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# Coast Guard Housing Manual



**COMDTINST M11101.13G**

May 2016





Commandant  
United States Coast Guard

US Coast Guard Stop 7907  
2703 Martin Luther King Jr Ave SE  
Washington, DC 20593-7907  
Staff Symbol: CG-1333  
Phone: (202) 475-5407  
Fax: (202) 475-5927

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COMMANDANT INSTRUCTION M11101.13G

Subj: COAST GUARD HOUSING MANUAL

- Ref:
- (a) Office of Management and Budget Circular No. A-45
  - (b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
  - (c) Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series)
  - (d) Safety and Environmental Health Manual COMDTINST M5100.47 (series)
  - (e) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (f) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
  - (g) Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 (series)
  - (h) Civil Engineering Manual, COMDTINST M11000.11 (series)
  - (i) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
  - (j) U. S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENINST M7000.1 (series)
  - (k) Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14 (series)

1. PURPOSE. This Manual establishes Coast Guard policy and procedures for administration of the Coast Guard housing program.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Housing Manual, COMDTINST M11101.13F is hereby cancelled.
4. DISCUSSION. This Manual is a revision; however, the scope and intent of this Manual remains the same.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION:

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 for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES.
  - a. Chapter one changes align Coast Guard with DoD policy imposing registered sex offender residency restrictions.
  - b. Chapter three changes:
    - (1) Form used for housing applications has been changed to Application for Assignment to Housing, DD Form 1746;
    - (2) Update to comments required on the Status of Housing Availability, DD Form 1747;
    - (3) Responsibilities at various housing management levels in housing assignment process are clarified;
    - (4) Electronic cigarettes and devices have been added to the smoking policy;
    - (5) Update to form used by civilian housing applicants;
    - (6) Federal restrictions of controlled substance possession in Coast Guard housing is clarified;
    - (7) Updates to Guest Visitation Privileges;
    - (8) Clarification of checkout inspection requirements; and
    - (9) Update to community fire pit policy.
  - c. Chapter four changes clarify what documents are used to verify housing eligibility and establishes policy regarding outdoor signage in family housing.
  - d. Chapter five changes update training requirements for area housing officers, members of their staffs designated as leased housing contracting officers and all housing officers who negotiate residential lease agreements.
  - e. Chapter seven changes update assignment priority of single members to government quarters and the unaccompanied personnel housing service fee.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual 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 directive 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 any 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 NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/SitePages/home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process and it has been determined there are no further records scheduling requirements, in accordance with 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 significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. The forms listed in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>. BAH/Dependency/Emergency Data and SGLI Validation Form, CG-4170A, is available through Direct Access only.
11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to Commandant (CG-1333).

Kurt B. Hinrichs /s/  
Rear Admiral, U.S. Coast Guard,  
Director of Reserve and Military Personnel





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Front Cover Photo: Family housing, Charleston, Oregon

**CHAPTER 1 ORGANIZATION, RESPONSIBILITIES AND STAFFING**

- A. General. This chapter provides general information on the organization, responsibilities, and staffing of the housing program.
- B. The Housing Program.
1. Objective. The objective of the housing program is to ensure all members and their families have access to adequate housing reflecting community living standards that is within a reasonable commuting distance (RCD) of their permanent duty station. **RCD is defined as round trip travel time of two hours or less during peak commute times.**
  2. Program Management. Commandant (CG-1333) oversees a service wide housing organization.
- C. Housing Organization.
1. Headquarters.
    - a. Commandant (CG-00). Overall responsibility for the housing program.
    - b. Vice Commandant (CG-09). Support Commandant responsibilities for the housing program.
    - c. Deputy Commandant for Mission Support (DCMS). **Responsible for sustained and adaptable readiness for all facets of life-cycle management for Coast Guard housing assets.**
    - d. Assistant Commandant for Human Resources (CG-1). Responsible for oversight of the housing program.
    - e. Director of Reserve and Military Personnel (CG-13). Establishes Area Housing Authority (AHA) areas of responsibility (AOR), designates command housing, determines and validates housing requirements for new housing, approves housing excess to Coast Guard requirements, and declares owned housing inadequate. The AHA AORs are listed in Table 1-1.
    - f. Chief, Office of Military Personnel (CG-133). Responsible for housing program administration.
    - g. Chief, Housing Program Division (CG-1333). Responsible for military housing policy and management of the housing program. Commandant (CG-1333) will:
      - (1) Develop and maintain housing program directives;
      - (2) Sponsor legislation and budget requests for housing operating expenses;
      - (3) Approve annual budget requests for leases and Inter-Service Support Agreements (ISSAs);
      - (4) Support and provide assistance to Compensation Division (CG-1332) and Commander (CG PSC) in the annual Basic Allowance for Housing (BAH) data collection process;
      - (5) Develop policy for designation of critical housing areas (CHA);
      - (6) Approve individual waivers to housing program policy, with the exception of those delegated specifically to Commander (CG PSC);
      - (7) Approve blanket waivers;

