



CG BASEALAINST 11101.2A

FEB 13 2018

BASE ALAMEDA INSTRUCTION 11101.2A

Subj: BASE ALAMEDA AREA HOUSING AUTHORITY (AHA) HOUSING ASSIGNMENT
POLICY

Ref: (a) U.S. Coast Guard Housing Manual, COMDTINST M11101.3 (series)
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. PURPOSE. To provide policy and issue instructions implementing the provisions provided in reference (a), which governs the assignment of personnel to Military Family Housing (MFH) and Unaccompanied Personnel Housing (UPH) controlled by Commanding Officer, Base Alameda.
2. ACTION. Commanding Officers and Officers-in-Charge shall ensure all interested personnel are aware of the contents of this instruction. Personnel who qualify for Coast Guard housing shall submit their applications in accordance with enclosure (1).
3. DIRECTIVES AFFECTED. San Francisco Bay Area Housing Assignment Policy, ISCALAINST 11101.2E is cancelled.
4. DISCUSSION. The Base Alameda AHA is responsible for the administration, assignment, utilization and operation of military housing at all housing locations throughout the state of California with the exception of houses onboard TRACEN Petaluma. Specific assignment and utilization procedures for MFH/UPH are set forth in enclosure (1). Occupancy regulations governing MFH/UPH are provided in reference (a). The Base Alameda AHA provides family and unaccompanied quarters to qualified enlisted and officer personnel assigned to all units located in the state of California with the exception of TRACEN Petaluma. It is the policy of the AHA to provide equal housing opportunity for all personnel assigned to afloat and shore commands; not discriminate because of race, color, religion, national origin, gender or disability; make assignments as quickly as possible to realize maximum benefit to MFH/UPH and to minimize costs attributable to change of occupancy. Assignments to MFH/UPH should only be made when a service member has six months or more remaining on the current tour of duty; establish bedroom entitlement based on family size and composition and establish proper application control date; provide the best possible information to applicants concerning quarters availability and estimated waiting times prior to, or upon arrival in, all housing locations.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
 - b. This notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with an Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), council on Environmental Policy NEDPA Regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the Base Alameda SharePoint site: <https://cgportal2.uscg.mil/units/dol/dol-3/BA/SitePages/Home.aspx>.
 8. PROCEDURE. All procedures are identified in the Procedures for Assignment and Utilization.
 9. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any changes to existing records management requirements.
 10. FORMS/REPORTS. None.
 11. REQUEST FOR CHANGES. Individuals may recommend changes by writing via the chain of command to: Area Housing Officer Base Alameda; Coast Guard Island, Building 21; Alameda, California, 94501.



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Enclosures: (1) Procedures for Assignment and Utilization of MFH and Family-Converted UPH

Procedures for Assignment And Utilization of MFH and Family-Converted UPH



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Chapter 1 - Procedures for Assignment and Utilization of MFH

1. Housing Objective	The primary objectives for Coast Guard owned Military Family Housing (MFH) are to provide quality housing for eligible personnel while maximizing the occupancy rate in accordance with reference (a). While this instruction explains the local assignment procedures that will generally be followed, the Commanding Officer of Base Alameda, who is the Area Housing Authority (AHA), can make exceptions at any time in order to meet the occupancy goal or in special circumstances.
2. Adequate Public Quarters	The Secretary of Homeland Security has designated all MFH under the management control of Base Alameda as adequate public quarters. Basic Allowance for Housing (BAH) is forfeited by personnel assigned to MFH.
3. Mandatory Release	Coast Guard housing is mandatory for all Coast Guard members and a mandatory written release from MFH is required prior to receiving BAH at the new duty station.
4. Eligibility	<p>Personnel must meet the following criteria to be eligible for MFH:</p> <p>a. <u>Military Status</u>:</p> <ul style="list-style-type: none"> (1) Active Duty Coast Guard, or; (2) Coast Guard Reservist on active duty for more than 1 year, or; (3) Active Duty Department of Defense (DoD) member if an Inter-Service Support Agreement (ISSA) for housing is in place. <p>b. <u>Assigned to Local Command</u>. Applicants must be permanently assigned to a command located within a two-hour round trip commute of the housing area.</p> <p>c. <u>Time Remaining at Duty Station</u>. Applicants must have Permanent Change of Station (PCS) orders to a local command before an application can be submitted. In cases of a member released for BAH, who decides to then move into housing, they must have at least 12 months remaining on their current tour. Request for waivers to this policy must be submitted to the AHA, through the Local Housing Officer (LHO). Requests must thoroughly detail the need and must be command endorsed.</p> <p>d. <u>Bona Fide Family Members</u>. Military personnel, with accompanying bona fide family members, in pay grades E-1 and above are eligible for MFH. Accompanying bona fide family members are considered to be those family members who have received dependency status approval and who will reside with the member for 183 days or more in a calendar year. To be eligible for MFH, a married or unmarried member of the uniformed services must have a legal bona fide family member who will reside with him/her. The term "bona fide family member" is defined as the military member's:</p> <ul style="list-style-type: none"> (1) Spouse; (2) Unmarried child (including a stepchild or an adopted child who is in fact a bona fide member of the military member's family) who is either under 21 years of age, or is incapable of self-support because of mental or physical condition and is in fact dependent on the member for over one-half of his or her support, or is unmarried, under 23 years of age and pursuing a full-time course of education and dependent upon the member for over one-half of his or her support;

