



PSCINST 11101.2A

JAN 13 2015

PERSONNEL SERVICE CENTER INSTRUCTION 11101.2A

Subj: ASSIGNMENT AND RELEASE FROM GOVERNMENT OWNED QUARTERS

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(b) US Code Title 37, 401. Definitions  
(c) Personnel and Pay Procedure Manual (PPPM), PPCINST M1000.2 (series)

1. **PURPOSE.** To provide guidance and policy on the assignment and release of Coast Guard (CG) members from government owned quarters.
2. **ACTION.** Coast Guard Personnel Service Center, Personnel Services Division, (CG PSC-PSD) serves as the Program Coordinator responsible to provide execution guidance and oversight to the Area Housing Authorities (AHA) throughout the Coast Guard. AHAs shall ensure Area Housing Officers (AHO), Local Housing Authorities (LHA) and Local Housing Officers (LHO) within their area of responsibility comply with the provisions of this Instruction. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Assignment and Release from Government Owned Quarters, PSCINST 11101.2, is hereby cancelled.
4. **DISCUSSION:** The Coast Guard owned housing management goal is to maintain owned housing in locations only where local community-based housing is not available to meet our needs. As stewards of Coast Guard resources, we have a responsibility to make efficient use of all remaining available and adequate government controlled housing. Government controlled housing, for the intent of this Instruction, includes all Coast Guard owned housing, as well as Department of Defense (DoD) and Department of State (DoS) housing in locations outside the continental United States (OCONUS) available through inter-service support agreements.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is

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not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. **MAJOR CHANGES.** This Instruction has been updated for the current Personnel Service Center Commander's signature and all required paragraphs in accordance with the Coast Guard Directives System, COMDTINST M5215.6 (series) are now included. Paragraph 9.a clarified to reflect current occupancy standards in reference (a).
7. **ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.**
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #1 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This directive will not have the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this instruction must be individually evaluated for compliance with the National Environment Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be located on the PSC website <http://www.uscg.mil/psc/>.
9. **PROCEDURES.**
  - a. **Occupancy Standards.**
    - (1) **Family Owned Housing:** As a matter of stewardship, owned housing must be managed to ensure that vacancy is held to the absolute minimum. The occupancy standard for family housing is 95% utilization. Housing designated by Commandant (CG-13) as Command Housing and housing authorized for civilian employee occupancy shall not be counted against the occupancy standard.
    - (2) **Unaccompanied Personnel Housing:** The utilization requirement for Permanent Party (PP) rooms is full utilization. Members E-5 and below (ashore and afloat), and all members with dependents who elected an OCONUS unaccompanied tour, regardless of rank, shall not be released to the economy if there are available Government quarters, nor should unaccompanied personnel leases be acquired if PP rooms are vacant. AHA/AHO/LHA/LHOs must closely monitor the release of unaccompanied personnel.

- (3) Family Housing converted to unaccompanied use: Family housing units that have been converted to unaccompanied personnel housing shall be maintained at full utilization. Units that cannot sustain full occupancy must be returned to the family housing inventory or considered for divestiture.
- b. Release from Assignment to Government Quarters. In accordance with reference (a), the Commandant has directed mandatory assignment to all Coast Guard owned housing and OCONUS DoD and DoS controlled housing sites where we have an Inter-Service Support Agreement (ISSA) in place. All members in receipt of Permanent Change of Station (PCS) orders must submit an *Application for Assignment to Military Housing*, Form CG-5267, to the housing office at their new duty station. This form is also used to request a release from assignment to government housing. A release must be obtained prior to receiving Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) and is required before members may rent, lease, or purchase community housing. A release will be granted on Form DD-1747, *Status of Housing Availability*. Failure to obtain a release from mandatory assignment to government housing may result in the forfeiture of BAH or OHA until all government owned housing in the local commuting area is fully utilized.
- c. Members Married to Members. Members married to members without additional dependents are not automatically granted a release from mandatory assignment to government controlled housing. Per reference (b), a member with a spouse, regardless if they are a member of the armed services, are considered with dependents and therefore are required to occupy available Government-owned quarters unless otherwise granted a waiver.
- d. Exceptions to Mandatory Assignment. Individual releases from mandatory assignment to government housing will require approval by the appropriate AHA. LHOs may approve releases only where no government owned housing exists within a reasonable commuting distance of the duty station, or, when existing government owned housing is fully utilized, with no expected vacancies. CG PSC-PSD is the appeal authority for members who are denied a release. Examples where a release may be considered by the AHA are:
- (1) Return to a duty station where the member already owns a home. Proof of ownership will be required prior to granting a release.
  - (2) Intent to purchase a home at the new duty station (detailed guidance provided on page 1-3 of Enclosure (1)).
  - (3) Unique requirements that cannot be met by the military housing community, such as:
    - (a) Lack of American Disability Act (ADA) compliant homes available for occupancy.
    - (b) Proximity to a hospital or other medical care facility, and special needs care documented by CG Work-Life.