- (8) Serve as the program manager for the Housing Management Information System (HMIS) database;
  - (9) Develop housing training course content;
  - (10) Sponsor Environmental Risk Assessment (ERA) training;
  - (11) Provide input to Commandant (CG-43) on housing acquisition and maintenance requirements;
  - (12) Convene housing management meetings and conduct site visits to ensure program oversight and familiarization;
  - (13) Review proposals regarding home port changes, unit changes, billet reprogramming, and other resource initiatives affecting housing;
  - (14) Chair the Coast Guard Housing Management Council (HMC) in accordance with Coast Guard Housing Management Council, COMDTINST 11101.23 (series); and
  - (15) Assist Commandant (CG-43) in Representational Facilities (REPFAC) and Flag Quarters management.
- h. Chief, Office of Civil Engineering (CG-43). Commandant (CG-43) is responsible for housing and representational facility maintenance, acquisition, construction, improvements, and divestiture.
2. Commanding Officer, Finance Center (FINCEN). The FINCEN is responsible for establishing and maintaining accounts for housing operations and preparing reports covering rent collection, utility and management expenses, and other management information summarized from cost account data.
3. Commander Personnel Service Center (CG PSC). Commander (CG PSC) is the technical authority responsible for program execution of Commandant (CG-1333) housing policy. Commander (CG PSC) will:
- a. Review and submit annual budget requests for leases and ISSAs;
  - b. Review and approve all ISSAs for execution by Area Housing Officers (AHOs);
  - c. **Consider** individual waivers delegated by Commandant (CG-1333);
  - d. Coordinate the annual BAH data collection process with AHA;
  - e. Monitor HMIS data entry for timeliness and accuracy;
  - f. Develop and execute **field level** housing program training;
  - g. Represent program interests in field planning, including project development and review;
  - h. Provide input on proposed home port changes, unit changes, billet reprogramming, and other resource initiatives affecting housing;
  - i. Validate CHAs annually;
  - j. Ensure that appropriate action is taken regarding ERA, including disclosure notification for affected housing units, submission of Shore Station Maintenance Reports (SSMRs),

validation of Planned Obligations Priority (POP) board reports, and updating the ERA database;

- k. Conduct site visits to ensure uniform application of Commandant (CG-1333) policy;
- l. Provide oversight and assistance to field level Owned Housing Maintenance Coordinators (OHMC), and
- m. **Manage Housing Market Survey Analysis for locations approved by Commandant (CG-1333).**

4. Field Level.

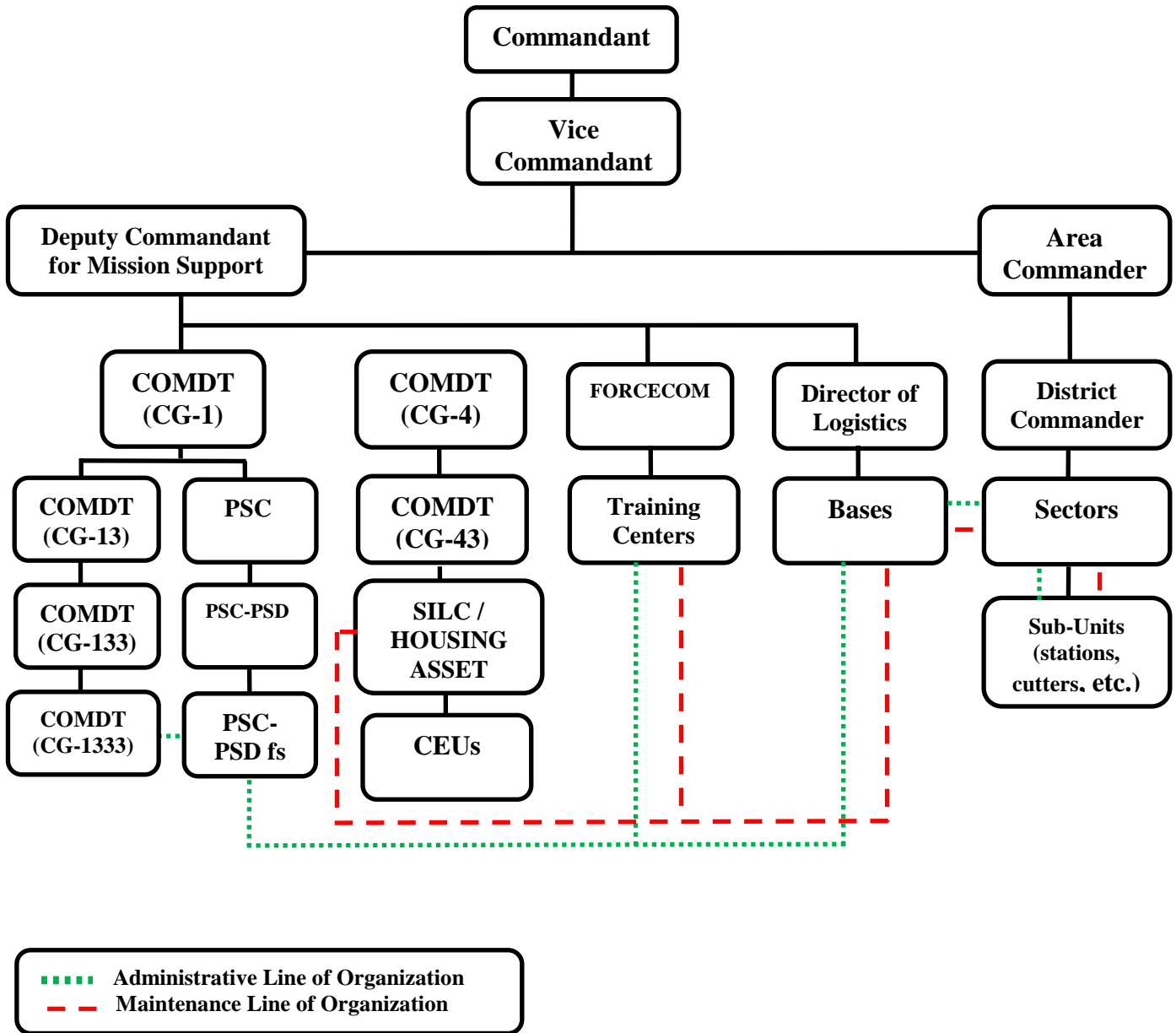
- a. Area Housing Authorities (AHA). The commanding officers of Bases, Training Center Cape May, and Training Center Petaluma listed in Table 1-1 are responsible for administering the housing program within their AOR. AHA staffing standards are shown in Table 1-2. AHAs will:
  - (1) Provide guidance and support to manage the housing program;
  - (2) Establish and determine Local Housing Authority (LHA) unit jurisdiction;
  - (3) Sign ISSAs and monitor allocations and cost limitations;
  - (4) Assist in development and oversight of AFC-30 spend plans;
  - (5) Submit individual and blanket waivers;
  - (6) Provide training to Local Housing Officers (LHOs);
  - (7) Manage a housing referral program;
  - (8) Monitor and maintain HMIS data entry for timeliness and accuracy;
  - (9) Assist Commandant (CG-43) in REPFACs and Flag Quarters management; and
  - (10) Coordinate annual BAH data collection **process** with the LHA.
- b. Area Housing Officer (AHO). The person on the AHA staff delegated to perform housing administration duties. Responsibilities include signing leases and providing guidance to and assisting LHOs within their AOR.
- c. Local Housing Authority (LHA). The commanding officer or officer-in-charge is responsible for the management, operations, and maintenance of all housing programs at the field level. LHA staffing standards are listed in Table 1-3. Operation and maintenance (O&M) staffing standards are listed in Table 1-4. Unaccompanied Personnel Housing (UPH) staffing standards are listed in Table 1-5. LHAs will:
  - (1) Manage the housing program in accordance with policies, directives, and instructions;
  - (2) Budget, supervise and direct the use of O&M funds **for housing**;
  - (3) Collect rent from civilians living in Coast Guard housing;
  - (4) Identify available Department of Defense (DoD) housing and initiate ISSAs;
  - (5) Monitor and maintain HMIS data entry for timeliness and accuracy;
  - (6) Manage a housing referral program;

