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MARINE CORPS BASE HAWAII ORDER 11101.35

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: MARINE CORPS BASE HAWAII FAMILY HOUSING MANAGEMENT

Ref: (a) MCO 11000.22
(b) Operating, Management and Maintenance Plan (Marine Corps Communities)
(c) DoD 4165.63-M "DoD Housing Management," October 28, 2010

Encl: (1) Housing Assignment Process Chart

1. Situation. A quality house to make a family home is critical to a service member's readiness and resiliency. The process to use the Basic Allowance for Housing (BAH) entitlement in exchange for a house in Hawaii is complicated by the affordability and quality of dwellings available in the vicinity of the installation. Equitability, transparency and clarity of purpose with respect to our housing policies and practices will help to reduce complexity for our service members and their families as they make their housing decision.

2. Cancellation. Base Order P11101.35B.

3. Mission. To publish policies and procedures that ensure equitable competition in the search for housing by service members and provide a sound basis for management of housing equities by Marine Corps Base Hawaii (MCBH) and our Public Private Venture (PPV) partner.

4. Execution. Commander's Intent and Concept of Operations.

a. Commander's Intent. Ensure the roles and responsibilities of the service member applying or residing in housing, the MCBH family housing office, and our PPV partner are precisely defined and clearly understood, resulting in an equitable competition in housing for service members. A clearly defined order may reduce exception to policy occasions and will complement related policies and orders.

b. Concept of Operations. This order will be the source document that clearly states the policy and procedures associated with the family housing process. Specifically, the order will define the responsibility of the service member before, during and at the conclusion of their Hawaii tour of duty. It will define the role of the Commanding Officer (CO), MCBH as the program manager and the role of the Family Housing Office in carrying out the provisions of this Order. Finally, this Order will define the role of the PPV partner as a private entity and its relationship to the base and its applicants/residents.

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5. Administration and Logistics. Changes to this Order will be staffed per current MCBH administrative policy and must take into account potential impacts to related orders and policy.

6. Command and Signal

a. Command. This Order is applicable to MCBH, all personnel eligible for family housing and the PPV partner.

b. Signal. This Order is effective the date signed.



R. LIANEZ

DISTRIBUTION: A

MARINE CORPS BASE HAWAII FAMILY HOUSING MANAGEMENT

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Chapter 1

Introduction

1. Purpose. Publish policies and procedures for managing and administering PPV housing at MCBH.
2. Status
 - a. This Order applies to all personnel responsible for the management of family housing at MCBH and to all family housing applicants and residents of MCBH.
 - b. This Order is a local adaptation of reference (a).
3. Scope. In conjunction with the references and depicted in the enclosure, this order establishes local policies and processes for managing and operating PPV housing at MCBH. It defines the roles and responsibilities of the service member, the Family Housing Office and the PPV partner. Requests for any deviation to the provisions of the this order will be submitted via the service member's chain of command to the CO MCBH via the Director, Family Housing using guidance provided in Chapter 3, paragraph 10w of this Order.
4. Responsibility. Per reference (c), MCBH provides oversight of PPV operations and renders decisions on Exception to Policy (ETP) requests to this Order. Day-to-day administration and management of the family housing program is carried out through the Director, Family Housing.

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Chapter 2

Delineation of Responsibilities for Privatized Family Housing

1. General Roles and Responsibilities. The information contained in Chapter 2 is provided for the benefit and understanding of our military families. No single body of work can capture every function, role and responsibility involved in the privatized family housing process. This chapter summarizes some of those critical functions, roles and responsibilities associated with each of the participants in the process. Further amplification is provided in sections 2 through 5 of this chapter.

a. Service member: Submits family housing application upon receipt of web orders in order to obtain earliest control date. Ensure compliance with all applicable Orders, policies, regulations, and lease agreement with PPV.

b. MCBH Family Housing Office (FHO)

(1) Receives family housing applications from service members and determines eligibility for privatized homes at MCBH. Refers prospective tenants to the PPV partner.

(2) Works collaboratively with Marine Corps Installations Pacific (MCIPAC), Marine Corps Installations Command (MCICOM), and Naval Facilities Engineering Command Pacific (NAVFAC Pacific) Business Agreement Manager (BAM) in monitoring the PPV partner's performance.

(3) Provides information and counseling to military families regarding the various housing options available to them in Hawaii.

c. NAVFAC Pacific:

(1) NAVFAC Pacific's BAM is the primary interface and Department of the Navy's (DoN) representative to Ohana Military Communities (OMC), Limited Liability Company (LLC) for Navy and Marine Corps privatized family housing PPV partnership in Hawaii.

(2) BAM's Asset Management Team reviews major account expenditures, budgets, and facilitate communication with Special Venture Acquisition (SVA) at NAVFAC Headquarters in support of a successful PPV project.

(3) Interpret documents contained in the business agreements; monitors performance and fiscal health of the OMC.

(4) Works collaboratively with MCBH Family Housing Office in monitoring performance of OMC and its subsidiaries/contractors.

d. OMC LLC and Hunt Military Housing Property Management (HMHPM):

(1) OMC is the partnership established between Hunt Military Communities and the Department of the Navy under the Military Housing Privatization Initiative of 1996.

(2) OMC is the owner/landlord for all Navy and Marine Corps family housing in Hawaii.

(3) OMC is responsible to finance, design, construct, renovate, acquire, own, lease, convey, operate, manage, and maintain privatized housing.

(4) HMHPM is the property manager that manages, operates, and maintains Marine Corps PPV housing in Hawaii on behalf of OMC.

(5) HMHPM is responsible for day-to-day operation of privatized MCBH family housing, the leasing office, resident services office, and execution of maintenance services of all PPV homes, grounds, and facilities.

2. Service Member Responsibilities

a. Submits housing application and other required documents to the FHO upon receipt of web orders, and prior to arrival on-station. Detailed application procedures and requirements are provided in section Chapter 3, paragraph 2.

b. Communicate with the FHO, PPV partner, and other offices and agencies in order to adequately prepare for upcoming Permanent Change of Station (PCS) moves.

c. Notify the FHO and PPV partner when the service member is rerouted to another duty station, or there is a delay in reporting.

d. Visit the FHO and OMC website at <http://www.mcbhawaii.marines.mil/Staff/Installations-Environment-Logistics/Family-Housing/>; <http://www.ohanamarinecorpscommunities.com/> to obtain the latest family housing information.

e. Read and comply with regulations and policies contained in this Order and the Marine Corps Order.

f. Understand and research the family housing options available to them in Hawaii. Options include home ownership, renting in the local economy, PPV housing at MCBH, or PPV housing provided by the U.S. Army Garrison (USAG) Hawaii or Joint Base Pearl Harbor Hickam.

g. Notify the PPV partner if they want to be removed from the waiting list, or intend to break their off-base lease to receive a home offer and occupy a PPV home. Periodically keep contact

information (email, mobile, work phone) and availability updated while on the waiting list for a PPV home.

h. Pay rent and utilities in a timely manner.

i. Advise the FHO, Installation Personnel Administration Center (IPAC) and PPV partner at the earliest possible opportunity if there are changes in their pay/allowance status such as promotion, demotion, divorce, separation, early return of dependents, or other events that will impact their family housing eligibility and/or BAH.

j. Comply with the provisions of the lease agreement and tenant/landlord agreement and policies contained in their lease and OMC Community Handbook.

k. Maintain their homes and premises in a clean and orderly state.

l. Promptly contact the PPV Maintenance & Service Desk for any issues or concerns with their home.

m. Service members are required to notify the FHO upon receipt of web/PCS orders, retirement approval, or authorization to separate from active military service in accordance with (IAW) reference (a). Service members must also provide a written notice to vacate to PPV as required in their lease agreement.

