

# FAMILY HOUSING AT MCBH KANEOHE BAY

## Ohana Military Communities (OMC) & Family Housing Office (FHO) Roles

Every Service Member's and their families Housing concerns, issues or complaints are important to us all!

#### **OMC**

Monday, Tuesday, Thursday, & Friday 0800-1700

Wednesday 0900-1700

(808) 470-5400

#### **FHO**

Monday, Tuesday, Thursday, & Friday 0730-1530

Wednesday 0730-1430

(808) 257-2676

### Leasing Office/Resident Services Office

- -Waitlist Information & Management
- -Assignment of Homes
- -Service/Warm Calls
- -Informal Complaint/Issue Resolution
- -Creating and Scheduling Work Orders
- -Resident App & Portal
- -Community/Resident Events
- -Self-Help Warehouse
- -Satisfaction Surveys for Move-ins & Work Orders
- -Community Inspections
- -Move-in, Pre and Move-Out Inspections
- -Day to Day Operations

#### **Housing Advocates/Specialists**

#### MCBH.G4.FMLY.HSG.FMB@usmc.mil

- -Receiving Housing Applications
- -Referring to OMC/Hunt
- -Provide Family Housing Advocacy
- -Tenant Bill of Rights
- -Government Change of Occupancy Inspections
- -Community, Grounds & Home Inspections
- -Move-in & Move-Out Inspections
- -Informal Concerns/Issues
- -Formal Dispute Resolution
- -Move-in Follow-up Calls
- -Work Order Follow-up Calls