4. <i>Eligibility (cont.)</i>	<p>(3) Parent (including a step-parent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before he or she became 21 years of age) who is in fact dependent on the member for over one-half of his or her support and actually resides in the member's household.</p> <p>e. <u>Member-to-Member Co-Located Without Other Dependents.</u> Members married to members without additional dependents are not automatically granted a release from mandatory assignment. A member with a spouse, regardless if they are a member of the armed services, are considered to be with dependents and are subject to mandatory housing. When assigning member to member couples, assignment will be to the senior member.</p> <p>f. <u>Member-to-Member Not Co-Located Without Dependents.</u> When both parties are members of the Uniformed Services, with no other bona fide family members, and <i>are not stationed</i> at the same or adjacent installations within the same geographic area, they are not eligible for assignment to MFH. They would become eligible for assignment upon official notification of co-location. Note: For members E-4 and below, mandatory assignment to Unaccompanied Personnel Housing (UPH) will occur since they are considered single for pay and housing purposes.</p> <p>g. <u>Single Parent Members.</u> An individual service member who is unmarried, divorced, separated or widowed, and is accompanied by bona fide family member(s) as defined in paragraph 4.d is eligible for assignment to MFH. Divorced or separated members must have legal and physical custody of bona fide family member(s) for 183 days or more a calendar year and must provide legal proof of such custody. A single parent who may require a live-in childcare provider must submit a written request. Normally, such requests are approved only in cases involving service members attached to commands afloat or those with unusual work hours that would make routinely available child care impractical, or some other unique circumstance. Written requests shall be submitted via the service member's Commanding Officer to the AHA, via the LHO.</p> <p>h. <u>Single Pregnant Service Member.</u> Unmarried pregnant service members may apply and be placed on the waiting list for MFH upon certification of pregnancy. However, they are still considered single until the birth of the child. A birth certificate and verification of bona fide family member status will be required upon birth of the child in order to be assigned to family housing.</p>
5. Bedroom Entitlements	<p>a. <u>Bedroom Qualifications.</u> Personnel are assigned MFH based on family size composition. Assignments will be made, <u>where inventory permits</u>, based on one bedroom per dependent, spouses excluded.</p> <p>b. <u>Bedroom Eligibility Based on Family Composition.</u> Where inventory does not permit one bedroom per dependent, the number of bedrooms a service member is entitled to is based on the following:</p> <ul style="list-style-type: none"> • No child will share a bedroom with the parent(s). • At most two children should share a bedroom. • A child 6 years or older should not share a bedroom with a child of the opposite sex.

