4170A not applicable)*

13. I AM SEPARATED FROM MY DEPENDENTS ☐ **N/A** ☐ **VOLUNTARILY** ☐ **INVOLUNTARILY**

DEPENDENTS RESIDING WITH ME *(If more space is needed, continue on plain paper)*

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

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 ☐ YES ☐ 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 ☐ YES ☐ NO		16b. IF SO, LIST DEPENDENTS WITH SPECIAL NEEDS.	
17a. DO YOU HAVE PETS ☐ YES ☐ 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

PREVIOUS EDITION IS OBSOLETE

PAGE 2 OF CG-5267 (6-04)

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 *(Housing unit)*	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.

STATUS OF HOUSING AVAILABILITY

1. FROM: Family Housing Office **a.** Installation Name	**2. TO:** Applicant's Name *(Last, First, MI)*
b. Phone *(DSN)* *(Commercial)*	**3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE** *(Day, Mo, Yr. Hour)*

4. YOU ARE ADVISED THAT: a. You can expect military family housing to be available

	(1) Immediately upon your arrival		(3) Within 12 months of your arrival
	(2) Within approximately 30 days of your arrival		(4) After 12 months or more, or not at all
4b. Considering the availability of family housing you should make alternative housing arrangements that will be			(1) Temp
			(2) Semi-Perm
			(3) Permanent

4c. Comments

5. HOUSING AVAILIBILTY IN THE COMMUNITY IS:		Good		Fair		Limited

6. YOU MUST CONTACT THE FAMILY HOUSNG OFFICE *(housing referral)* **UPON ARRIVAL BEFORE YOU MAKE HOUSNG ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE AVOVE.**

7. SIGNATURE *(Family Housing Office Representative)*	**8. DATE** *(Day, Month, Year)*

DD FORM 1747, SEP 93 (EG) *Previous editions are obsolete.* Designed using Perform Pro. WHS/DIOR, Oct 94

AFC-30M Expenditures

1. List of authorized AFC-30M expenditures:

   a. Routine change of occupancy maintenance and repair.
   b. Housing area ground maintenance (refer below for funding model).
   c. Playground equipment maintenance.
   d. Routine appliance replacement (see chapter 7).
   e. Routine preventative maintenance (including pest inspections and treatment).
   f. Routine service and repair orders.
   g. Street maintenance (e.g. curbing, streetlights, storm drains).
   h. Street signs in housing areas.
   i. Unique contract items in exclusive federal jurisdiction locations (e.g. school bus service).

2. List of unauthorized AFC-30M expenditures:

   a. Damaged maintenance, repair, and replacement items by occupant.
   b. Security contracts.
   c. Police and fire protection services.
   d. Water, sewage, and energy related utilities.
   e. Trash removal.
   f. Sewage services.
   g. Housing office staff travel, training, cellular telephones, office supplies, copiers, safety shoes, clothing, or office furniture.
   h. Movement of non-government owned household goods.
   i. Repair or maintenance to non-housing structures (e.g. pools, libraries, community centers).
   j. Recreation facility operating costs.
   k. Fully contracted housing maintenance.
   l. Any routine maintenance and repairs of buildings, piers, floodgates, lawn, shrub, and tree maintenance, runways, grounds maintenance related equipment over AFC-43 threshold of $ 5,000.
   m. Travel costs for maintenance personnel.
   n. Duty phone equipment and contracts.
   o. All purchases of vehicles and associated expenses.
   p. Toll and/or ferry passes.
   q. Representational facilities.

Notes:

Routine maintenance and repair items will apply to normal wear and tear.

Member to be responsible for all maintenance and repair items determined to be damaged by negligence or failure to take necessary action to prevent more damage from occurring.

Residents are responsible for their individual area year around. This is to include snow removal from sidewalks and driveways. The local command in conjunction with the local housing office will designate specific responsibilities for maintenance of grounds associated with the housing unit. It is the responsibility of each member to perform routine upkeep of grounds associated with their unit (e.g. cutting grass, weeding flower beds).