- (4) When the number of dependents exceeds the bedroom capacity for Government Controlled housing.
- (5) If the Coast Guard has no quarters, or quarters are limited and will not be available during the member's tour of duty.
- (6) Members assigned to INCONUS units who choose to leave their dependents at the previous PDS (detailed guidance provided on page 1-3 of Enclosure (1)).
- (7) A unique or unusual circumstance not mentioned above.

These examples and all other requests will be submitted and considered on a case-by-case basis.

- e. Frequently Asked Questions (FAQ). A list of FAQs and a current list of housing sites can be found at <http://www.uscg.mil/psc/psd/fs/Housing.asp> and will be updated as appropriate.
10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearing process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
  11. FORM/REPORTS. The forms listed in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Internet at <http://cgweb.comdt.uscg.mil/CGForms>. The AHO shall submit a quarterly *Release From Mandatory Assignment* report to CG PSC-PSD. The report is located on CG Portal at the PSD FS Housing Page. (<https://cgportal2.uscg.mil/communities/psd-fs-housing/SitePages/Home.aspx>)
  12. REQUESTS FOR CHANGES. Units and individuals may recommend changes via the chain of command to these PSC-PSD-fs POCs: [Anne.M.Becker@uscg.mil](mailto:Anne.M.Becker@uscg.mil) or [Wayne.S.Canfield@uscg.mil](mailto:Wayne.S.Canfield@uscg.mil).



M. L. AUSTIN  
Commander, Personnel Service Center

Encl: (1) Housing Program Responsibilities

## **Housing Program Responsibilities**

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### **CG-PSC-PSD-fs**

CG PSC-PSD-fs has the responsibility to monitor and review occupancy rates and assignment practices within each AHA area of responsibility. Family Owned and Unaccompanied Personnel Housing utilization reports will be provided to AHAs on a monthly basis. Reports will be based on information contained in the Housing Management Information System (HMIS) database.

**Appeal Authority:** CG PSC-PSD is the appeal authority for all mandatory assignment decisions above the AHA.

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### **Area Housing Authority**

AHAs have the responsibility to ensure full utilization of owned housing throughout their AOR to include UPH. The AHA has the ability and responsibility to ensure fair and equal assignment practices while being flexible to allow as much freedom of housing choice as possible.

**Authority:** The AHA is the approval authority for individual release from mandatory assignment requests within their area of responsibility. LHOs may approve releases only where there is no Government Housing within a reasonable commute of the duty station, or, the existing housing is fully utilized with no expected vacancies. Careful coordination with the LHA is required to ensure the member receives timely consideration with applicable assignment notification, i.e., control date, should releases not be approved.

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### **Area Housing Officers**

AHOs are required to monitor occupancy rates for all Coast Guard-owned housing within their area of responsibility. A frequent review of HMIS data to ensure appropriate application of the business rules associated with owned housing vacancy codes is necessary to ensure accurate utilization reports.

**Required Reports:** The AHO is required to submit a quarterly *Release From Mandatory Assignment* report by the 10<sup>th</sup> of January, April, July and October, where applicable. The report is located on CG Portal at the PSD FS Housing Page. (<https://cgportal2.uscg.mil/communities/psd-fs-housing/SitePages/Home.aspx>).

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**Housing Program Responsibilities**

**Local Housing Officer**

Monitor the Direct Access Airport Terminal for members issued PCS orders within LHO area of responsibility. Contact members to ensure submission of Form CG-5267, *Application for Assignment to Military Housing*. Amplifying information from the applicant to support a release from mandatory assignment should be provided in Section A. The LHO will return a Form DD-1747, *Status of Housing Availability*, within 5 days of receipt when:

- a. Member desires assignment to government housing.
- b. There is no government housing (family or unaccompanied) within a reasonable commute of the member's new duty station.
- c. Existing government housing is currently full, with no expected vacancies. In all other instances, coordinate with the AHA for a determination. Once a determination is received, complete the DD-1747 and forward to the member. Form DD-1747 shall include one of the following decisions, as applicable, in block 4c:

#	Decision	Remarks
1.	<b>Coast Guard owned housing is available and required.</b>	The control date and expected date of assignment shall be included to give members time to coordinate their move. Within 30 days of the member's expected reporting date, the LHO will provide the incoming member with the address they can expect to be assigned to. <b>Note:</b> <b>INCONUS:</b> Attempt to have housing available for occupancy within 10 days of reporting to new unit to coincide with Temporary Lodging Expense (TLE). Issues that delay the availability will not result in an automatic release from assignment. <b>OCONUS:</b> Attempt to have housing available for occupancy within 30 days of reporting to new unit to coincide with Temporary Lodging Allowance (TLA). Issues that delay the availability may authorize an extension of TLA benefits up to 60 days. Delay in availability will not result in an automatic release from assignment.
2.	<b>Coast Guard owned housing is not available at this time.</b>	Contact the local housing office if you desire to be placed on the waiting list, or for private sector housing referral listings.
3.	<b>Leased housing may be available, however, assignment is voluntary.</b>	Contact the local housing officer for eligibility and application requirements. <b>Note:</b> Leased housing will not be provided if adequate government quarters are available.
4.	<b>Released From Mandatory Assignment to Government Quarters.</b>	This prevents future mandatory assignment. <b>Note:</b> See Decision #5 for Conditional Releases.

*Continued on next page*

**Housing Program Responsibilities**

**Local Housing Officer (continued)**

#	Decision	Remarks
5.	<b>Conditional Release From Mandatory Assignment to Government Quarters.</b>	<p>a. Members requesting a release due to home purchase can be granted a conditional release at the time of request and will be required to provide documentation such as a sales contract with earnest money deposit (EMD) within 10 days of reporting to new duty station. This may be extended for up to 60 days, so long as the member is actively pursuing the purchase of a home, is utilizing temporary lodging and has not accepted delivery of household goods. Failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowances.</p> <p>b. Members who choose to leave their dependents at the previous PDS must attached a signed statement to their Form CG-5267 that they intend to live as a voluntary geographic bachelor for at least six months from the date they report and that they do not intend to bring their family to their new PDS.</p> <ul style="list-style-type: none"> <li>• <b>INCONUS:</b> These members may be granted a conditional release with their acknowledgement that should they later-relocate their family to the vicinity of the new PDS, they are subject to assignment of government family housing.</li> <li>• <b>OCONUS:</b> These members will be assigned to available government controlled unaccompanied housing regardless of rank, to include shipboard berthing, in lieu of Family Separation Housing (FSH) Allowance with the acknowledgement that should they later relocate their family to the vicinity of the new PDS, they are subject to assignment of government family housing.</li> </ul>
6.	<b>Required Occupancy for Government Owned Unaccompanied Housing.</b>	Government controlled housing will be available and occupancy is required – occupancy rates currently at or below 95%. If desired, check in with the Local Housing Officer, no later than the next business day upon arrival, to be placed on the BAH waitlist.

**Member**

Submit Form CG-5267 to the Local Housing Officer at your new command within 10 days of receiving PCS orders. Note: Assignment to available unaccompanied housing is mandatory at all sites unless current occupancy is at or above 95%.

Provide amplifying information in Section A to support a release from mandatory assignment request. Examples:

a. Members requesting a release due to home purchase may be granted a conditional release at the time of request and will be required to provide documentation such as a sales contract with earnest money deposit (EMD) within 10 days of reporting to new duty station. This may be extended for up to 60 days, so long as the member is actively pursuing the purchase of a home, is utilizing temporary lodging and has not

**Housing Program Responsibilities**

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**Member  
(continued)**

accepted delivery of household goods. Failure to do so will result in required occupancy of government owned quarters.

b. Members who choose to leave their dependents at the previous PDS must indicate on their CG-5267 that they intend to live as a voluntary geographic bachelor for at least six months from the date they report and that they do not intend to bring their family to their new PDS.

- o INCONUS: These members may be granted a conditional release with their acknowledgement that should they later-relocate their family to the vicinity of the new PDS, they are subject to assignment of government family housing.
  - o OCONUS: Regardless of rank, these members will be assigned to government controlled unaccompanied housing, to include shipboard berthing, in lieu of FSH allowance with the acknowledgement that should they later relocate their family to the vicinity of the new PDS, they are subject to assignment to government family housing.
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