<p>5. <i>Bedroom Entitlements (cont.)</i></p>	<ul style="list-style-type: none"> • A child 10 years of age or older is entitled to a separate bedroom. • Married bona fide family member dependent parents will be assigned one bedroom. • A person not qualifying as a bona fide family member, such as a foster child, or a foreign exchange student, will not be considered when assigning MFH assets, either in regard to overall house size or the number of bedrooms made available. • A bona fide family member/wife who is pregnant may be claimed as two dependents for the purpose of placement on the waiting list. <p><i>Note: Custody of children from a prior marriage or relationship must be established by court documents or other approved document(s).</i></p> <p>c. <u>Election to Occupy unit with fewer bedrooms.</u> A member may elect to be placed on a waiting list for housing with one or two bedrooms less than that for which he/she is qualified provided safety is not a factor. If the member elects to accept lesser accommodations after the original request for quarters, the new application date for placement on the waiting list will be the date of the most recent request. Personnel accepting assignment to smaller quarters than eligible for will not be permitted to reapply for larger quarters at a later date unless their current family composition changes and available housing inventory permits.</p> <p>d. <u>Dependent Care Provider.</u> Personnel assigned to MFH <u>may</u> have a non-bona fide family member reside in the housing unit to care for a family member. This option is available only if, because of designation or excess inventory, a member is assigned to or requests a unit exceeding their minimum bedroom requirement. Only one non-bona fide family member may reside in the quarters for this purpose. Written approval is required for this arrangement. All requests should be submitted to the AHA through the LHO.</p>
<p>6. Applying For MFH</p>	<p>a. <u>When to Submit an Application.</u> Applications are to be submitted following receipt of Permanent Change of Station (PCS) orders to the Local Housing Office. For Coast Guard members, a copy of executed orders showing bona fide family members must accompany applications. <i>Non-executed orders can be submitted initially until executed orders are issued. Executed orders must be forwarded immediately upon receipt. For DoD members a NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2), a NAVCOMPT 3072, Dependency Action Status; or a DD 1172, Application for Uniformed Services Identification Card (DEERS Enrollment) is acceptable.</i> Spouses cannot apply for, or accept, housing in lieu of the service member unless they have a valid Power of Attorney.</p> <p>b. <u>Application for Housing.</u> Complete an "Application for Assignment to Housing" form DD-1746. Utilize the following steps when submitting an application for quarters.</p> <ul style="list-style-type: none"> ➤ Locate form DD-1746, <i>Application for Assignment to Housing</i>. The form is available online. A Housing Office representative will email the form if necessary. ➤ Complete the DD-1746.

<p>6. <i>Applying For MFH (cont.)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> BLOCK 15e: If applicable, list family members with special needs. The Housing Office will contact the member to assess MFH needs. <input type="checkbox"/> For Alameda and Novato only: Write the following statement in BLOCK 21: <i>"Desire housing at _____"</i> (Choose one – Alameda/Novato/No Preference.) <u>Note: If statement is not there, assignments are made based on duty station location.</u> <input type="checkbox"/> Obtain a copy of PCS orders and dependency verification. For Coast Guard members: Assignment will not be made without executed orders. ➤ Submit all paperwork to the appropriate Housing Office. The Local Housing Office will send an email to confirm receipt of application as soon as practical. Contact should be made with the Local Housing Office if confirmation is not received within five days.
<p>7. Requesting a Release For BAH on Housing Application</p>	<p>Members desiring a release from mandatory housing should indicate so in the appropriate box on their housing application (BLOCKs 1a and 16). Releases will only be considered when MFH has more applicants than available homes. This typically will not be known until most Permanent Change of Station (PCS) orders have been received in a given assignment year. In addition, the Local Housing Office maintains a BAH wait list of current residents of MFH and releases will be made off that list if members have been assigned for at least 12 months, prior to any releases of inbound members. This list will be posted at the Housing Office. If no one on the BAH list has satisfied the 12 month occupancy requirement, releases of new inbound members can occur until a current resident becomes eligible. Inbound members who have requested a BAH release must be given notice at least 60 days prior to their estimated arrival date whether their request is approved or denied. Releases will be made to the most senior person in a particular bedroom category, unless special circumstances occur, which will be determined by the AHA. Some releases can be granted initially upon receipt of a member's application. Those circumstances are:</p> <ul style="list-style-type: none"> ➤ Home Purchase – Members can be granted a "conditional release" at the time of submitting their application if they intend to purchase a home within the vicinity of their new Permanent Duty Station (PDS). The member must provide documentation such as a sales contract with Earnest Money Deposit (EMD) within 10 days of reporting to their new PDS. This may be extended for up to 60 days as long as the member is actively pursuing the purchase of a home, is utilizing temporary lodging, and has not accepted delivery of their household goods. Failure to do so will result in required occupancy of MFH, or a forfeiture of housing allowances. ➤ Geographic Bachelors – Members who choose to leave their dependents at their previous PDS, or a prior PDS, must attach a signed statement to their application that they intend to live as a voluntary geographic bachelor for at least six months from the date they report and they do not intend to bring their family to their new PDS. Their PCS orders must reflect this and a "conditional release" will be granted with the acknowledgement that should the member later relocate their family to the vicinity of their new PDS, they are subject to mandatory assignment to MFH. ➤ Special Circumstances – Special circumstances, such as a special needs