3. Family Housing Office Responsibility. The Director, Family Housing and MCBH, FHO are responsible for the following:

a. Reviews and validates eligibility of applicants for referral to PPV family housing at Kaneohe Bay, Manana, and Camp H. M. Smith. Determines control date, assignment priority, bedroom eligibility, and other criteria (i.e., Key & Essential (K&E) billet, Wounded Warrior (WW), Exceptional Family Member Program (EFMP), Billet Quarters, etc.) prior to referral to PPV.

b. Meets regularly with the PPV partner to engage and remain informed on relevant or pending PPV issues, repairs, sustainment, construction or recapitalization of housing facilities.

c. Maintains proper oversight of PPV operations by ensuring appropriate level of service is provided to all MCBH residents IAW the partnership agreements, criteria in the PPV monitoring matrix, and this Order. The FHO, together with NAVFAC Pacific, regularly meets with the PPV partner to discuss issues or concerns as part of the monitoring, oversight, and assessment of the PPV partner's performance.

d. Provides liaison between the CO MCBH and family housing residents for matters pertaining to housing management as defined in the references and this Order.

e. Provides limited off-base housing referral assistance to MCBH families, and refer cases, as necessary, to the USAG Hawaii's Housing Services Office (HSO) located at Schofield Barracks for off-base rental housing.

f. Manages and controls the delivery, pick-up, storage, inventory and maintenance of the temporary loaner furnishing program for inbound and outbound families residing in local economy housing while their government-funded household goods (HHG) and personal property shipment is in transit.

g. Reviews and provides Statement of Non-Availability (SNA) to accompanied personnel when PPV housing is not available for Temporary Lodging Allowance (TLA) purpose.

h. Reviews family housing ETP requests and renders recommendations as the Subject Matter Expert in family housing management and policies to the CO MCBH via the Director, S-4, MCBH.

i. Works closely with family housing program and resource sponsors at MCICOM and MCIPAC for necessary funding, control and coordination in providing effective and consistent PPV family housing management and services.

4. NAVFAC Pacific Responsibility. NAVFAC Pacific's BAM is the primary interface and DoN's representative to OMC LLC for Navy and Marine Corps PPV partnership in Hawaii.

a. Work closely with the Managing Member (MM) of OMC as the DoN's non-managing business representative in the OMC.

b. Interface directly with OMC MM for the successful execution of core LLC responsibility - to lease, finance, demolish, develop, construct, renovate, own, manage, acquire, operate and maintain residential units and related improvements at MCBH.

c. Manages, reviews, interprets, and update Business Agreements and other PPV contracts, agreements, and documents by OMC.

d. Monitors the financial health of OMC. Reviews annual budgets, accounts, spending plans, incomes, expenses, debt servicing, sustainment plans, and other income/expense reports that impact the short and long term financial health of OMC.

e. Reviews planned sustainment and redevelopment projects proposed by OMC MM and Asset Management Team.

f. Coordinates DoN representation with Facility Engineering Acquisition Division for construction oversight per applicable Public Works Department and Resident Officer in Charge of Construction guidelines.

g. Manages the OMC Monitoring Matrix and collect periodic reports and input from MCBH.

h. Works closely with MCBH, MCIPAC, and MCICOM to align USMC PPV policies and guidance, and when needed, to engage OMC MM toward a prompt and effective resolution of concerns as the DoN's representative to the LLC.

5. Privatized Housing Responsibility (OMC & HMHPM). The PPV partner is responsible for the proper management of privatized family housing facilities at MCBH Kaneohe Bay, Camp H. M. Smith, and Manana IAW the references. Such responsibility includes but is not limited to financing, designing, developing, overseeing renovation and construction, maintaining waiting lists, offering homes, and maintaining residential housing at MCBH. A core tenet of this responsibility is ensuring first-class facilities and services for all MCBH families.

a. Receiving referrals from the FHO.

b. Adding family housing applicants to the appropriate PPV Housing waiting list using information contained in the referral package, i.e., control date, housing priority, category, and bedroom eligibility based on the number of eligible dependents.

c. Accurate management of PPV waiting lists to include monthly validation of resident's intent and offer/relocation timeframe if currently in possession of an off-base lease agreement.

d. Communicating and marketing privatized housing information to prospective residents prior to and upon arrival on station.

e. Offering privatized homes to prospective families based on their control date and priority, and allowing families adequate time to make a decision. Per reference (b), service members are provided 48-hours to respond to a PPV home offer, and 96-hours for home offers at Manana.

f. Prepare vacant and available homes for new residents, and conduct resident orientation of their new home prior to occupancy.

g. Prepare the lease and other documents, agreements, and disclosures prior to move-in. Provide the OMC Community Handbook and other relevant information such as important telephone numbers, websites and email contacts.

h. Accurately collect rent, minimize collection errors and quickly resolve collection discrepancies.

i. Manages the Resident Energy Conservation Program (RECP).

j. Conduct preventive, recurring and corrective maintenance on privatized homes, PPV grounds, common areas, infrastructure and facilities.

k. Respond to service calls and correct reported maintenance issues in a timely, efficient and effective manner.

l. Prepare and schedule move-out and termination inspections upon receipt of Notice to Vacate, and prepare vacated homes for occupancy by newly arrived families.

m. Diligently work with residents to resolve issues or concerns as the property manager, landlord and owner.

n. Provide PPV transmittal statement for use in determining TLA eligibility per Base Order (BO) 7220.1.

Chapter 3

Application, Referral, and Housing Rule-Set

1. General Family Housing Information

a. Equal Opportunity for Housing Referral

(1) All eligible personnel will be afforded an equal opportunity for PPV housing referral for their designated grade category, priority, and bedroom requirements. Referrals to PPV housing will be made on a non-discriminatory basis without regard to race, color, sex, religion, gender, or national origin.

(2) No family shall be discriminated against in the assignment of family housing because of special health or physical disability requirements.

b. Right to Family Housing. Per reference (a), military members have no legal or inherent entitlement to family housing and it is not mandated by law that housing be provided.

c. Personally Identifiable Information (PII) Management. Housing applicant's PII will be kept secure and protected at all times by the FHO and PPV partner. PII breach will be reported IAW current guidelines and standard operating procedures contained in BO 5211.

d. Property and Database Management. The FHO will utilize Enterprise Military Housing (eMH) system as the authorized referral and property management system to maintain privatized housing database and applicant's personal information.

2. Processing Family Housing Applications. Submission of family housing application and required supporting documents is the initial step in obtaining privatized housing at MCBH. This action is initiated by the service member upon receipt of PCS/web orders. When a completed family housing application is received, the package is reviewed by the FHO to determine eligibility, establish control date, assignment priority, housing category, bedroom requirements, and prior to referral of housing application to PPV partner.

a. Application for Assignment to Housing (DD Form 1746). Application for assignment and referral to housing will utilize DD Form 1746 with required supporting documents.

b. Required Supporting Documents with DD Form 1746. At a minimum, application for family housing will contain the following supporting documents in order to be referred to PPV. FHO will utilize the date of receipt of completed DD Form 1746 with all required supporting documents listed below in order to establish service member's assignment control date.

(1) Copy of PCS or Web Orders

(2) Privacy Act Information Release Letter - A signed Privacy Act Information Release Letter will be provided by each housing applicant to the FHO to authorize release of personal and private information to our PPV partner for housing referral. A copy of current/valid General or Special Power of Attorney will be required if a spouse signs the Privacy Act Information Release Letter, or is acting on behalf of the military or civilian sponsor.

(3) Registered Sex Offender Policy Acknowledgement & Disclosure - Housing application will require screening, acknowledgement and disclosure of registered sex offenders IAW 10 USC 16912, State of Hawaii Sex Offender Registry (HRS 846E), reference (a), DoN and USMC policies. Sexual offenders are prohibited from occupying Marine Corps privatized housing IAW Commandant of the Marine Corps (CMC) Policy Letter 11000 LFF of 31 December 2008.

(4) Statement of Understanding.

c. Additional Documents Required Upon Check-In. Service members will provide the following additional documents upon check-in to FHO.

(1) Dependency Information (BIR, Page 2, DD Form 93, CG 4170A).

(2) Reporting Endorsements.

d. Other Supporting Documents. On a case-by-case basis, additional documents such as Dependency Application (NAVMC 10922), marriage certificate, Dependency Verification Letter obtained from their S-1, or other documents may be required by FHO in order to establish and confirm eligibility for family housing, and referral to PPV.

e. Submissions. Housing applications can be faxed to (808) 257-1259, emailed to MCBH.G4.FMLY.HSG.FMB@usmc.mil, hand delivered to FHO (1st floor) at 1571 Lawrence Road, MCBH Kaneohe Bay, or mailed to Marine Corps Base Hawaii Family Housing Department, Box 63003, Kaneohe Bay, HI 96863-3003.

3. Determining Assignment Priority. FHO will determine assignment priorities IAW reference (b), Appendix E, and guidance listed below:

a. Designated K&E, WW (specific designation), EFMP participants who are eligible for priority housing will be assigned as Priority 1, and referred to the PPV partner upon receipt of a completed housing application. Priority 1 applicants shall not displace applicants on the waiting list that have already received a firm housing offer from the PPV partner. Appendix F identifies billets designated as K&E for housing assignment.

b. Priority 2 are Marines assigned to MCBH, tenant commands, and members of other services assigned for duty at MCBH may apply for PPV housing and will be referred as Priority 2 to the PPV partner upon receipt of a completed family housing application. Upon check-in

with the FHO and referral to PPV, Priority 2 applicants are provided a choice of all available homes within their category to include homes at Camp Smith and Manana. If one or more homes are available, the applicant may choose to accept one of the available homes, or decline and select a Neighborhood of Choice (NOC) waiting list. If any/all available homes are declined, TLA will be stopped based on the move-in date of the first available home IAW BO 7220.1. If no homes are available, the applicant may select a NOC and PPV will place member on the NOC waiting list according to their control date.

c. Members of other services assigned to all other tenant commands at Camp H. M. Smith will be housed by their respective services, but may apply for PPV housing at MCBH and designated as Priority 3.

d. Priority 2 service members that declined two valid offers of PPV housing, and resubmitted a housing application at a later time, will be provided a new control date based on date of receipt of new housing application.

e. Priority 2 service members that accepted privatized housing from other Department of Defense (DoD) Military Housing Privatization Initiative programs (U.S. Army, Navy, and Air Force) on Oahu are considered adequately housed for the duration of their tour(s) on Oahu. Family Housing application may be submitted and referred to PPV as Priority 2, however, all cost incurred during relocation is solely the service member's responsibility.

f. Priorities 3 to 5 housing applications are not referred to PPV until service member's arrival on station, and verification of eligibility for privatized housing by FHO during the counseling appointment.

g. Priorities 3 to 5 housing applications will be given one offer of homes available in their qualifying neighborhood. If the offer is declined, regardless of the situation or reasons, this will result in cancellation of housing application and removal from the PPV waiting list.

h. Due to the high PPV housing demand from Qualified Military Residents (Priorities 1 to 5) at MCBH, applications from "Other Referrals" in Priorities 6 to 11 are not normally processed or referred to PPV.

i. When the assignment priority as dictated by the PPV business agreements allows unaccompanied/single personnel (Priorities 6 and 7) drawing "BAH own rights" to apply for housing, housing applications are submitted via the FHO and referred to PPV.

j. Per reference (a), Military necessity will take precedence over all other considerations in priority of assignment to family housing.

4. Establishing Control Date. Per reference (a), the control date is the date of receipt of completed housing application with all supporting/qualifying documents. Additional local guidance:

a. When a member arrives on island and reports to their unit but fails to report to the FHO within the required 30-day period after checking in to their command, the control date will be the date the member reports to the FHO.

b. When two or more applicants have the same control date and are on the same assignment priority, category and bedroom requirements, seniority by rank will govern. When two applicants are of the same rank, seniority will be established by date of rank.

c. When a Priority 2 service member is removed from the PPV waiting list for declination of two valid PPV housing offers, and then reapplies for PPV housing at a later date, the control date will be the date of FHO approval for reinstatement.

d. When a service member who is already on a PPV waiting list becomes eligible for a different waiting list due to promotion, demotion, increase or decrease in family composition, the service member will be moved to the appropriate waiting list while retaining the original control date and priority.

e. When a service member executes Temporary Additional Duty (TAD) or Temporary Duty Under Instruction (TEMINS/TEMDUINS) without follow-on orders, and receives PCS orders to MCBH while on TAD/TEMINS/TEMDUINS, the control date is the date of receipt of the completed housing application.

f. When a service member PCS to MCBH from a dependent restricted tour, or if their last duty station was a medical holding facility, the control date is the date of receipt of the completed housing application.

g. Newly married military member: Control date is the date of marriage, provided the service member submits a completed housing application within 30-days from date of marriage. Otherwise, the control date will be the date of receipt of a completed housing application.

h. When a service member without dependents executes PCS orders and acquires dependent(s) en route, the member's control date will be the date the dependent(s) is acquired, provided the housing application is submitted within 30-days of acquiring the dependent(s). Otherwise, the control date will be the date of receipt of the completed housing application.

i. New accessions who had family members prior to reporting on active duty will use their detachment date from recruit training or Officer Candidate School as their control date, provided their completed housing application was submitted within 30-days of reporting. Otherwise, the

control date will be the date of receipt of a completed housing application. The Joint Travel Regulations defines new accessions as members without prior military service.

j. A service member assigned to MCBH, without other dependents that is married to another service member, may apply for housing upon arrival to MCBH while waiting for the spouse to effect PCS orders to Oahu. A copy of the spouse's orders is required to establish eligibility. Service members on station will be allowed to apply for housing and move up on the PPV waiting list, but will not be offered PPV housing until the spouse physically arrives on island and reports to the new duty station, or member shows proof of impending arrival within 30 days.

k. When a service member submits an incomplete application, the date of receipt of the final document completing their application package is used to establish their control date.

l. The control date for all others will be the date of receipt of a completed housing application.

m. When Service Member is Delayed or Failed to Report:

(1) In the event the service member submitted a housing application and was classified as Priority 1 or 2, but has not reported to his/her assigned unit by their anticipated report date, the service member will retain their priority and control date, and remain on the PPV waiting list for no more than 60 days beyond their report date.

(2) Once 60 days has elapsed, the service member will be removed from the PPV waiting list and a note will be inserted in member's FHO eMH record to annotate the date removed. An email or other means of notification will be generated to inform the service member of this action.

(3) Once a housing application is cancelled, service members are required to submit a new housing application in order to re-establish control date.

(4) Service members are encouraged to communicate with the FHO and PPV partner if they receive web order cancellation, a new set of orders, or modification in their orders that may result in delayed arrival and reporting.

5. Establishing Bedroom Eligibility. Reference (a) establishes bedroom eligibility and additional local guidelines are as follows:

a. Service member and spouse, and each additional immediate family member should normally be assigned one bedroom (one bedroom per child).

b. The service member may choose to be assigned to a home where children share a bedroom following guidance provided in reference (a).

c. Colonel (O-6) and above should normally be assigned a minimum of four bedrooms.

d. Service members may elect (in writing) to be placed on a waiting list for a home with fewer bedrooms than authorized. Members electing to waive a bedroom and change waiting lists must do so within 30 days of their report date to retain their original control date. When PPV housing is assigned and occupied under this condition, the service member is considered adequately housed for the duration of their tour(s) on island unless their family composition changes (e.g., gain additional dependents).

e. When the sponsor or spouse is pregnant, a proof of pregnancy is required at the time of housing application or while waiting for a PPV NOC home. This certificate validates qualification for a separate or additional bedroom for the expected child.

f. Applicants who are waiting for CMC approval for recertification of a dependency determination may be placed on the waiting list for the bedroom size that includes the non-command sponsored dependent(s) if the following items are provided: Verification of previous command sponsorship at the military member's last command, and evidence that recertification for dependency has been submitted/received by CMC.

6. Grade Categories. Per reference (a), it is the policy of CMC that physical separation will exist between categories insofar as possible and maintain practicable separation between housing designated for officers and those for enlisted personnel.

a. Privatized housing at MCBH will be designated for the following categories:

(1) JE - Junior Enlisted (E-1 to E-5).

(2) SNCO - Staff Non-Commissioned Officer (E-6 to E-9).

(3) SE - Senior Enlisted (E-9).

(4) CG - Company Grade (O-1 to O-3; W-1 to W-4).

(5) FG - Field Grade (O-4 to O-5; W-5).

(6) SO - Senior Officer (O-6).

(7) GOQ - General and Flag Officers (O-7 and above).

b. Designation and re-designation of housing areas for the various grade categories must consider most recent MCBH Housing Requirements Market Analysis (HRMA) study, average wait time for offer/occupancy of privatized housing, and should be periodically reviewed with

PPV partners. The end objective is to ensure equal housing opportunities for all grade categories based on overall housing requirements at MCBH versus available PPV homes.

c. If a member has been selected or frocked for promotion to the next higher paygrade at the time of housing application (i.e., E-5 to E-6; enlisted to officer; O-3 to O-4; O-5 to O-6), member must provide appropriate documentation, and may request to be placed in the category and neighborhood for their anticipated rank/paygrade.

(1) If member desire to submit housing application based on current rank, the applicant is required to inform FHO on projected date of promotion or advancement.

(2) Members promoted to the next higher paygrade will be moved to the appropriate waiting list category upon promotion/advancement.

d. Senior Enlisted (SE) homes at Mokolea neighborhood are for E-9 only. If an SE home has been vacant and available for more than 30-days and there are no Priority 2 E-9s on the PPV waiting list that are available to move, the home may be offered to the first available Priority-2 E-8 on the Staff NCO waiting list.

e. A military member married to another military member will normally be placed on the waiting list for the grade category of the higher ranking member. If members are of a different branch of service, they may apply at either branch providing housing services. Per reference (b), rent amount will be set at the senior member's BAH with dependent's rate.

f. Additional housing assignment policy for Heleloa SO and FG neighborhood is provided in Appendix C.

7. Referral to PPV. The referral process is the handoff of completed family housing application and supporting documents from FHO to PPV partner.

a. Referral of Priorities 1 and 2 Family Housing Application. Priority 1 and 2 housing applications with an established control date are referred to PPV upon receipt of completed housing application. All other applications (Priority 3 and lower) are referred to PPV partner after arrival and check-in with FHO.

b. PPV Waiting List. Once a family housing application is referred to the PPV partner, the PPV leasing office is responsible for managing and maintaining the waiting lists. The PPV partner will maintain separate lists by category, and bedroom requirement, and ranked by assignment priority and control date IAW reference (b).

c. Waiting Time Projection for PPV Housing. Projected wait time for each category and bedroom requirement within the MCBH PPV inventory will be maintained and published

monthly. The projections will be posted in FHO office, PPV leasing office and appropriate websites for situational awareness of all inbound and newly arrived families.

d. Duration of Occupancy in PPV Homes. Referrals to PPV will not be made when expected occupancy will be less than six (6) months.

e. Confinement/Pretrial Confinement. A military member who is in pretrial confinement or sentenced to confinement for three months or longer will not be eligible for referral to PPV during the period of confinement.

f. PPV Responsibilities as the Landlord. Per reference (b) and as discussed in Chapter 2 of this Order. PPV is responsible to finance, design, construct, renovate, acquire, own, lease, convey, operate, manage, and maintain privatized housing. This includes day-to-day operation of privatized MCBH family housing, the leasing office, resident services office, and execution of maintenance services of all PPV homes, grounds, and facilities.

8. Service Member's Arrival and Reporting Instructions. Upon arrival on station and the member has reported to his/her unit and IPAC, the service member will schedule a FHO counselling appointment and provide a copy of the reporting endorsement, updated dependency information, verification of dependents arrival on station, and other applicable documents during the FHO counseling.

a. Important Note: Reference (a) requires military members to check-in with the FHO prior to making living arrangements to reside in the civilian (off-base) community. Personnel are cautioned that failure to comply with this requirement will result in the forfeiture of TLA and loss of government paid local move entitlement.

b. All newly arriving service members assigned to MCBH and accompanied by eligible dependents are required to report to the FHO. Reference (a) requires prompt check-in to the FHO within 30-days of arrival. Service members entitled to TLA are required to report and register with the FHO within three (3) working days of report date to their unit per BO 7220.1.

9. TLA Briefing and Counseling. The FHO will provide Statement of Non-Availability (SNA) for accompanied service members IAW MCBH TLA Administration and Procedures contained in BO 7220.1. TLA related questions and inquiries should be addressed to the MCBH TLA office located in Building 1043 (IPAC).

a. TLA briefing and counseling is conducted by the TLA Office located in IPAC, Building 1043 and prior to check-in and counseling at the FHO.

b. Arrival TLA is authorized when PPV housing is not available. Service members in a TLA status will be offered the first available home that meets their requirements. Consequently, all accompanied personnel entitled to TLA must submit a completed DD Form 1746 with all

qualifying documents, and be referred to PPV in order to establish availability or non-availability of PPV housing in order to receive SNA certification from the FHO.

c. Members of other services will visit their respective service component for TLA counseling, entitlements and claim submission, or when requesting exception to TLA policies. Pertinent information may be provided by FHO to assist in determining eligibility and TLA start/stop dates.

d. SNA must be obtained from Unaccompanied Housing when a member with dependents request non-availability statements during periods he/she is unaccompanied. Refer to MCBH TLA Administration and Procedures under BO 7220.1 for additional TLA policies and procedures.

10. Additional Housing Information and Rule-Set

a. K&E Personnel

(1) Housing applications received from designated K&E billets as listed in Appendix F, will be referred and added to the appropriate PPV waiting list upon receipt of completed housing applications. No official PPV housing offers can be made to K&E personnel until the service member physically reports to the FHO and PPV partner.

(2) K&E applicants will be provided a choice of the available homes that meet their grade and bedroom requirements (available homes in the vicinity of their unit/work). If the available home(s) offered is declined, K&E applicants will be placed on their selected NOC waiting list according to their priority and control date.

(3) K&E status will not be granted based on anticipated command assignments without supporting PCS orders. Priority housing will not apply to members already housed in MCBH PPV housing in order to relocate to another neighborhood unless the service member is slated to occupy designated or billet quarters.

b. Housing Designation (Billet Quarters)

(1) The following PPV family housing is designated for incumbent personnel occupying the following billets or positions:

(a) 511 Nimitz Road, Kaneohe (Heleloa) - Commander, U.S. Marine Corps Forces, Pacific (MARFORPAC).

(b) 485 Nimitz Road, Kaneohe (Heleloa) - CO MCBH.

(c) 4038 Maxam Place, Kaneohe (Mokolea) - Sergeant Major, MARFORPAC.

(d) 4039 Maxam Place, Kaneohe (Mokolea) - Command Master Chief, MARFORPAC.

(e) 4034 Maxam Place, Kaneohe (Mokolea) - Sergeant Major, MCBH.

(2) Billet Quarters are categorized as Extended Referral Homes in reference (b), to allow adequate time for transition of both departing and newly arrived families.

c. EFMP. Approval to accommodate EFMP needs, such as home modification or priority assignment, will be evaluated and approved by Headquarters, U.S. Marine Corps (HQMC) IAW MCO 1754.4B, and will be annotated directly on the enrollment letter. Enrollment in EFMP does not automatically guarantee priority assignment to housing, or any other special consideration. A copy of EFMP enrollment letter is required to determine priority and/or special housing requirement.

(1) EFMP with priority housing assignment will be categorized as Priority 1, and will be offered available units in their qualifying neighborhood IAW requirements specified in their EFMP enrollment letter. If the offer is declined, the application shall be placed on their selected NOC PPV waiting list according to their control date.

(2) On a case-by-case basis, EFMP families may request exemption from the Residential Energy Conservation Program (RECP) and will be jointly reviewed by Director, Family Housing and PPV partner for consideration. See Appendix A.

(3) It is strongly recommended that families enrolled in EFMP submit housing applications upon receipt of PCS/web orders in order to lessen the waiting time due to possible alterations and modifications of PPV homes. Refer to MCO 1754.4B or visit the local EFMP office for additional EFMP information and policy guidance.

d. WW. WW is defined as a military member with a serious injury, illness, physical, or psychological disability incurred in the line of duty that may render the member medically unfit to perform the duties of his/her office, grade, rank, or rating. Normally, being attached to Detachment-Hawaii, Wounded Warrior Battalion-West for medical reasons will meet the eligibility criteria for this designation. WW will be placed on the housing waiting list as Priority 1. WW applicants will be offered available units that meet their reasonable accommodation within their qualifying neighborhood. If the offer is declined, the application shall be placed on their selected NOC PPV waiting list according to their control date. A WW is required to submit RECP waiver request and is not automatically exempted from RECP participation. Application procedure is discussed in Appendix A.

e. American with Disabilities Act (ADA) Designated Homes. An adequate number of ADA accessible and adaptable homes shall be maintained in PPV inventory for use by persons with disabilities IAW current laws, regulations and guidelines.

(1) If an ADA home is offered and accepted by a non-disabled family, a “recapture clause” shall be inserted in the lease, or a recapture memorandum provided by PPV as an addendum to ensure that the occupant understand that they are occupying an “ADA home”. PPV management may require the tenant to relocate if there is a projected requirement to house a disabled resident or family members in an ADA home. In such situation, the PPV partner will locate a suitable home, fund relocation expenses, and provide applicable dislocation allowance to the affected resident.

(2) ADA homes are subject to periodic HQMC and PPV inspections programs to ensure they meet and exceed established standards for use by our WW and EFMP families.

f. Pets and Service Animals

(1) All dogs and cats, whether a pet, service or companion animal must be identified, properly registered and vaccinated. MCBH Pet and Wildlife Regulations and registration requirements can be located in the references and BO 5233.2.

(2) Families bringing pets or service animals are also required to comply with mandatory State of Hawaii importation and quarantine policy, and must register their pets with the City and County of Honolulu. The PPV Community Handbook provides additional guidelines regarding pet and wildlife regulations at our PPV housing neighborhoods.

g. Prohibited Dog Breeds in PPV Housing. Full or mixed breeds of Pit Bulls, Rottweilers, canid/wolf hybrids and any other canine breed with dominant traits of aggression are prohibited aboard any Marine Corps installations per reference (a). Members are prohibited from bringing their pets on base and the prohibited dog breed(s) are not allowed in PPV housing until a waiver is approved and issued by HQMC. The waiver procedure is located in Chapter 3, para 4 of reference (a).

h. Occupancy of PPV Homes Prior to Dependent’s Arrival. Service members will not be assigned to PPV housing more than 30 days prior to their dependent’s arrival on station. Provision of supporting documentation, i.e., flight itinerary, will be required prior to the issuance of a housing offer by PPV.

i. Advance Dependent Travel. Families authorized advance dependent travel by HQMC may be processed by FHO, referred to PPV, and occupy privatized housing prior to the service member’s arrival on station. However, member is still required to promptly check-in with the FHO after reporting to his/her unit.

j. Divorced Members/Joint Custody

(1) Service members shall provide divorce decrees showing physical custody of family members for more than six months to be referred to the PPV partner for housing assignment.

(2) Per reference (a), if both parents are assigned to MCBH, only one parent will normally be eligible for housing. If both parents have been decreed equal custody time, they are both ineligible for on-base housing unless one of the parents waives their right to housing (in writing and notarized by the legal office).

k. Single Service Members Gaining Dependent

(1) Single service members currently without dependents that are pregnant, gaining custody of a child, or in an adoption proceedings may apply for PPV housing with documented legal custody/adoption documents, or proof of pregnancy from competent medical authority. Housing application is referred to PPV partner, and allowed to rise on the waiting list. However, PPV housing will not be assigned/occupied until after the birth of the child, or completion of custody/adoption proceedings.

(2) Housing may be assigned/occupied as Priority 6 or 7 as annotated in Appendix E when excess PPV housing is available, and occupy PPV housing prior to the completion of adoption/custody proceedings, or birth of the child under these circumstances.

l. Deferred Housing Assignment. Military members may defer PPV housing offers for reasons beyond the member's control by submitting a written request to the Family Housing Director. Deferment reasons normally include emergency leave, deployment, delay in family's arrival, or hospitalization. Deferment due to active off-base lease agreement while awaiting for PPV homes can be coordinated directly with PPV. Members approved by the FHO for deferment will retain their control date and position on the PPV waiting list. If a member requests deferment after an offer has been made, the offer will be considered a valid/official offer. Requests for deferment for an indefinite period will not be approved.

m. Enlisted to Officer Commissioning and Relocation. Marine Corps policy requires physical separation between categories insofar as possible, and maintain practicable separation between housing designated for officers and those for enlisted personnel. As such, a short distance government funded move is authorized for enlisted personnel commissioned to officer that will remain at MCBH for their follow-on tour. Members selected for commission are directed to visit the FHO and PPV leasing office at the earliest opportunity to start the relocation process under Priority 2.

n. PPV Relocation Requests (Intra-Station Reassignment). Members requesting voluntary relocation within MCBH PPV neighborhood should submit such request to our PPV partner via the FHO. If approved, the associated costs for terminating quarters, dislocation cost, and movement of household goods are the full responsibility of the resident. Circumstances such as an increase in the number of family members, or promotion to a higher grade category are some of the typical relocation considerations. A transfer fee may be assessed by the partner to recover change of occupancy maintenance cost associated with such request IAW reference (b). Priorities are identified as follows:

(1) Relocation due to validated increase in family size: Priority 2.

(2) Relocation due to change in category (promotion): Priority 2.

(3) Relocation for member's convenience: Priority 3.

o. PCA from another PPV on Oahu. Military members residing in any Oahu PPV project are considered adequately housed as long as they are stationed anywhere on the island, and remain eligible for housing. However, members may submit housing application as Priority 3, and relocate to MCBH PPV. When approved, all expenses incurred during relocation is member's responsibility.

p. Loaner Furniture Program. The FHO provides temporary loaner furniture program to active duty personnel on command sponsored accompanied tour that reside in the local community while awaiting arrival and delivery of personal property shipment. Loaner furniture is also available during outbound PCS. Details of the temporary loaner furniture program is located in Appendix B.

q. Resident Energy Conservation Program (RECP). See Appendix A.

r. Coordinated Housing Referral Office for Off-Base Rental. Reference (a) designates HSO, USAG Hawaii as central coordinators for off-base housing referral service. The USAG HSO is located at Schofield Barracks, and provides off-base referral service to all active duty military personnel on Oahu. HSO also handles landlord-tenant complaints, lease disputes, and relocation services for outbound personnel.

s. Aliamanu Military Reservation (AMR) Housing. AMR is another housing option available to MCBH families and is conveniently located near the Interstate H3 on-ramp at Halawa/Camp H. M. Smith. MCBH has Priority 2 assignment rights for up to 100 families in this military housing area operated by the PPV partner for U.S. Army Garrison, Hawaii.

t. Subletting of Quarters. No resident of PPV will sublet or receive compensation for the use of their privatized quarters.

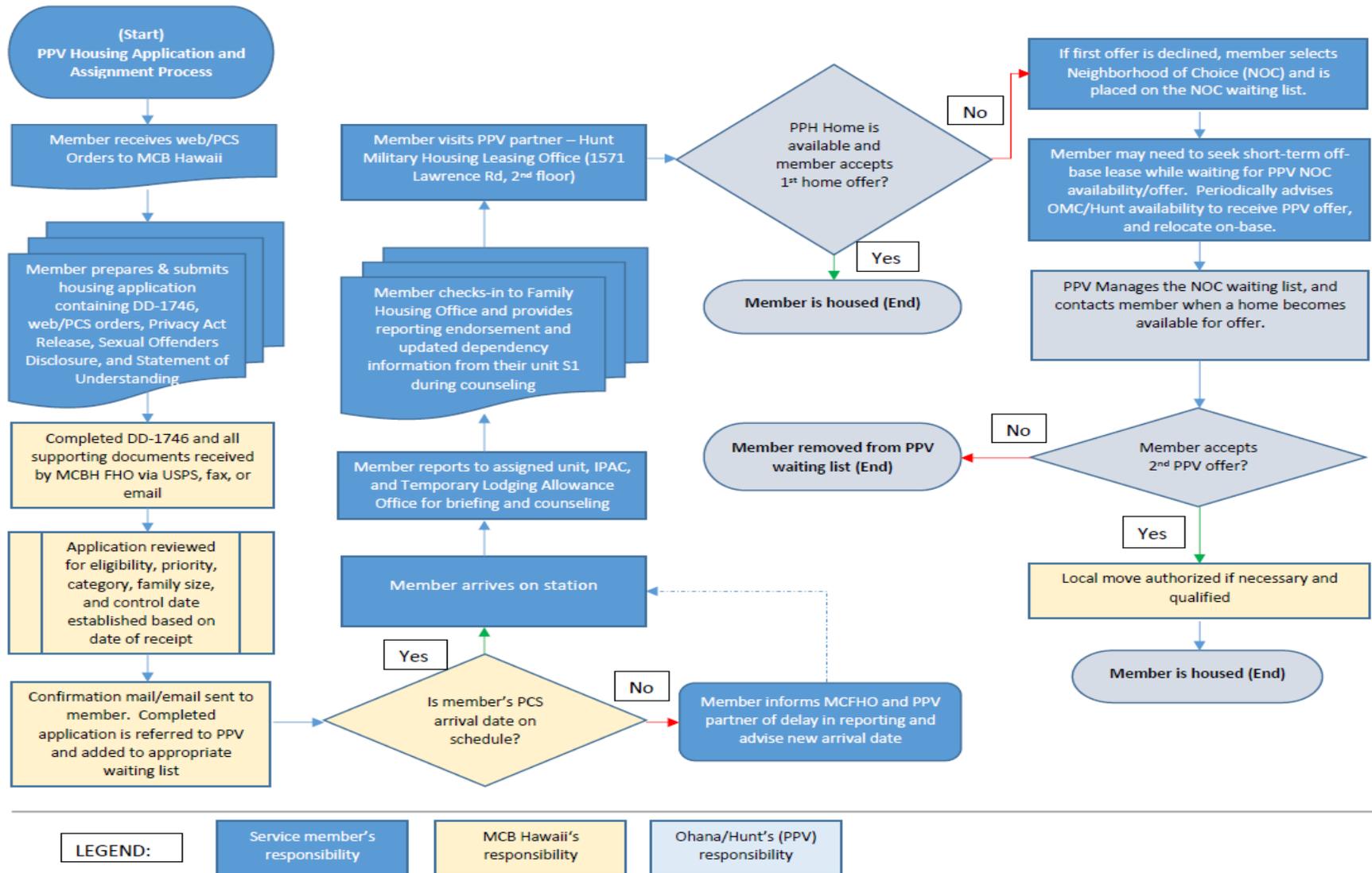
u. Home Business (Commercial Enterprises). Residents are required to comply with reference (b) and BO 5532 when PPV residents desire to engage in commercial activities from their home. Such requests are submitted to the Command Inspector General (CIG) Office and staffed through FHO, Marine Corps Community Services (MCCS), and PPV partner for concurrence. Upon approval from CIG, residents will be required to stop by the PPV Resident Service Office (RSO) to sign the Commercial Enterprise Lease Addendum prior to operating any business from their PPV home. All commercial activities at MCBH PPV housing must comply with federal, state and local laws regarding licensing, registration, taxes and insurance.

v. Foreign Military Personnel. Per reference (a), Foreign Military Personnel in an exchange or liaison program should seek housing in the local community, but may be referred to PPV housing subject to availability, conditions and approval by CO MCBH. Rent will normally be set to the BAH equivalent for their rank/paygrade. Referrals for these situations must be supported by an agreement between the supported unit, MCBH and PPV. At a minimum, assignment priority, duration, and other authorized support and services must be specified in the agreement.

w. ETP Request. All ETP requests shall utilize the rule-set provided in Appendix D, and must be routed via the requesting service member's Commander or on-island Commanding Officer (O-5 or O-6 level) for review and endorsement.

Housing Assignment Process Chart

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Enclosure (1)

APPENDIX A

RESIDENT ENERGY CONSERVATION PROGRAM

1. General Information. RECP is a Department of Defense mandated program for active duty residents of PPV housing, and approved by the Commandant of the Marine Corps for implementation at MCBH since 1 October 2012. This program helps promote good stewardship of our resources and environment through personal responsibility, awareness, and education. The program transfers some responsibility for the cost of utilities from PPV to the residents. Savings generated from the reduced cost of utilities under this program is reinvested in our PPV housing neighborhood for repairs, upgrades, and redevelopment.
2. Eligibility. All PPV housing residents are automatically enrolled in the RECP program upon occupancy of quarters.
3. Program Requirements. All PPV housing units at MCBH are individually metered and grouped into like-type groups, and monthly average utility costs are determined for each group. During a billing cycle, PPV housing residents are provided a statement of their electrical consumption and their usage is compared to the target average in their like-type group as:
 - a. In Band: consumption within 10% of the target average in their group.
 - b. In Pocket: consumption below 10% of the target average. Residents will receive a credit in their next billing cycle or a rebate equal to the difference between their consumption and 10% below the target average.
 - c. Out of Pocket: consumption that exceeds 10% of the target average. Residents will have to pay for their electricity usage that exceeds 10% of the target average.
4. Request for Waiver or Exemption. Request for RECP waivers will be submitted via a medical doctor for certification of medical condition, and will be reviewed by (1) the FHO and (2) the PPV partner due to their unique health circumstances, and renders decision on a case-by-case basis.
 - a. Personnel in the WW program may request RECP program exemption, and will be reviewed once the request is received for consideration.
 - b. Registered EFM living in PPV housing who consume significant amount of electricity as a direct result of their medical condition may also request exemption from participation in the RECP program.

c. Both WW and EFM residents must provide sufficient information so that a determination as to whether the WW or EFM is clearly and without doubt, required to consume substantially more electricity than the average resident due to their unique circumstances.

d. The Family Housing Director, along with the PPV General Manager (GM) has the authority to jointly approve a waiver. However, neither the PPV GM nor the Director, Family Housing have the authority to deny a waiver request.

e. The FHO will notify the requestor if the request is approved. If the FHO and the PPV partner cannot come to an agreement, or is recommending disapproval, the request will be forwarded to MCIPAC Regional Housing Program Manager and the PPV Managing Member for resolution and decision.

f. RECP waiver requests are either approved or disapproved. No partial waiver or exemptions are allowed. Waiver commences at date of approval and is not retroactive.

g. A family that owns electric or hybrid vehicles is still required to participate in RECP. However, residents should notify the PPV Community and RECP Program Manager in order to account for power usage required to charge the electric/hybrid vehicle.

h. The RECP guidance contained herein does not apply to civilian residents.

**MARINE CORPS BASE HAWAII
RESIDENT ENERGY CONSERVATION PROGRAM (RECP) WAIVER PROCESS**

WW and registered EFM living in privatized housing units who consume significant amounts of electricity as a direct result of their unique circumstances may request a waiver from participation in the RECP.

Waivers will be reviewed and granted on a case-by-case basis. The Director, Marine Corps FHO along with the PPV Site GM has the authority to approve a waiver, but do not have the authority to deny a request. If the FHO Director and PPV GM cannot come to an agreement, the request will be forwarded to the Marine Corps Installation Pacific Regional Housing Program Manager and the PPV Managing Member for final decision.

This waiver process is applicable to members of other armed services enrolled in WW or EFM, and residing in Marine Corps privatized housing. Process for submission is outlined below:

1. WW or the active duty sponsor requests a waiver by completing this RECP Waiver Request and submitting it to the FHO.
 - a. EFM sponsors submitting page 7 of form DD 2792 will not need to complete section 1.d of the waiver request
 - b. WWs must complete section 1.d of the waiver request.
2. The form allows the WW or EFM sponsor to provide additional documentation and submit their reasons or justification for RECP waiver consideration.
3. This form must be routed to the attending physician or primary care provider for endorsement. If the doctor certifies that the medical condition is permanent, the waiver, when approved, will remain in place as long as the person lives in MCBH privatized housing. If the doctor certifies the condition is temporary, the military member must reapply for a RECP waiver annually and prior to the one year expiration date. The disclosure of the PII and/or Personal Health Information required by this form is completely voluntary. However, failure to disclose the information may result in the request for exemption being disapproved.
4. Broad statements such as, "I am required to live in a centrally air-conditioned home," or "I must use a humidifier," or "I am required to use a powered nebulizer," are by themselves insufficient. Moreover, the need for an air-conditioned home is not adequate justification for a waiver since virtually all privatized homes at MCBH are provided with air-conditioning system. To be effective, the request should be substantiated by objective data and details such as a list of specific electric equipment that the WW or EFM family requires, how frequently the equipment must be used, and information about power consumption demands of each equipment.

5. If approved, the sponsor (lease signatory) must initial and agree that he/she is not eligible for a credit payment should their monthly electricity usage be less than the lower end of the monthly usage buffer.
6. Submit completed waiver form and supporting documents to the FHO (1571 Lawrence Road, first floor).
7. The FHO is responsible for notifying member of the final decision of their RECP waiver request.

Date: _____

From: _____

Rank/Rate

Name

Home Address

Housing Area (e.g., Waikulu Mololani)

Work/Home/Cellular Phone Number

E-mail Address

To: Director, Marine Corps Family Housing Office (FHO)
PPV General Manager - Marine

Subj: RESIDENTIAL ENERGY CONSERVATION PROGRAM (RECP) WAIVER
REQUEST

1. I request to be exempted from participation in the RECP for the following reasons:

a. _____ Initial. I am a Wounded Warrior whose condition requires our household to consume substantially more electricity.

b. _____ Initial. I have a family member enrolled in the Exceptional Family Member (EFM) Program whose condition requires our household to consume substantially more electricity.

c. _____ Initial. If I am applying for an EFM waiver, I have attached Page 7 of DD Form 2792, EFM Medical Summary that documents the electricity consuming equipment.

d. _____ Initial. I understand that a medical requirement for electricity consuming equipment, including air conditioning does not automatically justify an exemption for the RECP waiver. I am aware that all PPV homes at MCBH have air conditioning. I request a waiver from the RECP for the following reasons:

(Attach a continuation page, physician endorsement, and supporting documents as required. Identify any special equipment requirements, how frequently it is used, and power/load requirement of pertinent device)

a. _____Initial. I understand that if my request is approved either as a temporary or permanent waiver, that I have a personal responsibility to conserve and use electricity wisely, and I will remain cognizant of my overall utilities consumption while in PPV housing. I also understand that if this waiver request is approved, that I will not be eligible for a rebate or credit under the RECP program, even if our monthly electricity usage would otherwise qualify me for a rebate.

b. _____Initial. I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the FHO to release information contained in this letter, including all supporting documents with this RECP Waiver Request to the Public-Private Venture partner for purposes of evaluating my RECP waiver request.

Signature

APPENDIX B

OVERSEAS TEMPORARY LOANER FURNITURE PROGRAM

1. General Information. Military members reporting to Hawaii are authorized full weight allowance for shipment of personal property, consequently, long-term furniture is not provided at MCBH. However, temporary loaner furniture is available for active duty personnel on command sponsored accompanied tours while awaiting delivery and receipt of HHG, and occupying housing in the local “off-base” community. This program is also available to off-base residents on outbound PCS. For personnel that occupy PPV housing, loaner furniture is provided by our PPV partner.

2. Eligibility and Length of Furniture Loans

a. Military members who are accompanied by command sponsored dependents with government funded personal property shipments are authorized temporary loaner furniture for up to 90 days after occupancy of off-base quarters. Loaner furniture is also available for up to 60 days from personal property pack and pick up date for outbound PCS, End of Active Service (EAS) or retirement.

b. Newly married military members with approved command sponsorship may avail of this program within the authorized loan period.

c. Single pregnant service members may also avail of this program by showing proof of pregnancy.

d. Service members must submit a Loaner Furniture Application Agreement Request, Statement of Claim (see request letter below), and provide a copy of their signed lease. A copy of personal property shipping documents (DD Form 1299 – Application for Shipment and/or Storage of Personal Property) may also be required to verify eligibility for this program.

e. Per reference (c), inbound DoN/DoD civilians departing/returning from overseas duty with government funded PCS orders authorizing personal property shipment to/from MCBH may be supported when loaner furniture is available and in excess. Such support should consider economic benefits to the U.S. Government by early or continued occupancy of their permanent quarters thereby mitigating Temporary Quarters Subsistence Expense and other PCS costs. Temporary loaner furniture request from DoN/DoD civilians must be reviewed and approved by the Family Housing Director.

f. Temporary loaner program are limited to one-time delivery and one-time pick-up. There is no partial pick-up or partial delivery arrangement.

g. This program supports valid family members as listed on sponsor's dependency data, BIR or command sponsorship letter. Loaner furniture will not be issued to accommodate house guests or non-dependents.

h. Loaner program will not be provided past the EAS or retirement date.

3. Furniture Delivery and Pickup Requirements

a. Service member must schedule delivery/pick-up date at the earliest possible opportunity but no less than three working days prior to desired delivery or pick-up date.

b. Coordination is needed with the landlord or real estate agent to ensure access to home or apartment prior to delivery of loaner furniture. Synchronization is also required with the Distribution Management Office and/or moving company to ensure coordinated delivery of member's personal property and retrieval of government loaner items.

c. Prior to delivery, a Statement of Claim (page B-4) will be provided to the landlord to notify him/her of the impending delivery of government-owned furnishing. This letter provides the landlord situational awareness of scheduled delivery, and an itemized description of all government-owned furniture temporarily loaned to the resident.

d. Service members should visit the FHO or call (808) 257-1661 at least 24-hours in advance to either cancel or postpone scheduled loaner furniture delivery or pick-up.

e. A responsible adult will be present at the time of delivery or pickup. When the adult present is not the military member or designated person to whom the furnishing will be issued, that adult must be identified and designated ahead of time.

f. Residents are strictly prohibited from altering the condition of loaner furniture items such as removing the mattress cover/protector, or performing unauthorized repair or alterations to any furniture.

g. Residents must ensure that loaner items can be delivered and picked-up in a clean, safe and sanitary manner by the FHO staff and contractors. Actions such as eliminating tripping hazards, properly removing beddings, securing valuables/personal belongings, and properly restraining pets/animals are some of the suggested measures prior to scheduled appointments. Requestor is also responsible to ensure proper road access, safe loading/unloading area, availability of lifts (elevators) on apartments or condominiums prior to scheduled delivery or pick-up of loaner items.

h. Residents are required to return the furniture in a clean and sanitary manner.

4. Extensions of Loaner Furniture Period. Limited inventory makes it necessary to place strict 90-day limit on furniture issued under the temporary loaner program. However, a request to extend loaner furniture due to delay in arrival of personal properties, or to preclude an extreme hardship can be submitted to FHO with endorsement from member's chain of command. If approved, such extensions will not exceed 90-days.

5. Loaner Inventory. The following loaner furniture may be issued to eligible personnel and is subject to availability:

- Bedframe, Adjustable
- Box spring, Double or Single
- Mattress, Double or Single
- Mattress Cover/Protector
- Settee
- Easy Chair
- Coffee Table
- End Table
- Lamp, Table or Floor
- Dining Table with Chairs
- Chest Dresser (4 or 5 drawers)
- Night Stand

6. Liability. Military members are responsible and may be held liable for loss or damage of furniture loaned to them. Military members should check the inventory and condition of each furniture prior to signing the hand receipt. Mattresses and box springs are issued in serviceable condition, and if they are returned soiled or stained, the military member may be liable for the cost of replacement or re-upholstery. Government owned furniture are for indoor use only and should never be placed or stored outside. The military member to whom they are issued will be held financially liable for full replacement or repair costs.

STATEMENT OF CLAIM

Name: _____ Unit: _____

Rank: _____ Number of Dependents: _____ Delivery Date: _____

Work Phone: _____ Personal Phone: _____

Spouse's Phone: _____

| <u>Item Description</u> | <u>Quantity</u> |
|------------------------------------|-----------------|
| Bedframe, Adjustable | _____ |
| Box Spring, Double (1) | _____ |
| Mattress, Double (1). | _____ |
| Box spring, Single. | _____ |
| Mattress, Single. | _____ |
| Mattress Cover/Protector. | _____ |
| Settee, 2 or 3 seater (1). | _____ |
| Easy Chair (1 or 2). | _____ |
| Coffee Table (1) | _____ |
| End Table (1 or 2) | _____ |
| Table Lamp (up to 6) | _____ |
| Floor Lamp (1) | _____ |
| Dining Table (1) | _____ |
| Chairs, w/o Arms | _____ |
| 5-Drawer Chest Dresser. | _____ |
| 4-Drawer Chest Dresser | _____ |
| Night Stand. | _____ |

The undersigned acknowledges that the above listed furniture is the property of the United States government and not the tenant. In addition, acknowledges the United States Government's request to notify the Family Housing Department, Furnishings Branch at 257-1661 in the event that the above listed tenant abandons the above listed property in the rental quarters located below:



Signature of Landlord: _____ Phone Number: _____

Address: _____ Date: _____



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- ____ Signed Lease Agreement
- ____ Statement of Claim
- ____ Command Sponsorship Letter (if not on waiting list)
- ____ Orders (if not on waiting list)

APPENDIX C

HELELOA NEIGHBORHOOD ASSIGNMENT POLICY

1. The Heleloa neighborhood will be assigned as follows:
 - a. 511 Nimitz Road shall be assigned to COMMARFORPAC.
 - b. 485 Nimitz Road shall be assigned to CO MCBH.
 - c. Heleloa quarters 457, 467, 475, 495, 542, 556, 572, 573, 2792, and 2799 are designated for senior officers, i.e., Colonels and Navy Captains. All other Heleloa quarters, i.e., 452, 468, 482, 531, 559, 2752, 2764, 2778, 2789, 4019, and 4027 are designated for Lieutenant Colonels, Navy Commanders and selectees.
 - d. Lieutenant Colonels and Navy Commanders with a four bedroom requirement may choose to be placed on the Heleloa waiting list. When a house becomes available, the house will be offered by priority order to the next available field grade officer (O-5) with the earliest control date.
 - e. Moves from other field grade quarters to Heleloa are prohibited (even if the move would be at no cost to the government), unless justified by promotion to senior officer (O-6).
 - f. Moves from one Heleloa quarters to another are also prohibited unless the resident is reassigned to a billet for which there are billet-designated quarters. Residents of PPV housing at other Oahu installations may not relocate to Heleloa unless required by appointment to a K&E billet or a billet for which there are designated quarters. Individuals selected for and designated to command specific organizations or units aboard MCBH, but have interim assignments to other Oahu installations, may be placed on the waiting list for and assigned Heleloa housing prior to attaching to MCBH.

APPENDIX D

EXCEPTION TO HOUSING POLICY REQUEST

1. ETP Request. Exception to family housing policies contained in this Order are not designed to satisfy personal preference or for member's own convenience. Only ETPs due to operational necessity or documented hardship (excludes financial hardship) cases will be considered.
2. The Director, Family Housing reviews family housing ETP requests and renders a recommendation to the Base Commander via the Director, S-4.

2. Once you have completed this letter, please route your request via your chain of command for endorsement by your CO (O5 or O6).

3. Please submit your endorsed ETP request to the MCBH Housing Director. A recommendation will be forwarded to the Base Commander via the Director, S-4.

Signature of Member: _____ Date: _____

Mailing Address: _____

-
- ____ Command Endorsement
 - ____ Copy of Web or Permanent Change of Station orders if not on a PPV waiting list
 - ____ Other documents provided (specify)

APPENDIX E

ASSIGNMENT PRIORITY

1. Family Housing Assignment Priority. Housing assignment priority will be IAW reference (b). The assignment priorities are grouped as Qualified Military Residents (Priorities 1 to 5) and Other Referrals (Priorities 6 to 11):

a. Priority 1 - Key and Essential personnel including Command/Billet Quarters, Wounded Warrior, and Exceptional Family Member with documented priority housing assignment.

b. Priority 2 - Active duty service members assigned or attached to a tenant unit at MCBH, including MARFORPAC.

c. Priority 3 - Other DoD active duty service members assigned on Oahu. Other categories as defined in this Order.

d. Priority 4 - Guard and Reserve Personnel on active duty under Title 32.

e. Priority 5 - Active Duty Coast Guard personnel.

f. Priority 6 - Bachelor service members assigned or attached for duty at MCBH and USMC commands.

g. Priority 7 - Other bachelor service members assigned for duty on Oahu.

h. Priority 8 - DoN civil service employees.

i. Priority 9 - DoD civil service employees.

j. Priority 10 - Other civil service employees.

k. Priority 11 - Retired military.

APPENDIX F

DESIGNATED KEY AND ESSENTIAL BILLETS

1. Key and Essential (K&E) designations will be reviewed and updated on an annual basis, or as needed. The following billets are designated K&E for housing assignment:

- a. COMMARFORPAC
- b. CO MCBH
- c. CO, 3d Marine Regiment
- d. CO, Marine Aircraft Group-24
- e. Chief of Staff, MARFORPAC
- f. CO, Headquarters and Service Battalion, Camp H. M. Smith
- g. Battalion/Squadron COs and other field grade (21)
 - (1) Marine Corps Air Station
 - (2) Headquarters Battalion
 - (3) Marine Aviation Logistics Squadron 24
 - (4) Marine Light Attack Helicopter Squadron 367
 - (5) Marine Heavy Helicopter Squadron 463
 - (6) Marine Unmanned Aerial Vehicle Squadron 3
 - (7) Marine Medium Tiltrotor Squadron 268
 - (8) Marine Medium Tiltrotor Squadron 363
 - (9) 1st Battalion, 3d Marines
 - (10) 2d Battalion, 3d Marines
 - (11) 3d Battalion, 3d Marines

- (12) 1st Battalion, 12th Marines
- (13) 3d Radio Battalion
- (14) Combat Logistics Battalion 3
- (15) CO and Fleet-Up Executive Officer (XO), Special Project Patrol Squadron 2
- (16) CO and Fleet-Up XO, Helicopter Maritime Strike Squadron 37
- (17) CO and Fleet-Up XO, Fleet Logistics Support Squadron 51
- (18) Provost Marshal, MCBH
- h. Facilities Maintenance Officer, MCBH
- i. Sergeant Major (SgtMaj), MARFORPAC
- j. Command Master Chief, MARFORPAC
- k. SgtMaj, MCBH
- l. SgtMaj, Headquarters and Service Battalion