- (7) Participate in the BAH data collection process; and
- (8) **Comply with federal and state laws to impose registered sex offender residency restrictions.**
- d. Local Housing Officer (LHO). The person on the staff of the LHA delegated to perform housing administration duties.
- e. Housing Representative (HR). The HR manages the housing program in their assigned AOR.
- f. Unaccompanied Personnel Housing (UPH) Manager or Master at Arms (MAA). The full-time or collateral duty position at the local unit responsible for the management of the UPH facility.
- g. Owned Housing Maintenance Coordinator (OHMC). OHMCs assigned to AHA staffs will:
  - (1) Conduct site visits;
  - (2) Assist housing maintenance staff;
  - (3) Advocate and liaison with civil engineering community for housing maintenance;
  - (4) Provide recommendations for potential housing projects;
  - (5) Review Civil Engineering Unit (CEU) and Facilities Engineering (FE) housing inspection reports;
  - (6) Coordinate ERA training for members monitoring environmental health hazards;
  - (7) Ensure abatement actions or findings are recorded in HMIS;
  - (8) Advocate housing projects to the district POP board;
  - (9) Liaison with Health Safety and Work-Life (HSWL) Service Center for housing environmental health hazards; and
  - (10) Assist FE staff in developing annual spend plans for housing maintenance.
- h. Shore Infrastructure Logistics Center (SILC) **and Housing Asset Line (HAL)** will:
  - (1) Establish maintenance standards for all Coast Guard owned family and unaccompanied housing units;
  - (2) Allocate AFC-30Maintenance (AFC-30M) funds as outlined in Chapter 4 to support routine repair and recurring maintenance requirements based on maintenance standards;
  - (3) **Identify, document and prioritize housing maintenance, repair and acquisition projects for family and unaccompanied housing; and**
  - (4) Through Facilities Design and Construction Center (FD&CC) and Civil Engineering Units (CEUs), provide design, construction, acquisition and major maintenance of housing. The FD&CC and CEUs are tasked with contracting, negotiation, and contract administration services in support of such activities.



5. Standards of Conduct.
  - a. Ethics. All personnel assigned to the housing program are cautioned to refrain from any business association or financial interest that might be perceived as or create the appearance of a conflict of interest. The following are expressly prohibited:
    - (1) Using the housing office for private gain;
    - (2) Giving preferential treatment to any person, realty company, or other organization supplying listings or other services;
    - (3) Making a government decision outside official channels; and
    - (4) Adversely affecting public confidence in the government's integrity.
  - b. Equal Opportunity. All housing program personnel are expected to perform their duties without prejudice and without regard to race, color, religion, **sex**, national origin, **disability**, or **familial status**.
6. Housing Program Organization. Figure 1-1 shows the relationship of the housing program organization.

**Figure 1-1**  
**Housing Organization**



**Table 1-1**  
**Area Housing Authority Areas of Responsibility**

<b>Area Housing Authority</b>	<b>Area Of Responsibility</b>
Base <b>Cape Cod</b>	All units within First District geographic boundaries including the Coast Guard Academy.
Training Center Cape May	All tenant commands.
Base Portsmouth	All units within Fifth District geographic boundaries including Training Center Yorktown, the Coast Guard Yard, and Base National Capital Region but excluding Training Center Cape May.
Base Miami Beach	All units within Seventh District geographic boundaries.
Base New Orleans	All units within Eighth District geographic boundaries.
Base Cleveland	All units within Ninth District geographic boundaries.
Base Alameda	All units within Eleventh District geographic boundaries, except Training Center Petaluma.
Training Center Petaluma	All tenant commands.
Base Seattle	All units within Thirteenth District geographic boundaries.
Base Honolulu	All units within Fourteenth District geographic boundaries, including Naval Station Guam, Singapore, Yokota Air Force Base, American Samoa and Saipan.
Base Ketchikan	All units within Seventeenth District geographic boundaries east of Cordova.
Base Kodiak	All units within Seventeenth District geographic boundaries west of and including Cordova, AK.