7. <i>Requesting a Release For BAH on Housing Application (cont.)</i>	case, may warrant a release upon receipt of a member's application. Such a request will be dealt with on a case-by-case basis. A member should fully document the special circumstance, and provide any necessary documentation to back up such a request, when submitting their application.
8. Determining Wait List Application Date	<p>a. <u>Effective Date of Application</u>. The effective date of an application for placement on a waiting list will be the need date, followed by the estimated date of arrival. For Coast Guard members, once executed orders are received, the estimated date of arrival will be adjusted to the actual reporting date.</p> <p>b. <u>Members With Equal Need Dates and Estimated Dates of Arrival</u>. If members are not of equal rank, the junior member will precede the other on the wait list. If members are of equal rank the member with the latest date of rank will precede the other on the waiting list. If rank and date of rank are equal, the member with the least length of service will precede the other on the wait list.</p>
9. Housing Waiting List	<p>a. <u>Housing Waiting List</u>. A housing waiting list is maintained for each housing site, by number of bedrooms (two, three, and four), and is posted at the Housing Office. If an ISSA exists with a DoD service, a second, lower priority list will exist. <i>For the Alameda and Novato sites, multiple priorities exist and will affect wait list placement and assignment. See paragraph 10.g. below.</i></p> <p>b. <u>Placement on Waiting List (SF Bay Area Locations only)</u>. An applicant may place his/her name on the waiting list for one housing site only (Alameda or Novato). Applicants will be given 30 days to change the area selected from the date application is received. After the 30 day period a change cannot be made since it could negatively impact the wait list the member is trying to change to.</p> <p>c. <u>Request From Members Re-Applying Who Live on the Economy</u>. For members who have been released and then re-apply for housing, who then reach the top of the re-applicant wait list, their position on the wait list may be held for up to 60 days for a documented hardship. Reasons such as civilian lease commitments, deployment, family not in area, or other reasons may constitute a hardship.</p> <p>d. <u>Special Needs Members (or also known as Exceptional Family Members)</u>. Family members designated with the highest need of special care are severely handicapped, or have a severe medical condition, and permanency in living arrangements is desirable. For this reason, assignment priority <u>may</u> be given based on the individual circumstance. Once a Special Needs family has been assigned to MFH, they are not automatically eligible for priority relocation to a larger unit when they have a change in status such as family composition. Requests for priority relocation should be submitted in writing via the service member's command to the appropriate Housing Office.</p>
10. Operation of Housing Waiting List	<p>a. <u>Assignments</u>. Assignments to housing will not always be made from the top of the waiting list. Our CG Housing in California is at a premium and typically there are more applicants than houses in a given transfer season. Attempts to house everyone that wants housing will always be the priority. However, that will not always be possible. It is imperative that members getting less Basic Allowance for Housing (BAH) have priority over more senior members. Therefore, assignments need to consider the rank of members and the various BAH rates they receive, not just their application wait list date. As an example, if the Housing Office has only one house available and two applicants, an E-7 and an E-3, the house will typically be assigned to the E-3, who receives much lower BAH and would potentially have a more difficult time residing on the economy. For this</p>

10. *Operation of Housing Waiting List (cont.)*

reason, assignments will be made by rank, starting from the lowest rank on the waiting list and working up through the ranks. Exceptions to this rule may involve special needs cases or some other special circumstance. In these cases, the LHO, consulting with the AHA, will decide the best solution.

- b. Dependents Not Arriving With Member. Assignments will not be made to any members whose dependents are not arriving at the same time. Any members arriving prior to their dependent's arrival (ex. 1 month early) will receive a temporary geographic bachelor BAH release and will need to seek temporary accommodations and are not authorized to accept household goods.
- c. Other Military Services. For any housing location where an ISSA exists between the Coast Guard and another branch of service, assignments to all Coast Guard members will have priority over the other service. In other words, the Coast Guard personnel wait list, in all priorities, will be exhausted prior to any assignments being considered for other services.
- d. Change to Family Composition. Applicants are required to update their application whenever there is a change in family composition, duty station, rank, projected arrival date, home address or telephone number. In this situation, the top ten percent of the waiting list (or "freeze zone") will remain stabilized. Applicants who would, by virtue of application date, normally fall within the ten percent will be placed directly below the top ten percent. In all cases, members will normally be required to have twelve months duty time remaining at their current installation before an assignment to quarters is made.
- e. Members Applying For Housing After Receiving a Release From MFH. Any Coast Guard member who requests and receives a written release from MFH and then decides to reapply for MFH at a later date, will be placed at the bottom of the existing wait list in his/her bedroom category and priority at the housing site where they apply, regardless of their application wait list date. As stated in each written release from MFH, there is no guarantee that MFH will be available in the future. Members on any wait list for MFH will not be adversely impacted by a released member reapplying for MFH at a later date.
- f. Coast Guard Members with Orders To A Restricted Duty Location. Members with current orders to a command within a two-hour roundtrip commute of the housing site seeking MFH for their dependents while at a restricted duty location, and who do not already reside in MFH, will be placed at the bottom of the appropriate wait list and priority, regardless of application wait list date. An assignment to MFH will not be made until all inbound members for the current transfer season have been housed.
- g. Wait List Priority (Alameda and Novato Sites Only). The Alameda and Novato site's wait lists will utilize the following assignment priorities:
 - Priority 1 – **Alameda:** Alameda, Oakland and Yerba Buena Island (YBI) Commands (incl. East Bay recruiting offices).
Novato: Station Golden Gate, Pacific Area Strike Team, COMMS West, ESD Novato, Petaluma "A" School and Novato Housing Office members.
 - Priority 2 – TRACEN Petaluma CG members.
 - Priority 3 – Relocations and re-applicants.
 - Priority 4 – DoD members with an established ISSA.

10. <i>Operation of Housing Waiting List (cont.)</i>	h. <u>Wait List Priority (Point Loma and Point Vicente Sites Only)</u> . Housing units located at these housing sites are reserved for Command Cadre personnel so no standard wait list will be utilized. Assignments will be decided by the Local Housing Authority at the location.
11. Minimum Occupancy Requirement	Acceptance of a MFH unit is with the understanding the member and his/her family will be required to occupy the quarters for a period of at least one year from the date of acceptance. Waivers to receive BAH and move onto the economy will not be granted if this one-year requirement has not been met (exceptions will be considered for home buyers). Members in receipt of Permanent Change of Station (PCS) or separation orders are exempt from this policy.
12. Selecting Quarters	<p>a. <u>Selection Procedure</u>. If possible, applicants will be given a choice of two units, if inventory permits, when they reach the top of the waiting list. Whenever possible, the applicant will be offered the two units at the same time. The applicant will be given the address or addresses of the unit or units normally not more than 30 days prior to the expected move in. There is no guarantee the applicant will be able to see the inside of the offered units.</p> <p>b. <u>Notice Regarding Members Released on Economy Reapplying</u>. Personnel who have reapplied after being released on the economy will be provided with 30 days advance notice of availability of MFH in order to permit them to provide an appropriate 30-day written notice to their current landlords. Failure to respond to an offer within 24 hours will be reason to rescind the offer and move on to the next applicant. It is the member's responsibility to ensure they provide the Housing Office an active phone number and/or email address.</p>
13. Operation of BAH Waiting List	<p>a. <u>Current Residents</u>. Any personnel who wish to live on the economy, and were assigned to MFH, will go on a BAH wait list categorized by the bedroom size of the unit they reside in (i.e. two-bedroom, three-bedroom, or four-bedroom). A member's application date for placement on the wait list, who has lived in housing for at least one year, will be the date the request is received.</p> <p>b. <u>Newly Arrived Members</u>. Members who stated on their application they desired a release and were mandatorily assigned to housing will receive an application date of one year from the date of their assignment, per paragraph 11.</p> <p>c. <u>Wait List</u>. Releases will be granted based on the BAH wait list and by the member's wait list date. One refusal of an offer for BAH will be allowed without penalty. A second refusal will result in the member being removed from the wait list. Releases can only be considered if the housing site is at full occupancy and the member has lived in MFH for at least one (1) year. The release form is available from the Local Housing Office. The LHO will forward an e-mail to the appropriate Administrative Office to start a member's entitlement to BAH upon the member successfully passing their final inspection.</p> <p>d. <u>Current Residents Vice Inbound Members</u>. Releases of current members who have lived in MFH for one year will occur prior to the release of new inbound members, with certain exceptions (<i>see Chapter 1, paragraph 7</i>).</p>

14. Relocations After Assignment	<p>a. <u>Criteria</u>. Once an applicant has been assigned to the quarters of his or her choice, he/she will not be permitted to request placement on a waiting list for transfer to other government quarters unless the following circumstances exist:</p> <p>(1) Upon change in family composition affecting size of unit for which qualified. See paragraph 5. Relocation is at member's option and member's expense.</p> <p>(2) A documented medical condition precluding a family member from remaining in the current quarters. Relocation is at member's option and member's expense.</p> <p>b. <u>Application</u>. All applicants meeting the eligibility requirements for relocation must complete a new housing application and submit it with verification of bona fide family members and any medical documentation if applicable (i.e. a verification of pregnancy, birth certificate, etc.). The application wait list date will be the date the complete new application is received. The waiting time will depend on the site for which they qualify and choose to apply. Relocation may not be immediate.</p> <p>c. <u>Unannounced Inspection</u>. Applicants requesting reassignment of quarters will be required to pass an unannounced housekeeping inspection. Failure to pass a housekeeping inspection will result in cancellation of the reassignment application. Applicants will not be permitted to reapply unless they are requesting reassignment based on a change in family composition. However, re-application may not be made for six months following the failed housekeeping inspection. When an applicant again requests reassignment, another housekeeping inspection will be required. If the inspection is failed, the application will be canceled and the applicant will not be permitted to reapply.</p> <p>d. <u>Number of Days to Relocate</u>. An applicant will normally be allowed seven calendar days to relocate from one set of quarters to another. Longer dual occupancy will result in the member being charged a daily occupancy rate of their prorated BAH.</p> <p>e. <u>No Cost to Government</u>. Relocations at the request of a resident will be at his/her own expense. In all cases, service members must have twelve months remaining at their current command or installation when reassigned.</p> <p>f. <u>Removal from Wait List</u>. Applicants may voluntarily request to remove their name from the relocation waiting list; however, should they wish to reapply their application wait list date will be the date of new application.</p>
15. Movement of Household Goods	<p>a. <u>Permanent Change of Station (PCS)</u>. All members will use their PCS move accounting data to fund their move into MFH.</p> <p>b. <u>In the Interest of the Government</u>. When directed, in the interest of the government, to move from one public quarters unit to another, or to move on the economy, the Government will pay for such a move as outlined in the Joint Travel Regulations (JTR). Some examples include, but not limited to, a quarters that is no longer habitable for some reason, an upcoming major project or an eviction.</p> <p>c. <u>Marital Separation/Loss of Dependents</u>. In cases of a loss of dependents, which impacts housing eligibility, the movement of household goods out of the quarters is at the member's expense.</p> <p>d. <u>Personal Convenience</u>. If a member vacates quarters for personal reasons (such as a BAH request), or reapplies after living in town, the move will be at the expense of the service member.</p>

16. Storage of Household Goods	Household goods that cannot be accommodated in quarters, but fall within authorized weight allowances, may be stored at government expense. All requests for non-temporary storage must be submitted in writing to the appropriate personal property office. The Housing Office does not process personal property requests.
17. Extension of Occupancy in MFH	<p>a. <u>Extensions</u>. Upon request, extensions of occupancy may be granted to a service member for a period normally not to exceed 30 days after his/her detachment from their command. Requests for extensions beyond 30 days may be granted under certain circumstances as provided by reference (a). Extensions will not be automatic and must be submitted in writing, with a Command endorsement, to the AHA, through the LHO, at least 60 days prior to detachment date. A copy of transfer orders will be required.</p> <p>b. <u>Inspection</u>. An unannounced housekeeping inspection must be successfully completed before approval of any extension.</p> <p>c. <u>Retirements and Separations</u>. Due to the possible critical shortage of MFH, personnel separating from military service routinely or under special separation incentives/benefits will not be permitted to remain in quarters for extended periods. Requests for short extensions after separation due to hardship will be considered on a case-by-case basis. If a shortage of available housing exists, personnel may be authorized an extension of usually not more than 30 days from separation date. For all cases where an extension has been approved, a rental cost in an amount equivalent to the fair market rate for the type of unit the member occupies, for the particular civilian community where the MFH is located, will be charged. Payment must be made to the Local Housing Office prior to the approved extension date. Requests for an extension must be submitted and approved at least 60 days prior to date of separation. Extension requests should be submitted as described above.</p>
18. Registered Sex Offender Registry	Coast Guard housing under cognizance of Base Alameda will comply with federal and state laws that impose registered sex offender residency restrictions.
19. Exceptions	Exceptional cases <u>not covered</u> in this instruction will be given individual consideration. As the AHA, the CO of Base Alameda may make or approve changes to these rules at any time to meet the Commandant's occupancy requirement, as well as balance the operational needs, or Work Life concerns and general welfare of our people. All requests for an exception to policy should be forwarded to the respective Local Housing Office, who will forward the request to the Base Alameda Area Housing Office for AHA consideration.

Chapter 2 - Procedures for Assignment and Utilization of Family-Converted UPH

1. Housing Objective	The primary objective for Coast Guard family-converted Unaccompanied Personnel Housing (UPH) units in Alameda, Eureka and Novato, is to fully utilize them to the greatest extent possible in accordance with reference (a). While this instruction explains the local assignment procedures that will generally be followed, the Commanding Officer of Base Alameda can make exceptions at any time in order to meet the occupancy goal or in special circumstance cases.	
2. Adequate Public Quarters	The UPH units referred to in this instruction are all deemed adequate public quarters. Basic Allowance for Housing (BAH) is forfeited by personnel assigned to this housing. Exceptions may occur in cases of court ordered child support, where BAH-Diff is allowed. Members should contact their Administrative Office for further guidance.	
3. Eligibility	Single personnel must meet the following criteria to be eligible for UPH quarters: <ul style="list-style-type: none">❑ Active Duty Coast Guard E-1 to E-4, or;❑ Coast Guard Reservist E-1 to E-4 on active duty for more than 1 year, and,❑ Applicants must be permanently assigned to a command located within a two-hour round trip commute and,❑ Any members released for BAH wanting to reapply must have at least 6 months remaining on their current tour, or have received new orders to a local command, before an application can be submitted.❑ Married E-4 and below members who are married to another active duty member not co-located with them at the same or adjacent installation within the same geographic area, and have with no other bona fide family members, are considered single for pay and housing purposes. Therefore, UPH assignment is mandatory. The following criteria applies to assignments:	
	Pay Grades E-4 and Below	<u>UPH assignment is mandatory.</u> Requests by all E-4 members and E-3 and below members assigned ashore for waivers to live in the civilian community must be submitted to, and approved by, the Local Housing Officer (LHO) prior to obtaining housing in the civilian community. Any member not receiving prior approval will not be granted BAH. Note: E-3 and below members assigned afloat are not entitled to BAH by law.
	Pay Grade E-5	UPH assignment is <u>not</u> normally mandatory but may be voluntarily available based on current occupancy. However, in accordance with reference (a), mandatory assignment could occur in situations where UPH units are not being fully utilized.
	Pay Grades E-6 and Above	UPH quarters are not available. A release from mandatory assignment is required prior to obtaining housing in the civilian community.
4. Applying for UPH Quarters	<p>a. <u>When to Submit an Application.</u> Applications are to be submitted after receipt of PCS orders. A copy of orders must accompany all applications.</p> <p>b. <u>Application for Housing.</u> Application for UPH shall be made on an "Application for Assignment to Housing" form DD-1746. Applications are to be submitted to the appropriate Local Housing Office.</p>	

5. Determining Wait List Application Date	<p>a. <u>Effective Date of Application.</u> The effective date of an application for placement on a waiting list will be the need date, followed by the estimated date of arrival. Once executed orders are received, the estimated date of arrival will be adjusted to the actual reporting date.</p> <p>b. <u>Members With Equal Need Dates and Estimated Dates of Arrival.</u> If members are not of equal rank, the junior member will precede the other on the wait list. If members are of equal rank the member with the latest date of rank will precede the other on the waiting list. If rank and date of rank are equal, the member with the least length of service will precede the other on the wait list.</p>						
6. Operation of Waiting List	<p>a. <u>Separate Wait Lists By Gender.</u> Since there are both male and female UPH units, separate wait lists will be maintained for each gender. Assignments from each wait list will be independent from the other.</p> <p>b. <u>Placement on Waiting List.</u> The Local Housing Office is required to assign all incoming members, including all E-3 and below afloat, to UPH as soon as possible after they arrive or as soon as quarters become available. The AHA will ensure this policy is adhered to.</p> <p>c. <u>UPH Assignment Priority.</u> The priorities below attempt to allow as many members as possible to live in community based housing with their BAH while making maximum use of available UPH facilities. Note: an available unit will be held no longer than 30 days for an inbound member. Any arrival longer than 30 days out will mean the assignment will go to the next lower priority, still ensuring that a unit is available within a reasonable time for the inbound member that was skipped over. Note: This situation typically occurs to afloat personnel currently underway.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Unaccompanied members will be assigned per the below priority:</p> <ul style="list-style-type: none"> (1) E-3 and below assigned afloat (2) E-3 and below assigned ashore (3) E-4 assigned afloat (4) E-4 assigned ashore (5) E-5 assigned afloat (6) E-5 assigned ashore </div>						
7. Authorization to Receive BAH	<p>a. <u>Eligibility.</u> All E-5 and E-4 members, as well as ashore assigned E-3 and below members, currently assigned to UPH, may request a release to reside on the economy. Note: E-3 and below members assigned afloat are not eligible for BAH by law.</p> <p>b. <u>Priorities for Release:</u></p> <table border="1" data-bbox="495 1724 1279 1894"> <tr> <td>Priority 1</td><td>E-5</td></tr> <tr> <td>Priority 2</td><td>E-4</td></tr> <tr> <td>Priority 3</td><td>E-3 Ashore</td></tr> </table>	Priority 1	E-5	Priority 2	E-4	Priority 3	E-3 Ashore
Priority 1	E-5						
Priority 2	E-4						
Priority 3	E-3 Ashore						