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6090 Rev. (06-06)	**Fire Protection Systems Evaluation**

	SCORE
1. DISTANCE FROM HOUSING UNIT TO THE NEAREST FIRE STATION. (Source: Insurance Services Office, Commercial Risk Services (ISO/CRS) a. 2 miles or less ---------- 10 points b. 2 to 5 miles (See Note 1) ---------- 5 points c. Greater than 5 miles (See note 1) ---------- 0 points	_____
2. SMOKE DETECTORS. (U.L. or Factory Mutual Approved) (Source: COMDTINST 11101.13, NFPA 101) a. Hard-wired Installed ---------- 7 points b. Battery Installed ---------- 3 points c. Not Installed ---------- 0 points	_____
3. SPRINKLER SYSTEM. (Source: MIL-HND-BOOK 1008) a. Installed w/appropriate total waterflow demand. ---------- 15 points b. Not Installed ---------- 0 points	_____
4. FIRE EXTINGUISHERS. (Source: NFPA 101) a. Provided. Mounting, inspections, and training are provided and documented. ---------- 5 points b. Not provided. ---------- 0 points	_____
5. TYPE OF DWELLING. (Source: NFPA 101 a. One or two family dwelling ---------- 5 points b. Apartment style (multiple family) two stories or less ------ 2 points c. Apartment style three stories or more ---------- 0 points	_____
6. COMPOSITION OF STRUCTURE. (Source: ISO/CRS) a. Masonry, brick, or concrete ---------- 5 points b. Wood or framed construction ---------- 1 point	_____
7. MEANS OF EGRESS. (Source: HUD 4900.1) a. The unit has <u>ALL</u> of the below listed means of egress -- 5 points b. The unit does <u>NOT</u> have <u>ALL</u> of the means of egress --- 0 points (1) The unit must have at least one side-hinged EXIT door. (2) All sleeping rooms must have at least one operable (from inside) window or door for emergency egress to the OUTSIDE. If a window is used for egress to the outside, it MUST: * Have a sill HEIGHT of LESS than 44 inches above the floor. * Have a MINIMUM clear opening HEIGHT of 24 inches. * Have a MINIMUM clear opening WIDTH of 20 inches. * Have a MINIMUM net clear opening GREATER than 5.7. sq.ft. <u>NOTE</u>: Multi-family dwellings in excess of two stories above ground level may not use bedroom windows as an acceptable means of egress unless safe escape to a protected area can be accomplished from those windows.	_____
<u>FIRST PAGE SUB-TOTAL:</u>	_____

	SCORE
TOTAL FROM FIRST PAGE:	_____
8. TOTAL UNDER ROOF FLOOR AREA BETWEEN FIREWALLS. (Source: ISO/CRS) a. Less than 2000 sq.ft. floor area ---------- 3 points b. More than 2000 sq.ft. floor area ---------- 0 points	_____
9. FIRE HYDRANTS. (Source: MIL-HND-BOOK 1008) a. Can be reached by less than 350 feet of hose lay -------- 5 points b. Cannot be reached by less than 350 feet of hose lay ---- 0 points	_____
10. FIRE FIGHTING WATER SUPPLY. (Source: MIL-HND-BOOK 1008, COMDTINST 11300.2) a. Consist of one of the following ---------- 5 points b. Consists of none of the following ---------- 0 points (1) Public water system. (2) Elevated tanks or reservoirs. (3) Multiple pumps w/adequate suction supply.	_____
GRAND TOTAL:	_____

NOTES:

Ten points may be earned if the following conditions are met. The Safety and Occupational Health Manual, Vol. 1, COMDTINST M5100.29, Chap. 5, and the Water Supply and Waste Water Disposal Manual, COMDTINST 11300.2, Chap. B-5 apply).

