

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

References:

- (a) CG Housing Program Instruction, COMDTINST 11101.13 (series)
- (b) CG Pay Manual, COMDTINST M7220.29 (series)

The Coast Guard relies on the private sector as the primary source to house military members. The Coast Guard owns and maintains housing in locations where local community-based housing is not available to meet our needs. As stewards of Coast Guard resources, we have a responsibility to make efficient use of available and adequate government-controlled housing, family and unaccompanied. The overall occupancy standard for Coast Guard family housing is 95%. To that extent, and with limited individual exceptions, assignment is mandatory. All members who receive PCS orders are required to complete an *Application for Assignment to Housing, DD Form 1746* and the *Sex Offender Acknowledgement Disclosure, Form CG-5370A* per reference (a).

- 1. Q: Do local units have the flexibility to determine exceptions to mandatory assignment? e.g., commuting distance, spouse employment, special needs, nearby family for childcare, home ownership in area, etc.**

A: No, the Area Housing Authority (AHA), the designated Base and Training Center CO's per reference (a), 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-TWMM-3) 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, when existing government owned housing is fully utilized with no expected vacancies, or when members already rent or own housing in the same geographic area or within a reasonable commuting distance (RCD) of the new PDS. You may be required to provide proof of residence.

- 2. Q: What is considered a reasonable commuting distance (RCD) of the PDS?**

A: In accordance with reference (a), an RCD is **defined as round trip travel time of two hours or less during peak commute times**. RCD is calculated by using various mapping systems such as MapQuest and Google Maps from the residence to the PDS then return to residence.

- 3. 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.

4. 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. Housing sites should have adequate utility systems and service available (e.g., electrical, gas, potable water, sewer, trash collection, cable television, Internet, and telephone). 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.

5. 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. Those who receive new PCS orders to the same geographic area (local commuting area only) will be allowed to remain on the economy but must submit an *Application for Assignment to Housing, DD Form 1746* which will allow them to remain in their current status until they are tour complete. Members who are extended or who receive fleet up orders are not required to submit the *DD Form 1746*.

6. Q: How does this 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, significant other, etc.) are not authorized to live in government-controlled housing. Exceptions are described in reference (a). 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, significant other, etc.) are not authorized to live in unaccompanied government-controlled housing. Exceptions are described in reference (a).

7. Q: Is there 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 ([Field Support - Housing](#)). All members are required to submit a *DD Form 1746* and *CG-5370A* to their local housing officer for a determination of mandatory assignment to family or unaccompanied housing, housing information and referral services with the exception of members receiving an extension at their current unit or orders for fleet-up at the current unit.

8. Q: Are active-duty members who are also married to another active-duty member required to live in government 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: Active duty members married to active duty 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 members-married-to-members are treated as without dependents for increased housing allowance rate purposes (such as BAH-with or OHA-with) due to dependency status (see Title 37 U.S. Code, Section 421). In accordance with Title 37 U.S. Code, Section 401(a)(1), a member with a spouse, regardless if that spouse is a member of the Uniformed Services, is considered a with-dependent member and therefore may be required to occupy available adequate Government-Controlled quarters unless otherwise granted a waiver; the same is true for the member's spouse if the spouse is a Uniformed Service member. Active duty members married to members not on active duty (such as spouses that are inactive duty reservists or in retired status) are considered to be members with dependents for allowance purposes, except when their spouses are placed on active duty and entitled to Basic Pay (such as Active Duty for Training (ADT) or operational support (ADOS) or retiree recalled to active duty). In the latter case, when the member- married-to-member couple are both receiving Basic Pay they are treated as though without dependents for allowance purposes but with-dependents for mandatory housing assignment purposes - they can be mandatorily assigned to adequate government housing and when so assigned are neither entitled to a housing allowance payment.

9. 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, family housing will be assigned based on the bedroom requirements contained in reference (a). If inventory allows, Local Housing Authorities (LHA) will make a reasonable attempt to assign one bedroom per dependent, excluding spouses. 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).

10. 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).

11. 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.

12. 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. Having more than the authorized number of pets does not automatically grant you a release.

13. Q: What if a housing unit is not available within 21 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 21 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.

14. 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.

15. Q: Can 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.

16. 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 on a case-by-case basis prior to assigning families to housing to minimize family relocations and disruptions. Assignments will not be made to houses that have been identified or approved for divestiture.

17. 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.

18. 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.

19. Q: Are single members mandatorily assigned to the UPH/barracks?

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

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

A: Yes. Eligible unaccompanied members E-4 and below will be mandatorily assigned to vacant Unaccompanied Personnel Leased Housing (UPLH) beds. For Family Leased Housing (FLH), mandatory assignment is determined by the Area Housing Authority. Bedroom eligibility for leased housing remains as described in reference (a).

21. Q: What documentation does the AHA require considering a release to purchase a home?

A: Members requesting a release due to home purchase may be granted a conditional release + 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. If you are already occupying government-controlled housing, a minimum of 12 months occupancy is required prior to requesting a release to purchase a home.

- 22. 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 members with dependents who elect an OCONUS unaccompanied tour, regardless of rank, will be assigned to available unaccompanied government-controlled housing at their new PDS in lieu of family separation housing allowance (FSH) and may still be eligible to receive BAH at their dependent's location. Per Title 37 U.S. Code, Section 403(d)(2)(B), locations where FSH may be paid are limited to places where government quarters are not available. No mention is made regarding 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 Travel Regulations (JTR) and reference (b). FSH is not payable if government quarters are available, regardless of rank and assignment.

- 23. 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 Housing, DD Form 1746*, 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.

- 24. 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 reference (a) single members in paygrades E-6 and above may elect not to occupy government quarters (including shipboard quarters). These members may choose to receive a housing allowance or to occupy permanent party quarters ashore, if available.

- 25. 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 (b), 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%.

- 26. 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 (a), single members in paygrades E-6 and above may elect not to occupy government quarters (including shipboard quarters). These members may choose to receive a housing allowance or to occupy permanent party quarters ashore, if available.

27. 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 (b), 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.

28. 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 (b), 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.

29. Q: The CG requires single members (E-5 and below) to occupy adequate 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 with their HHGs? Will the CG pay for storage of their HHG for the duration of member new tour?

A: 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.

30. Q: How does this apply 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.

31. 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.

32. 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.

- 33. 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 command.

- 34. 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 an Application for Assignment to Housing DD Form 1746 to your new housing officer. 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.

- 35. 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.

- 36. Q: My question is, since we are required to fill out an application for assignment to 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 *DD Form 1746, Application for Assignment to Housing* and indicate in block 1b, 16, and notate a remark in block 21 with you desiring housing on the economy. You will need to complete the rest of the information on the form, but this will alert the Housing Officer of your desire to be on the economy.

- 37. Q: I have been told that family housing only applies to E-6 and below, as the junior members are less likely to afford housing on the economy. If I am senior in rank, do I still have to apply for housing?**

A: Yes. Members are eligible for family housing regardless of rank if one or more dependents reside with the member for more than 50 percent of the year. Assignment to owned housing is based on the bedroom eligibility matrix listed in reference (a).

- 38. 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.

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

A: Reference (a) provides Area Housing Authorities (AHAs) the latitude and authority to grant exceptions to mandatory housing assignments on a case-by-case basis. AHAs may grant a release from mandatory assignment for senior officers in pay grade O-5 and above, CWO3 and above, and E-8 and above. Members in pay grade E-8, E-9, W3, W4, O-5, and O-6 may still choose to reside in Coast Guard family housing on a voluntary basis; however, consideration will be given to making assignments based on those with greatest need, typically junior enlisted and junior officer families with larger family compositions. With the exception above, 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).

- 40. 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).

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

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

- 42. Q: My husband is in the Coast Guard, currently serving overseas in PATFORSWA 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.

43. 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.

44. Q: CG member assigned to CG or DOD owned family housing receives dependent restricted PCS orders. Current policy allows family to remain assigned to CG or DOD owned family housing for the duration of member's dependent restricted PSC tour. Under these circumstances, is the family required to remain mandatorily assigned to CG or DOD owned family housing while member completes dependent restricted PCS tour?

A: No, in accordance with Joint Travel Regulations (JTR) 052002, the Area Housing Authority (AHA) may authorize the member's release, and the member may relocate their dependents to a designated place on the economy. The member's PCS order authorizes a government funded move

45. Q: CG Pay Manual 3.G.1.d.: "Effective 1 Jan 2013, A Uniformed Service member married to another member, who is in a pay grade below E-6, is authorized BAH or OHA if assigned to permanent sea duty." Note: If two military members are married to each other, have no other dependents, and one of the members is assigned afloat, each member is entitled to BAH at the without dependents rate, unless the members occupy government quarters. Does the availability of shipboard berthing terminate eligibility for BAH W/O? Or is the member eligible for a release from government quarters upon marriage?

A: When a member assigned to sea duty marries another active-duty uniformed Service member, each member may be entitled to BAH without dependents unless the member continues to occupy Government quarters. If both members are assigned to sea duty, there is no requirement that the vessels have to be in the same homeport location. Even though they are married, the members cannot occupy Government quarters (shipboard or UPH) and receive BAH without dependents. They have to reside in private sector quarters to be authorized BAH without dependents. If the CO authorizes the member to reside in private sector quarters, on the BAH/Housing Worksheet (CG 2025) the member cannot put the ship's address on the worksheet and check the "paying for private sector quarters" block. The member needs to enter their private sector quarters address. Example: A SN aboard the CGC JUNIPER (Honolulu, HI) marries a SN aboard the CGC FORWARD (Portsmouth, VA). Effective on their marriage date, the members can receive authorization from their CO to reside off the ship in private sector quarters and receive BAH without dependents (BAH code "H"). But, if the member continues to reside in the shipboard quarters or in a UPH room, then the member continues receiving BAH Partial. If either member is assigned to CG leased quarters before their marriage date, the member would have to move out of their leased housing since this housing program is reserved for single members without dependents. If the members are co-located, they do not automatically receive BAH w/o, either one of them, if there are Government Quarters available (i.e., in Alameda, New York, Astoria, Borinquen, Kodiak, etc..) where one or both are assigned to one of the cutters they could be assigned to a two-bedroom family housing unit if available. Therefore, they need to submit an Application for Assignment to Housing (DD Form 1746) and request release.

46. Q: If one of my dependents is a registered sex offender, can I still qualify for housing?

A: No, convicted sex offenders may not reside in Coast Guard housing; a person that is required to register in a U.S. state, territory, or otherwise as a sex offender is prohibited. All housing applicants must fill out and sign the *Sex Offender Policy Acknowledgement and Disclosure Form, CG-5370A* along with their *Application for Assignment to Housing, DD Form 1746*.

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