<p>7. <i>Authorization to Receive BAH (cont.)</i></p>	<p>c. <u>Submitting Request to Receive BAH.</u> Requests for BAH can be submitted by eligible personnel after assignment to UPH. E-3 and below afloat personnel are not authorized BAH. A request for BAH must be submitted through the member's chain of command to the Local Housing Office utilizing the "Written Release from Mandatory Assignment to Unaccompanied Personnel Housing" form. The form is available at the Local Housing Office. All members are required to be assigned a UPH room prior to submitting a BAH request. BAH waivers will not be accepted for anyone not assigned to UPH. However, if the Local Housing Office has no current UPH occupants requesting BAH, in other words a blank BAH wait list, an inbound member can be released upon their reporting date.</p> <p>d. <u>LHO Approval.</u> BAH requests are forwarded by the member's command to the Local Housing Office for the LHO's approval. Only the LHO can approve and sign a waiver request. Approved waivers will be forwarded to the member via their Command. <i>BAH is not authorized for any unaccompanied members without LHO authorization.</i></p> <p>e. <u>BAH Wait List.</u> Personnel who have submitted a BAH waiver that has not been granted upon being submitted will be put on a wait list by their rank, prioritized as detailed above and with an application wait date of the date the waiver request was received. Requests received on the same day will be added to the wait list by seniority (based on date of rank of the member and then by service date). A copy of the waiting list will be posted at the Housing Office. Both a male and female list will be maintained (see f. below). Releases will be given based on this wait list, starting from position number 1, then position number 2, etc. One refusal of an offer for BAH will be allowed without penalty. A second refusal will result in the member being removed from the wait list. Releases can only be considered if maximum use of UPH is occurring and there is an inbound member to replace the member being released.</p> <p>f. <u>BAH For Female Members.</u> Since any granting of BAH will only be done if there are members on the UPH wait list to replace the members leaving, and male and female rooms cannot be mixed in one unit, two separate BAH wait lists (male and female) must be maintained. This may result in females being granted BAH earlier than males since the total number of females in any location is typically relatively small in comparison. In other words, there needs to be a male for male, or female for female "exchange" of residents in order to grant BAH.</p> <p>g. <u>UPH Residents Who Violate Housing Policies or Lose Their Housing Privilege.</u> Any member on the BAH wait list that loses their housing privilege, for any reason, will also be removed from the BAH wait list and will not be granted BAH. In addition, repeated violations of housing policies by members, while not serious enough to initially lose their housing privilege, may result in the member having their BAH request application wait list date changed to the date of their latest infraction, effectively moving them back to the bottom of the wait list. Repeated violations of housing policies will not be tolerated and sufficient penalties will be applied to ensure compliance.</p> <p>h. <u>Entitlement to BAH Upon Vacating.</u> Each resident must complete the Intent to Vacate Notice and pass their final inspection. BAH will not be started <u>until the member has successfully vacated their UPH quarters</u>. The LHO will forward an e-mail to the appropriate Administrative Office to start a member's entitlement to BAH upon the member successfully passing their final inspection.</p> <p>i. <u>Inbound Members.</u> Any inbound members who are not yet assigned to UPH will not be released unless the BAH wait list has been exhausted.</p>
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8. Movement of Household Goods	<p>a. <u>Permanent Change of Station (PCS)</u>. All members are expected to use their PCS move accounting data to fund their move into UPH.</p> <p>b. <u>In the Interest of the Government</u>. When directed, in the interest of the government, to move from one public quarters unit to another, or to move on the economy, the Government will pay for such a move as outlined in the Joint Travel Regulations (JTR). Some examples include, but not limited to, a quarters that is no longer habitable for some reason, an upcoming major project or an eviction.</p> <p>c. <u>Personal Convenience</u>. If a member vacates quarters for personal reasons (such as a BAH request), or reapplies after living in town, the move will be at the expense of the service member.</p>
9. Storage of Household Goods	<p>Household goods that cannot be accommodated in quarters, but fall within authorized weight allowances may be stored at government expense. All requests for non-temporary storage must be submitted in writing to the appropriate personal property office. The Housing Office does not process personal property requests.</p>
10. Exceptions	<p>Exceptional cases <u>not covered</u> in this instruction will be given individual consideration. As the AHA, the CO of Base Alameda may make or approve changes to these rules at any time to meet the Commandant's occupancy requirement, as well as balance the operational needs and general welfare of our people. All requests for an exception to policy should be forwarded to the respective Local Housing Office, who will forward the request to the Base Alameda Area Housing Office for AHA consideration.</p>