**Table 1-2**  
**Area Housing Authority Staffing**

Billet/ Position <sup>2</sup>	Officer	Enlisted	Civilian		Number of Houses <sup>1</sup>				
	Grade	Rate	Schedule	Series	0-250	251-450	451-675	676-900	901-1200
Area Housing Officer	PERS4		GS-12	1173	1	1	1	1	1
Housing Representative		PO1	GS-9	1173		1	1	1	2
Housing Representative		PO2/3	GS-7	1173			1	2	2
Housing Representative		PO2	GS-5	1173	1	1	1	1	1
Total Staffing					2	3	4	5	6

**Notes:** (1) Number of houses reflects both owned and leased housing.  
(2) Equivalent civilian positions may be used instead of military billets.

**Table 1-3**  
**Local Housing Authority Staffing**

Number of Houses <sup>1</sup>	CWO	CPO	PO1	PO2	PO3	Total <sup>2</sup>
0-50	-	-	-	-	-	0
51-150	-	1	-	-	1	2
151-300	-	1	1	1	-	3
301-450	1	-	2	1	1	5
451-600	1	-	3	1	2	7

**Notes:** (1) Number of houses reflects both owned and leased housing.  
(2) Equivalent civilian positions may be used instead of military billets.

**Table 1-4**  
**Operation and Maintenance Staffing**

Number of Houses	Ratings <sup>3</sup> : MK, DC, or EM					
	E7	E6	E5	E4	E3/E2	Total <sup>2,4</sup>
0-10						0
11-20			1			1
21-40			1		1	2
41-60		1		1	1	3
61-80		1	1	1	1	4
81-100		1	1	2	1	5
101-120		1	1	2	2	6
121-140		1	1	2	3	7
141-160		1	2	2	3	8
161-180	1		2	3	3	9
181-200 <sup>1</sup>	1		3	3	3	10

**Notes:** (1) Staffing for housing **sites** of more than 200 houses will be determined on an individual basis.  
(2) Civilian (Wage Grade) positions may be used instead of an equal number of comparable military billets.  
(3) The standards above assume that specialized maintenance services are available under contract or purchase order.  
(4) Units with no authorized billets must assign collateral duty support staff.

**Table 1-5**  
**Unaccompanied Personnel Housing Staffing**

Number of Rooms	Paygrade <sup>1</sup>							Total
	E9	E8	E7	E6	E5	E4	E3/E2 <sup>2,3</sup>	
0-30								0
30-50					1		1	2
51-100				1		1	2	4
101-150			1			1	3	5
151-200			1		1		4	6
201-300			1		1	1	5	8
301-400		1		1		2	6	10
401-500	1			1		3	7	12

- Notes:** (1) Equivalent civilian positions may be used instead of military billets.  
 (2) For commands requiring 24-hour front desk support, an additional three non-rate billets may be warranted.  
 (3) Non-rated personnel are not required where full contract housekeeping services provided.

**Table 1-6**  
**Owned Housing Maintenance Coordinator Staffing**

UNIT	GRADE
PSC-PSD fs Norfolk	CWO (MAT)
PSC-PSD fs Alameda	CWO (MAT)
Base Cape Cod	CWO (MAT)
Base Portsmouth	DC1
Base Miami Beach	DCC
Base New Orleans	DC1
Base Cleveland	DCC
Base Alameda	CWO (MAT)
Base Honolulu	DC1
Base Ketchikan	DCC
Base Kodiak	DCC
Base Seattle	DCC

## CHAPTER 2 COMMUNITY BASED HOUSING

- A. General. The Coast Guard relies on the private sector as the primary source to house **military** members. The housing program assists members with finding housing in the private sector.
- B. Housing Allowance. Military members that are entitled to a housing allowance are compensated with Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA). BAH and OHA are market-based housing allowances.
1. Basic Allowance for Housing (BAH) Data Collection. The Uniformed Services coordinate annually in the collection of housing market rental data. Each service has the opportunity to provide rental housing referral lists, apartment complex lists, and real estate contacts that will be used in the calculation of BAH rates. Services also use census tract screening to identify and exclude unsuitable neighborhoods. Throughout the process, DoD will conduct on-site evaluations at various locations to confirm the adequacy of housing and the accuracy of local rental price data. Since the majority of members reside in private sector housing using their BAH, it is important that the housing program understand and participate in the annual BAH survey to maximize the accuracy of BAH rates. Training on the BAH **data collection** process is provided annually by DoD. This training is highly recommended for the housing officer designated as the primary data collector and all other members involved in the data collection process. Coast Guard participation is required and is coordinated between Commandant (CG-1332), Commandant (CG-1333), and Commander (CG PSC).
  2. Military Housing Area (MHA). MHAs are a collection of zip codes surrounding a military installation. MHAs are established by DoD. Requests to change boundaries of a MHA must be submitted to Commandant (CG-1332).
  3. County Cost Groups (CCG). CCGs are locations that do not have a sizable military population and are defined separately from a MHA.
- C. Housing Referral.
1. Purpose. A housing referral program brings members seeking private housing and prospective landlords together as quickly and efficiently as possible. An effective referral program saves the member money by reducing out of pocket expenses during the house hunting period.
  2. Operation of a Housing Referral Program. Each housing officer will:
    - a. Accept listings from any source, including **home owners, landlords and** realtors, provided the listed house meets adequacy standards and is available on an equal opportunity basis. See Reference (e) and Chapter 4.E. for adequacy standards and Chapter 2.E. for fair housing guidance;
    - b. Verify the availability of properties offered for rent or sale; and
    - c. Assist members in selecting from the listings and inform them of additional properties as they become available.
  3. HOMES.mil. **HOMES.mil is the official DoD website dedicated to helping service members and their families find a home. The site connects service members, their families, and military housing offices with landlords and property managers to facilitate sharing of non-discriminatory rental listings in the vicinity of Coast Guard and DoD duty stations.**

4. Noncompetitive Services. A referral program is not designed to compete with or replace civilian real estate offices. Housing officers must not intrude on normal business relations between members and real estate brokers and rental or sales agents.
5. Charges and Commissions. Housing officers may not levy fees or other charges for housing listings or referrals or accept commissions from referrals or sales.
6. Volunteer Services. Housing officers may accept assistance in operating a referral or listing program from volunteers such as spouses clubs and community service organizations.
7. Community Awareness. Housing officers should be familiar with local communities, including school, medical, shopping, services, etc.

D. Housing Assistance Programs.

1. Rental Partnership Program (RPP). RPP is a program that assists members with private sector housing. Through an agreement between housing officers and property owners or managers, a number of community-based rental units may be offered at a fixed rent to provide affordable, adequate community-based housing to military members. Depending on the agreement, security deposits, application fees, and credit check fees may be waived and rental costs reduced, generally at or below established BAH rates. Typically, monthly rent is paid through **members payroll** allotment.
2. Coast Guard Mutual Assistance (CGMA). CGMA has housing assistance programs available for active duty Coast Guard personnel. The unit mutual assistance representative or CGMA-Headquarters can provide specific information.

E. Fair Housing.

1. Policy. In assigning, referring, and managing housing, commands must ensure all members receive equal treatment and opportunity without regard to race, color, national origin, **religion**, sex, **disability** or **familial** status.
2. Housing Discrimination. The 1968 Fair Housing Law, as amended by the Housing and Community Development Act of 1974 **and Title II of the Americans with Disabilities Act of 1990**, sets a national policy of providing fair housing. This law makes housing discrimination based on race, color, national origin, **religion, sex, disability or familial status** illegal. It extends to all real estate services, including advertising, multiple listing services, broker organizations, commercial lenders, or other services involved in buying or renting housing.
3. Fair Housing Complaints. The Coast Guard will assist the member in reporting a housing discrimination complaint to the Department of Housing and Urban Development (HUD). Members should make complaints about discrimination in purchasing or renting housing to the housing officer as soon as possible after the incident occurs so the housing officer may document and assist reporting the incident to HUD.
4. Local Housing Authority (LHA). Upon receipt of a complaint from a member, the LHA must:
  - a. Brief the member about his or her rights under the Fair Housing Law. HUD's booklet, *Fair Housing, Equal Opportunity for All* (HUD-1686-1-FHEO), contains necessary information for the member. This booklet is available free of charge from **HUD**.



- b. Assist members who believe they have a legitimate complaint and desire to report it to HUD, using one of several methods;
    - (1) Electronically submit a HUD Form 903 Online Complaint from HUD's Internet homepage.
    - (2) Complete an Are You a Victim of Housing Discrimination, Form HUD-903.1. Deliver it to the nearest local HUD office or mail it to the Office of Fair Housing and Equal Opportunity.
    - (3) Write a letter and mail it to the nearest HUD Regional Office; see Are you a Victim of Housing Discrimination, Form HUD-903.1 for addresses. The letter must include this information:
      - (a) Member's name and address;
      - (b) Name and address of the alleged offender;
      - (c) Address of the house or apartment considered for rental or purchase;
      - (d) Date when incident occurred; and
      - (e) Short description of what happened.
  - c. The LHA must submit a copy of the complaint and subsequent correspondence to the appropriate AHA.
  - d. The AHA will maintain a file containing all housing discrimination complaints.
  - e. LHAs and AHAs will inform the Civil Rights Officer at their respective commands of housing discrimination incidents.
- F. Critical Housing Areas (CHA). CHAs may be designated in locations where government and community based housing is limited. This designation allows the member to request BAH and Cost of Living Allowance (COLA) for the location of their dependents. See Critical Housing Areas (CHA), COMDTINST 11101.15 (series) for further guidance.
- G. Base Realignment and Closure - Homeowners Assistance Program (HAP). The HAP provides financial assistance to eligible homeowners serving or employed at or near military installations ordered closed, partially closed, realigned, or to reduce the scope of operations, resulting in loss of home marketability and value. The Office of the Chief of Engineers, U.S. Army Corps of Engineers (USACE) manages the program.

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## CHAPTER 3 GENERAL ADMINISTRATION

A. General. This chapter provides administration and management policy for Coast Guard housing.

B. Housing Assignment.

1. Policy. Assignment to Coast Guard owned family **housing** and UPH is mandatory when it is available and adequate. Assignment to leased housing is not mandatory. For outside the Continental United States (OCONUS) locations where Coast Guard owned family housing or UPH is not available, housing officers must refer members to DoD, Department of State (DoS) or other sponsoring agencies housing office. Members must vacate government housing at their previous permanent duty station (PDS) before occupying government housing at their new PDS.
2. Application Procedures. **Members in receipt of permanent change of station (PCS) orders must submit an Application for Assignment to Housing, DD Form 1746, and a copy of their PCS orders to the housing officer at their new duty station. Housing officers must actively track PCS orders for incoming personnel to ensure that all members are considered for assignment to quarters. Housing officers will verify the application and dependent status to determine eligibility and bedroom requirements. Status of Housing Availability, DD Form 1747, must be completed by the housing office as soon as practical to allow time for the housing office to manage housing inventory and to allow members time to prepare for their move. The comments section of the Status of Housing Availability, DD Form 1747 must include the statement, "Member (is/is not) released from mandatory assignment and (is/is not) eligible to collect housing allowance." If the member will be assigned housing, information about the type of housing (family/unaccompanied; owned, DoD, or leased; 2BR, 3BR or 4BR), location (housing site, address) and date of anticipated availability is also entered into the comment section.**
3. Exceptions to Mandatory Assignment.
  - a. **LHOs may grant a release from mandatory housing assignment only when government housing is not available or is fully occupied and when members already rent or own housing in the same geographic area or within a RCD of the new PDS.**
  - b. **All other exceptions to mandatory assignment must be approved by the AHA on a case-by-case basis.**
  - c. Commander (CG PSC) is the approval authority for appeals. Members who refuse assignment to housing are not entitled to receive a housing allowance and are not eligible for the leased housing program.
4. Waiting List Procedures. Assignments to housing will be made from the top of the waiting list. A member's position on a waiting list is determined by **need** and estimated date of arrival. A separate waiting list must be maintained for each bedroom category.
  - a. Posting Waiting Lists. Current waiting lists will be posted or made available during office hours for members to view. Posted waiting list must contain only last name, first initial and position sorted by bedroom type.
  - b. Hardships. LHAs may hold a member's position at the top of the waiting list for up to 60 days for documented hardships.

- c. Transfer to Another Waiting List. If the number of dependents changes or other circumstances justify it, a member may request to be placed on a list for a house with a different number of bedrooms. Placement on the new waiting list is based on the **estimated date of arrival**. A member may hold a position on only one waiting list at a time.
  - d. DoD Member Waiting List. DoD members may be assigned on a space available basis unless otherwise stated in the terms of an ISSA.
5. Service Personnel Office (SPO) Notification. When assigning a member to or terminating a member from housing, the LHO will notify the member's SPO by e-mail within 24 hours in accordance with Reference (b), Section 5.D.9. E-mail must be sent return-receipt and a copy maintained by the LHO. If e-mail is unavailable, the LHO must use the most efficient means available (fax, memorandum, letter, or message).
6. Assigning Persons Not On Active Duty in the Coast Guard.
- a. Foreign Military. **Assignment to military housing must be in accordance with an approved agreement or contract.**
  - b. Civilians. **Pursuant to Title 14 U.S.C. §685 civilians may lease Coast Guard housing.** Commandant (CG-1333) must approve each request for civilian employee occupancy of government housing and any government contract guaranteeing housing. Dependents who are also civilian employees may not occupy government housing under a civilian occupancy agreement.
    - (1) **Family Housing. All civilian occupants will be assigned housing based on the same bedroom qualifications as military members. Civilians requesting to reside in government owned housing must submit an Application for Assignment to Housing, DD Form 1746, to the local housing office. The housing officer will verify the application and dependent information and determine the bedroom requirement for housing. Civilians are required to sign an Agreement for Civilian Occupancy of Coast Guard Family Housing, Form CG-6088. All agreements automatically terminate on February 28<sup>th</sup> of each year. Civilians who desire to continue occupancy must submit a new Application for Assignment to Housing, Form DD-1746 by February 1<sup>st</sup> of each year. Commandant (CG-1333) approval is not required for continued occupancy.**
    - (2) **UPH. Commandant (CG-1333) must approve each request for civilian occupancy of more than 30 days. Civilians residing in an UPH for less than 30 days are not required to submit an Application for Assignment to Housing, DD Form 1746.**
  - c. Bachelor Chaplains. Commandant (CG-1333) must approve assignments to family housing for bachelor Chaplains to perform professional and pastoral duties.
7. Limited Government Compensation. Pursuant to the Military Personnel and Civilian Employees Claims Act, Title 31 U.S.C. §3721, members assigned to government controlled housing may claim any loss or damage affecting their personal property, provided their own negligence did not cause the loss or damage. See Reference (c) for more information. Members occupying

government controlled housing are encouraged to maintain appropriate rental or content insurance coverage against possible losses.

- C. Rental Rates. Members occupying housing that has been declared inadequate and civilians occupying Coast Guard owned housing will pay rent and charges based on local market studies. Studies must include a review of nearby comparable properties to determine base rental amounts. Actual cost of utilities and services (water, sewer, household energy and trash collection) should be used when they are available. AHAs will monitor monthly rents and other charges for all civilians occupying government housing to ensure timely and accurate payments.
1. New studies, with review of new comparable properties and recalculation of utilities and services, must be completed at least every three years. Base rental rates and cost of utilities and services will be updated between studies with national Consumer Price Index adjustments. New rental rates will be effective at the beginning of the first federal civilian pay period that starts on or after 1 March of each year.
  2. All income received from civilian employees must be made payable to "U.S. Coast Guard". AHOs must submit all rental income to the Headquarters AFC-01 account. Use the following accounting data: 2 / K / X01 / 299 / 12 / 0 / XX / 78655 / 2322 (Replace the single X with the last digit of the fiscal year and the double XX with the appropriate program element).
- D. Waivers.
1. Individual. An individual waiver involves only one house, member, or incident. Individual waiver requests must be the exception rather than the rule.
  2. Blanket. A blanket waiver involves more than one house, member, or incident. Commandant (CG-1333) approval is required for all blanket waivers.
  3. Requesting an Individual or Blanket Waiver. The request must provide detailed information, and include member and housing information as appropriate. Commands must review waiver requests to evaluate the actual need. Requests must be sent to the appropriate approval authority via the chain of command. Waiver requests must include, at a minimum:
    - a. A statement explaining the request;
    - b. The member's name and paygrade;
    - c. List of dependents, including age and gender;
    - d. Rent and utility costs;
    - e. Size (sq. ft.), number of bedrooms, and address of prospective housing unit; and
    - f. Special requirements.
- E. Tenant Occupancy Agreement (TOA). AHAs must develop local guidance and policy for occupancy of owned family housing, UPH, and leased housing. Local guidance and policy must be in accordance with this Manual and formalized in the TOA. Prior to occupying government housing, members must be counseled and sign a statement acknowledging receipt of the TOA. At a minimum, the TOA must address the following:

1. Signed Receipt Statement. A signed statement that the member has read and will comply with the occupancy agreement. Both the local housing office and the member must keep a copy of the signed receipt statement.
2. Maintenance. The member's maintenance responsibilities, including yard care.
3. Change in Dependency Status. The requirement to notify the housing office immediately of any change in dependency status that may affect eligibility for housing.
4. Intent to Vacate. Members are required to give written notice of intent to vacate housing to the housing office no less than 45 days prior to departure. The notice must include name, address, reason for vacating, departure date, and forwarding address.
5. Temporary Vacancy. Members temporarily away from home for 14 or more days must inform the housing office of the vacancy dates.
6. Community Services and Regulated Items.
  - a. Regulations governing police and fire protection;
  - b. Garbage and recycling collections;
  - c. **Housing and storage of combustibles, explosives, toxic or dangerous materials;**
  - d. **Proper use of portable or electric baseboard heaters;**
  - e. Storing boats, trailers, or similar items;
  - f. Minor housing alterations or installation of member-owned equipment;
  - g. Traffic and parking;
  - h. **Ammunition-related explosive materials;**
  - i. Carrying and using BB or air pellet guns or similar items;
  - j. **Disaster preparedness** and actions during **local** emergencies; and
  - k. Requirement to obtain written authorization from the AHA prior to operating a business, including child care, from government controlled housing.
7. Prohibited Items and Activities. **Using premises for prohibited items or activities may result in termination of occupancy. The following are prohibited items and activities:**
  - a. Portable, unventilated fuel-fired heaters;
  - b. Portable or electric baseboard heaters must be operated in accordance with manufactures instructions and never place near flammable objects;
  - c. **Personal, tenant-owned or tenant-constructed outdoor wood and gas burning fire pits or chimineas;**
  - d. Explosive materials;
  - e. Melting, casting, machining, soldering, and buffing of lead;
  - f. **Placing political signs or business advertisement on government property;**
  - g. **Above ground pools (excluding "kiddy pools" that are emptied and stored nightly);**

- h. **Hot tubs;**
  - i. **Trampolines;**
  - j. **Use of government provided utilities to charge personal vehicles;**
  - k. **Grills and smokers may only be used on open and uncovered decks and patios, but may be stored in covered areas; and**
  - l. **Use, possession, distribution, or cultivation of any Schedule I drugs listed in The Controlled Substances Act, 21 U.S.C. §, et seq., even with a prescription, in Coast Guard housing is illegal. Residents are subject to all applicable federal laws regardless of state laws to the contrary.**
8. Standards of Conduct. **Residents** are responsible for conduct of dependents, guests, and pets. Any use of premises, **facilities, or grounds** for illegal purposes will result in eviction, **prosecution under the UCMJ, adverse administrative action, including discharge and/or termination and referral to civilian law enforcement authorities.**
  9. Government Property. **Residents** are responsible for proper care and use of government property including repair or replacement of lost, damaged, or destroyed government owned or controlled property. Members must restore housing to initial condition, less normal wear and tear, prior to vacating.
  10. Insurance. Members assigned to government housing are strongly encouraged to obtain personal property and liability insurance coverage.
  11. Inspections. Inspections are conducted upon assignment, annually, upon termination, and for cause at any time. A pre-checkout inspection must be conducted at least 30 days before the actual vacating date to inform the member of any conditions requiring restoration. On the day the house is to be vacated, the housing officer and the vacating member or designated representative (with power of attorney), must jointly inspect and inventory the house and all government owned furnishings and equipment for any conditions requiring restoration not identified at the time of the pre-check out inspection.
  12. Energy Conservation. Members must make every effort to conserve **utility consumption.**
  13. Recreational Equipment. Members are required to follow all manufacturers' safety instructions for correctly using and stowing approved privately owned outdoor recreational equipment.
  14. Cleaning. Members must return housing in a condition suitable for immediate reassignment. Housing left in an unsatisfactory condition may result in the housing officer charging the member for commercial cleaning. If major maintenance or renovation is scheduled for the house immediately following termination, the local housing office will determine the extent of cleaning required.
  15. Smoking. Smoking is permitted in individually assigned family housing as long as the housing of smokers do not share a common heating/ventilation/air conditioning (HVAC) system with the housing of non-smokers. Tobacco use (smoking, smokeless, **electronic cigarettes, electronic pipes, and electronic cigars**) is prohibited in all common areas. Common area is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and

restrooms. **Outdoor smoking at multi-unit government-owned housing sites is restricted to command designated outdoor areas. Designated smoking areas must be located at least 50 feet from building entrances, exits, windows, HVAC intakes and combustible materials such as wood decks attached to buildings and wood mulched and grassed areas as well as 50 feet from areas where organized activities take place or people congregate. Areas not specifically designated as tobacco use areas, by default, are to be considered tobacco free.** Tobacco use is not allowed in UPH or Unaccompanied Personnel Leased Housing (UPLH).