1. Commanding Officers provide an organized Fire Protection Force (FPF) from assigned personnel and in accordance with local directives.
   a. The FPF must receive adequate training for types of fires they would likely encounter.
   b. The FPF must be suitably equipped to provide emergency evacuation services for housing occupants and must, at a minimum, be capable of providing 500 gallons of fire fighting water per minute for a period of one-hour.
   c. The FPF must be capable of arriving on scene and applying fire fighting or rescue measures in a timely manner, e.g. 10 minutes, 24 hours a day.
2. Five points are earned if all the above conditions are met yet, less than 500 gallons but more than 250 gallons of fire fighting water per minute can be supplied for a period of less than one-hour.
3. These measures are designed to provide evacuation assistance to occupants and fire fighting First Aid to help contain damage while awaiting arrival of a local fire department more suitably equipped. These standards are in no way meant to diminish standards set by local authorities. Where local standards are more stringent the local standards take precedence.

_____

Signature Date

Distribution

1. For housing units scoring 32 points or more, and for housing units scoring less than 32 points but corrective action brought the score up to 32 points or more, file original in housing unit maintenance record.
2. For housing units scoring less than 32 points and corrective action not feasible with local resources, submit original with Shore Facility Maintenance Record, CG-Form 4094, in accordance with Civil Engineering Manual, COMDTINST M11000.11 (series), identifying required corrective action; copy to MLC (kse) and appropriate Area Housing Authority.

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6092 Rev. (06-06)	**Unaccompanied Personnel Housing Furnishings and Equipment Inspection Form**

Name of Occupant:

Unit:

Condition Codes

BE-Bent	FA-Faded	RU-Rusted	CG-Chipped	LO-Loose	TR-Tom
BR-Broken	GG-Gauged	SC-Scratched	DE-Dented	MA-Marred	WR-Worn Badly
BU-Burned	GO-Good	SO-Soiled	NE-New	RB-Rubbed	ZC-Cracked

Item Description	Stock No.	Issue Date	Condition
Box spring & mattress, standard 39” X 75” twin size			
Bed frame, twin			
Pillow			
Blanket			
Sheet and pillow case set			
Closet or wardrobe, lockable			
Window treatment			
Wastebasket			
Door locks and keys			
Inside and outside latches on all bathrooms			
Desk and Chair			
Desk lamp			
Refrigerator			
Microwave oven			
Easy chair			
Coffee table			
Sofa			
Bathroom medicine cabinet			
Bathroom mirror			
Bathroom wastebasket			

Unaccompanied Personnel Housing Furnishings and Equipment Inspection Form (continued)

Addition Items Description	Stock No.	Issue Date	Condition

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-6091 Rev. (06-06)	**Unaccompanied Personnel Housing Inspection Form**

Occupant Name and Rank:

Unit:	Bldg:	Room Number:

Indicate the condition of each item by checking the appropriate block **Items**	Satisfactory at Inspection	Occupant Clean/Repair	Repair. Standard Wear and Tear. Not Reimbursable	Repair Reimbursable	Accepted at Re-inspection
Floors					
Walls					
Ceiling					
Doors					
Windows					
Blinds/Shades					
Light Fixture					
Light Switch					
Electrical Outlets					
Closet					
Closet Door					
Lavatory & Cabinet					
Towel Bars					
Medicine Cabinet					
Soap Dish					
Toilet					
Paper Holder					
Bathtub					
Toothbrush Holder					
Bathtub Enclosure					
Shower Stall					
Valves & Head					
Shower Towel Bar					
Shower Soap Dish					
Shower Door					

Comments:

Date:	Signature of Occupant:	Signature of Inspector:

Unaccompanied Personnel Housing Inspection Form (continued)

Include any additional items not listed on page 1.	Satisfactory at Inspection	Occupant Clean /Repair	Repair. Standard wear and tear. Not Reimbursable	Repair Reimbursable	Accepted at Re-inspection

Comments: