

FREQUENTLY ASKED QUESTIONS ON COAST GUARD MANDATORY ASSIGNMENT TO GOVERNMENT CONTROLLED HOUSING

References:

- (a) CG Housing Manual, COMDTINST M11101.13 (series)
- (b) CG Pay Manual, COMDTINST M7220.29 (series)

1. Q: Why is the Coast Guard changing current policy?

A: While the comprehensive National Housing Assessment effort was underway, ALCOASTs were issued that clarified the policy regarding voluntary assignment to government controlled family housing, which in essence eliminated the requirement for all members to complete a military housing assignment application when PCS orders were issued. We are now at the stage where we need to maximize the use of government controlled housing when it is adequate and available for occupancy. In order to accomplish this, the policy change reestablishes the need for all members who receive PCS orders beginning in Assignment Year 2014 to complete an *Application for Assignment to Military Housing*, Form CG-5267.

2. Q: Is this new policy consistent with the Commandant's Family Campaign (Shipmates 11) efforts?

A: Yes. You'll recall that the Commandant outlined in Shipmates 11 his renewed emphasis on ensuring that our policies, programs and services reflected the Coast Guard's commitment to "ensure our military members and their families have the resources they need to be their best." Key housing initiatives, announced in Shipmates 11, have been accomplished:

- Stand up of the housing asset line at the Shore Infrastructure Logistics Center (SILC),
- Needed legal authority to sell Coast Guard owned housing and use the funds to bring more stability to our family and unaccompanied housing resources,
- Completed the comprehensive National Housing Assessment.

Moving forward, the Coast Guard's goal is to only own and maintain housing in locations where local community based housing is not available to meet our needs. We have successfully identified Coast Guard owned housing, through the National Housing Assessment, that is excess to our needs and that housing is now pending divestiture (disposal through sale, transfer or demolition). As we hone in on a right-sized inventory with homes in the right locations and the right condition, assigning military members and their families in government controlled housing, when available and adequate, is the right thing to do and is fully in keeping with the Commandant's personal focus on family needs as part of his Family Campaign.

3. Q: Will local units have the flexibility to determine exceptions to mandatory assignment? e.g., commuting distance, spouse employment, special needs, nearby family for child care, home ownership in area, etc.

A: No, the Area Housing Authority (AHA), (Base and Training Center CO) are the approval authority for individual exceptions to mandatory assignment. If the AHA denies the members request for release from mandatory assignment to government controlled quarters, the member may appeal that decision to PSC-PSD for final determination. COMDT (CG-1333) is the approval authority for all blanket waivers. Local Housing Officers may approve releases only where no government owned housing exists within a reasonable commute of the duty station, or, when existing government owned housing is fully utilized.

4. Q: What constitutes a family medical requirement?

A: Unique requirements that cannot be met by the military housing community. Examples include lack of American Disability Act (ADA) compliant homes available for occupancy; proximity to a hospital or other medical care facility; and special needs care documented by CG Work-Life. These examples and all others will be addressed on a case-by-case basis.

5. Q: What constitutes “adequate” housing?

A: Housing that in its current condition, does not pose a health or safety risk to the residents. Housing that contains dated, but functional items (e.g., laminate countertops versus solid surface, or laminate flooring versus ceramic) are considered adequate. Assignment to a housing unit with an undesirable floor plan is not a basis for granting a release. Housing that fails to meet the adequacy standards outlined in reference (a) may be declared inadequate by Commandant (CG-13).

6. Q: If a CG member already stationed at their Permanent Duty Station (PDS) receives a new set of orders to the same geographic area, and they are receiving a housing allowance, will they be required to move into housing?

A: No. Members already residing on the economy will be allowed to remain in their current status until they are tour complete. Those who are extended in their current assignment or receive new orders to the same geographic area (local commuting area only) will also be allowed to remain on the economy.

7. Q: How will this new requirement affect personnel who get assigned to a unit where they had anticipated bringing their girl/boyfriend or fiancé since they do not have accessibility to the base?

A: If the active duty member has dependents who reside with them for over 50% (183 days or more, not necessarily consecutive) of the year, they will be required to reside in available government family controlled housing. Personnel not qualified as dependents (fiancé, etc) are not authorized to live in government controlled housing. If the active duty member has no dependents, they may be required to reside in the UPH/barracks depending on their rank and availability. Personnel not qualified as dependents (fiancé, etc) are not authorized to live in unaccompanied government controlled housing. Exceptions are described in reference (a).

8. Q: Will CG personnel have access to a complete list of government controlled housing sites and what units will be required to use them?

A: Yes, there is a map on the CG PSC website that lists all the owned housing sites. All members are required to submit a CG Form 5267 to their local housing officer for a determination of mandatory assignment to either family or unaccompanied housing, housing information and referral services.

9. Q: What is considered a reasonable commute of the PDS?

A: In accordance with reference (b), a reasonable commuting distance (RCD) is a one-way distance of 50 miles or less, or a round-trip travel time of 2 hours or less. RCD is calculated by using various mapping systems such as MapQuest, Google Maps, and the Defense Official Table of Distances (DTOD). Distance is from the PDS to residence.

10. Q: Will Active Duty members who are also married to another active duty member be required to live in base housing especially if they are both entitled to collect BAH? Are there any stipulations regarding this or other situations that will allow this requirement to be waived?

A: Members married to members without additional dependents are not automatically granted a release from mandatory assignment to Government Controlled housing even though in the Coast Guard Pay Manual they are considered single for entitlements. In accordance with law [37 USC 401(a)(1)], a member with a spouse, regardless if they are a member of the armed services, is considered a member with dependents and therefore required to occupy available Government-owned quarters unless otherwise granted a waiver.

11. Q: Will I always be given one bedroom per child?

A: For purposes of determining bedroom requirements for assignment to Coast Guard-owned family housing, Local Housing Authorities (LHA) will make a reasonable attempt to assign one bedroom per dependent, excluding spouses. However, where family size and existing inventory preclude this guideline, family housing will be assigned based on the bedroom requirements contained in reference (a). Inability to assign one bedroom per dependent, excluding spouses, is not necessarily a basis to grant a release from mandatory assignment. The assignment of one child per bedroom, where appropriate, does not apply to Coast Guard Leased Housing. Assignment to Coast Guard Family leased housing will continue in accordance with reference (a).

12. Q: What is the difference between Government Leased and Government owned housing?

A: Government owned housing is housing that has been acquired or constructed by the government through the AC&I budget process based on a documented need. The government retains a real property interest in the asset and is responsible for its management and maintenance. Government leased housing is housing that is owned by a third party, and the government leases that property for residential occupancy by military personnel. The need is temporary and the government has no real property interest in leased housing, and the property owner is responsible for its maintenance. Policy for assignment to government lease housing can be found in reference (a).

13. Q: What if my bedroom requirement exceeds the number of bedrooms in the available Government Controlled housing?

A: If the number of dependents exceeds the bedroom capacity for Government Controlled housing you will be considered for a release from mandatory assignment.

14. Q: What if I have more pets/animals than are allowed at the housing site?

A: You will be required to occupy Government Controlled quarters if available and will have to meet the maximum pet/animal requirement.

15. Q: What if a housing unit is not available within 10 days after my reporting for duty to an INCONUS unit?

A: Every effort will be made to have the housing available and ready for occupancy within 10 days of reporting for duty at your new INCONUS duty station to coincide with Temporary Lodging Expense (TLE) entitlement. There may be issues that will delay the availability, but that will not be a reason for an automatic release from assignment, that decision will be made by the AHA based on all information available at the time.

16. Q: What if a housing unit is not available within 30 days after my reporting for duty to an OCONUS unit?

A: Every effort will be made to have the housing available and ready for occupancy within 30 days of reporting for duty at your new OCONUS duty station to coincide with Temporary Lodging Allowance (TLA). There may be issues that will delay the availability which may authorize an extension of your TLA benefits up to 60 days, but that will not be a reason for an automatic release from assignment, that decision will be made by the AHA based on all information available at the time.

17. Q: Will I be granted a release from housing after one year of occupancy?

A: That decision will be made by the AHA upon review of the utilization rate and the anticipated arrivals of new members. You may be placed on a relocation list, but a release is required before members may rent, lease, or purchase community housing. Failure to obtain a release from mandatory assignment to government housing may result in the forfeiture of BAH, or Overseas Housing Allowance (OHA) until all government owned housing in the local commuting area is fully utilized. A subsequent relocation from housing at the member's request and for the member's convenience will be at no cost to the government; all associated costs will be borne by the member.

18. Q: What if the housing site is expecting to do some major maintenance in the near future?

A: A careful analysis of pending renovation projects will be considered by the LHA prior to assigning families to housing in order to minimize family relocations and disruptions. Assignments will not be made to houses that have been identified or approved for divestiture.

19. Q: There is a lot of military housing on Oahu; does this apply to those locations as well?

A: All of the housing on the island, whether it's Air Force, Navy, Marines or Army is privatized through separate public-private venture (PPV) agreements. Consequently, there is no mandatory assignment to these units. The only exception to this is the Coast Guard owned senior officer housing site at Wailupe, which will continue to be required occupancy.

20. Q: Are former DoD housing sites that are now PPV communities considered government controlled quarters and subject to mandatory assignment?

A: No. There is no mandatory assignment to PPV housing sites. These units are managed by a private developer. Members living in these units sign a private lease, receive a housing allowance and pay their rent directly to the management company.

21. Q: Are we considering mandating assignment of single members in UPH/barracks?

A: Yes. In accordance with reference (a), the requirement to fully utilize Coast Guard UPH/barracks prior to granting releases to the economy for unaccompanied personnel has been and remains in effect. The utilization requirement for permanent party rooms (PP) is 95%. Members E-5 and below (ashore and afloat) shall not be released to the economy, nor should unaccompanied personnel leases be acquired if PP rooms are vacant. AHAs/LHAs must closely monitor the release of unaccompanied personnel.

22. Q: Does the mandatory assignment policy apply to government leased housing?

A: No, government leased housing remains an option where adequate and affordable housing on the economy is problematic and should only be acquired when eligible members cannot locate private quarters on the economy. As such, mandatory assignment to government leased housing is not appropriate and leases should be terminated if unused. Bedroom eligibility for leased housing remains as described in reference (a).

23. Q: Does this new policy apply to INCONUS housing?

A: Yes beginning with AY-14. The Coast Guard will continue to review the Coast Guard owned housing inventory and divest those properties that are considered excess to the housing program needs.

24. Q: What documentation will the AHA require to consider a release to purchase a home?

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 accepted delivery of household goods. Failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowances

25. Q: Is there discussion of making this retroactive and taking people out of existing civilian housing and putting them in military housing?

A: No. No one will be moved from the economy to Government controlled housing as a result of this policy change. Members already residing on the economy will be allowed to remain in their current status until they complete their assignment in that geographic area, including extensions, or receipt of new orders to the same geographic area. Our goal is to maximize occupancy of available government controlled housing, while at the same time make every effort to minimize hardship to our members and their families.

26. Q: If a member elects an OCONUS tour and the dependents do not accompany the member, will the member still be mandatorily assigned to government controlled housing at the new PDS and have to forfeit their BAH/OHA?

A: OCONUS geographic bachelors, regardless of rank, will be assigned to available unaccompanied government controlled housing at their new PDS in lieu of family separation basic allowance for housing (FSH) and may still be eligible to receive BAH at their dependents location. In accordance with law [37 USC 403(d)(2)(B)], locations where FSH may be paid are limited to places where government quarters are not available. No mention is made with regard to adequacy standards, only that quarters not be available. Thus, payment of FSH is precluded at any location where a member is unaccompanied by dependents and that government quarters of any kind, including shipboard quarters, are available. This is also affirmed in both the Joint Federal Travel Regulations (JFTR) and the Coast Guard Pay Manual (COMDTINS M7220.29 (series)). FSH is not payable if government quarters are available, regardless of rank and assignment.

27. Q: If a member receives orders to an INCONUS location and elects to leave their family at their previous location, will the member still be mandatorily assigned to government controlled housing at the new PDS and have to forfeit their BAH?

A: Not necessarily. Members who choose to leave their dependents at the previous PDS must submit an *Application for Assignment to Government Housing*, CG Form 5267, along with a signed statement attached to the form that states 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. INCONUS geographic bachelors may be granted a conditional release with the member's acknowledgement that should they later re-locate their family to the vicinity of the new PDS they are subject to assignment to government housing.

28. Q: Do single E-7's and above assigned ashore still have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: Yes. In accordance with reference (c), single members in grade E-7 and above assigned ashore may elect to not occupy Government quarters at their PDS and are authorized BAH or OHA, unless CG PSC-PSD has determined, as requested by the member's Commanding Officer or Officer in Charge, that the member's exercise of this option would adversely affect a training mission, military discipline, force protection, or readiness purposes.

29. Q: Do single E-6's assigned ashore have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: Yes. In accordance with reference (c), single members in grade E-6 assigned ashore may elect to not reside in Coast Guard UPH facilities if such facilities do not meet adequacy standards prescribed in the reference (a). These members are authorized BAH or OHA at the without dependents rate, unless CG PSC-PSD has determined, as requested by the member's Commanding Officer or Officer in Charge, that the member's exercise of this election would adversely affect a training mission, military discipline, force protection, or readiness purposes.

30. Q: Do single E-5's and below assigned ashore have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: In accordance with reference (c), single members in grade E-5 and below assigned ashore may be authorized BAH or OHA at the without dependents rate only if there are no Coast Guard or Department of Defense (DoD) UPH facilities available for assignment. If available, occupancy must be at, or exceed 95%.

31. Q: Do single E-6's and above assigned afloat have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: Yes. In accordance with reference (c), single members in grade E-6 or above assigned afloat may elect not to occupy their assigned shipboard Government quarters (except as required by duty) and receive BAH or OHA without dependents.

32. Q: Do single E-4's and E-5's assigned afloat have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: In accordance with reference (c), Commanding officers may authorize BAH or OHA to members in grade E-5 and E-4 assigned afloat only if Coast Guard or DoD UPH facilities meeting adequacy standards prescribed in reference (a) are not available. Before commanding officers authorize the housing allowance, a release from mandatory assignment to Government quarters must be obtained from the local housing authority. The availability of DoD Government quarters will not bar release from mandatory housing. The Coast Guard will not require members in grade E-5 assigned to a sea duty vessel to occupy DoD quarters.

33. Q: Do single E-3's and below assigned afloat have the option to elect not to occupy government controlled quarters and are therefore still eligible for BAH/OHA?

A: No. In accordance with reference (c), single members in grade E-3 and below assigned afloat are not authorized BAH or OHA without dependents. Members must be assigned to either Unaccompanied Personnel Leased Housing (UPLH) or UPH.

34. Q: The CG is considering putting single members (E-5 and below) in adequate vacant UPH/barracks. If these members are departing from a unit where he/she was authorized to live on the economy and have accumulated HHG and personal property. What are these members to do once assigned to CG quarters of minimal space or that does not accommodate members' property obtained from over the years? Will the CG pay for storage of HHG for the duration of member new tour?

A: There has always been a policy requirement to fully utilize (95%) UPH/Barracks prior to releasing unaccompanied members to the economy. If a member is required to occupy the UPH at their new PDS, their HHGs can be placed in non-temp storage using their Permanent Change of Station (PCS) orders and accounting data. Your Transportation Officer should be able to assist you

35. Q: I was just reviewing ALCOAST 016/13 regarding overseas housing assignment, and would like to know if this applies to personnel ordered to PATFORSWA?

A: DoD leases quarters in Bahrain for members stationed at PATFORSWA and aboard the PATFORSWA cutters. You will not be released from the leased quarters to reside on the economy and receive OHA.

36. Q: As a reservist with dependents, if I accept PCS orders (contingency ADOS or otherwise) that are subject to the same PCS entitlements and family housing requirements/limitations as any other active duty PCS eligible member am I subject to mandatory assignment?

A: A release from mandatory assignment to family housing will normally be granted for reservists under ADOS orders of from 181-365 days duration, unless the reservist specifically applied for assignment to family quarters, if otherwise eligible. In cases of with-dependent reservists on EAD or ADOS orders of more than one year duration, they will be required to obtain a release from mandatory assignment, the same as an Active Duty member under PCS orders.

37. Q: As a single reservist, if I accept PCS orders (contingency ADOS or otherwise) that are subject to the same PCS entitlements and housing requirements/limitations as any other active duty PCS eligible member am I subject to mandatory assignment?

A: Like all active duty unaccompanied members, a release from mandatory assignment to housing will be required.

38. Q: If we are mandated to live in military housing, will the cost of toll bridges to and from work be supplemented or will it be at the member's expense?

A: Unfortunately tolls are not eligible for reimbursement under The Mass Transit Reimbursement Program. It is recommended that you discuss commuting options with your Local or Area Housing Officer.

39. Q: If I live in an RV and I am transferring to an area with mandatory housing will my RV be considered the same as owning a home in the area as it has been in the past, or will I be forced to move into Government housing?

A: Upon receipt of PCS orders, you will be required to submit a CG-5267 Application for Assignment to Government Housing to your new housing officer. The form also contains a box to request a release from mandatory assignment. Declaring your recreational vehicle as your permanent residence will be at the discretion of the Area Housing Authority. Proof of ownership and proof of a long term Site Rental Agreement may be required by the AHA to support your request. Recommend you contact the Area Housing Officer once you receive orders.

40. Q: If a member is in receipt of PCS orders and the CG housing area/units are serviced by a noted substandard school system/district will there be a possibility for relief or waivers from mandatory assignment to CG housing for members with school age children?

A: Individual releases from mandatory assignment to government housing will require approval by the appropriate Area Housing Authority (Base or TRACEN CO). Examples of circumstances where a member might be granted a release typically don't include school districting, but do include homeownership, and/or family medical requirements.

41. Q: My question is, since we are required to fill out an application to Government housing, how do we elect not to occupy Government controlled quarters?

A: You may request to be released from mandatory assignment to government housing by submitting CG Form 5267, Application for Assignment to Military Housing. The 'general' section at the bottom of the form allows a member to request a release.

42. Q: I have visitation rights with my two year old son every other weekend and can't have overnight visitors in the UPH. Will I still be assigned to the UPH if it isn't full?

A: Yes. Unless your dependent resides with you for more than 50 percent (183 days or more, not necessarily consecutive) of the year you are considered an unaccompanied member and will be assigned to the UPH, if available. Depending on your individual circumstance, you may request an exception to the assignment policy which will be determined by the AHA on a case by case basis.

43. Q: Will all members with dependents, regardless of pay grade and family size be required to occupy available family quarters at mandatory sites? What about an O-5 with a spouse only, will I be required to occupy an available two bedroom multiplex?

A: Rank, amount of housing allowance (including allowances for member married to member), and amount of household goods are not reasons for granting releases from mandatory assignment. Housing officers are required to assign members to government quarters when quarters are available and adequate. Assignments will be made based on a number of factors, including availability, control date and need. Additional information about housing assignment priorities and policy is available in reference (a).

44. Q: I have orders to a location with mandatory housing but all the houses are designated for enlisted personnel. Since I'm an O-3, do I automatically get a release from mandatory assignment?

A: The owned housing inventory is no longer designated as either officer or enlisted. Assignments will be made based on a number of factors, including availability, control date and need. Additional information about housing assignment priorities and policy is available reference (a).

45. Q: For clarification, will all members regardless of marriage or dependents status be placed in CG owned quarters?

A: Yes, mandatory housing applied to all members (with or without dependents). It's important that the available owned housing including UPHs, are fully utilized.

46. Q: My husband is in the Coast Guard, currently serving overseas with the BARANOF in Bahrain. Prior to that, he was stationed on the CGC SHERMAN in San Diego. I'm staying here in San Diego for the duration of his one-year deployment. My question for you is, if he receives orders for San Diego upon completion of his deployment, will this mandatory assignment to housing apply to us, given the fact that we already have an established residence in San Diego?

A: Based on your husband's assignment to a dependent restricted tour, and the selection of a home for you as San Diego; with his probably return to the San Diego area, you will not be subject to mandatory assignment to Government housing in the local commuting area of San Diego if he indeed returns there. You are considered to be adequately housed on the economy from a previous tour and will be considered exempt. When he receives his orders, he will be required to complete an application for housing and he can request a release at that time which will be approved. If he receives orders to another location outside of the local commuting area, he will be subject to mandatory assignment at the new location if there is housing available and will have to fill out an application for that location.

47. Q: If I am only two bedroom qualified and there are no two bedroom units available but there are three bedroom units with no one on the wait list will I be released to receive BAH?

A: No, if there are vacant three bedroom units and no one on the waitlist for the three bedroom units, you will be assigned to one of the units.. All Government owned housing is required to be fully utilized.

If you have additional questions or concerns please [click here](#) to submit them.