16. Housing Allowance Overpayments. If overpayment occurs the member is responsible for repayment. If a member knowingly accepts payment of a housing allowance when not authorized, the member may be subject to administrative and disciplinary action.
17. Pets. Pets are normally defined as small, domesticated animals such as dogs or cats. Pets are not permitted in UPH facilities, including converted family housing and UPLH. Certified military working dogs and service animals as provided for by Title 40 U.S.C. §291 may be exempt from some of these regulations, but will generally be considered acceptable pets. Members are responsible for ensuring that pets are in compliance with all applicable state, federal and local laws and ordinances associated with ownership, registration, control, and vaccination. Breeding and raising animals of any species is prohibited. Members are highly encouraged to have their animals spayed or neutered in order to reduce the possibility of destructive or nuisance behavior. Dogs will not be prohibited from housing based on breed, but may be removed for demonstrated instances of aggressive behavior such as unprovoked barking, growling, or snarling at people approaching the animal, aggressively running along fence line when people are present, biting or scratching people, and escaping confinement or restriction to chase people. Exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot bellied pigs, monkeys, arachnids, or any farm animal are prohibited in all government owned and leased family and unaccompanied housing. The LHA has the final determination for allowing pets in government owned family housing. For family leased housing, pets are permitted in accordance with the terms of the lease agreement. In all cases, damage caused by pets is the responsibility of the member.
18. Firearms. All firearms must be stored in a safe manner. Firearms must either be stored in a locked gun safe or with a trigger or cable lock. Ammunition must be stored in a locked location separate from the firearm.
19. Guest Visitation Privileges.
  - a. **Family Housing and Leased Family Housing:** Guests of members who live in government housing are authorized. Members assigned to housing must obtain the housing officer's written approval for individual visits of more than 21 consecutive days. Guest visitation beyond 30 days or exceeding 45 cumulative days requires AHA approval. If other active duty members and/or their dependents reside as guests for more than 30 consecutive days in housing assigned to another person, the housing officer must report this fact to the servicing SPO to determine the visiting member's housing allowance and entitlements.
  - b. **UPH, UPLH and Family Housing Converted to Unaccompanied use:** Guests under the age of 18 are not permitted unless accompanied by their parent/guardian. Guests will be accompanied at all times. All members are responsible for the conduct of their guests and will ensure they abide by all regulations and/or policies. Unit Commanders



**retain their responsibility and authority to restrict or withdraw visitation privileges when there is evidence of abuse or non-compliance with regulations and policies. Overnight guests are not authorized.**

20. Subletting. Members assigned to government housing will not sublet or receive rent or other compensation under any circumstance.

F. Inspections.

1. Authority.

- a. Government Owned Housing. Title 10 U.S.C. §2775 and Title 14 U.S.C. §93(e) contain authority to inspect government owned housing.
- b. Coast Guard Leased Housing. Title 14 U.S.C. §475, Title 10 U.S.C. §2775, Title 14 U.S.C. §93(e), and 49 CFR 1.46(o) contain authority to inspect Coast Guard leased housing.

2. Purpose. Inspections are conducted to ensure the house and surrounding areas are safe and in good condition.

3. Policy. Housing officers have the authority to conduct regular inspections and for cause inspections to ensure members are in compliance with housing regulations. Use of visual media (photos, video, etc.) to document condition of the house is highly recommended. Housing officers who, during their inspection, observe or suspect neglect or abuse of a dependent must report such instances to the unit commanding officer and Family Advocacy Specialist (FAS). All housing personnel must seek training from their local FAS to help identify and respond to abuse or neglect situations. At a minimum, all housing personnel will be familiar with the Family Advocacy Program (FAP), COMDTINST 1752.1 (series). All inspections must be recorded in HMIS.

4. Types of Inspections.

- a. Pre-lease Inspection (Leased Housing Only). A pre-lease inspection will be conducted to determine the material condition before negotiating a residential lease. The lessor must attend the inspection, sign the inspection form, and receive a copy. Condition Inspection Report, Form CG-5571B, is used for this inspection.
- b. Pre-Environmental Risk Assessment Inspection (Owned Housing Only). A pre-ERA inspection to validate potential environmental risks must be performed in conjunction with the check-in inspection or annual housing inspection. **Quarters Inspection Checklist, Form CG-6089**, is used for this inspection.
- c. Checkin Inspection. An inspection must be conducted with the member upon check in. The member will sign the inspection report and has 5 days to notify the housing office in writing of any additional discrepancies. **Quarters Inspection Checklist, Form CG-6089**, is used for this inspection.
- d. Annual Inspection. An annual inspection must be conducted with the member within 12 months of initial occupancy and at least every 12 months thereafter. When possible, schedule annual inspections so they do not conflict with the peak transfer season. If applicable, include visual inspections of environmental health hazards and re-educate residents on precautionary safeguards. **Quarters Inspection Checklist, Form CG-6089**, is used for this inspection.

- e. Pre-Checkout Inspection. A pre-checkout inspection must be conducted at least 30 days before the member's departure date. Members must attend the inspection. Housing officers must inform members of any visible conditions requiring repair or replacement. **Quarters Inspection Checklist, Form CG-6089**, is used for this inspection.
- f. Checkout Inspection. A checkout inspection must be conducted on the member's departure date. The member or designated representative (with power of attorney) must attend the inspection. Housing officers must ensure that discrepancies that were noted at the pre-checkout inspection and all other discrepancies have been corrected. The member must be informed of any additional conditions requiring repair or replacement not noted during the pre-checkout inspection. **The Quarters Inspection Checklist, Form CG-6089, is used for this inspection. Assignment will be considered terminated only after all household goods (HHG) have been removed, member has passed a checkout inspection, and Quarters Inspection Checklist, Form CG-6089 has been signed by the member and the housing inspector.**
- g. Termination Inspection (Leased Housing Only). A termination inspection will be conducted when terminating a lease. The Condition Inspection Report, Form CG-5571B, is used for this inspection. The lessor or lessor's agent must attend the inspection, sign the inspection form and receive a copy.
- h. For-Cause Inspections. A for-cause inspection may be conducted when the housing officer suspects conditions which adversely affect housing condition or resident's safety, health, and welfare. For suspected or reported damage, the housing officer must promptly conduct a for cause inspection. For-cause inspections may occur without notice to the member if the circumstances require. **Quarters Inspection Checklist, Form CG-6089**, is used for this inspection.
- i. Unaccompanied Personnel Housing Inspections. All UPH inspections will be conducted with the member with the exception of routine walk through inspections. Unaccompanied Personnel Housing Inspection Form, Form CG-6091, is used for this inspection.

G. Utility Conservation.

- 1. Responsibility. Housing officers must monitor utility usage and are responsible for education and enforcement of energy conservation in housing. Members must be briefed on ways to conserve energy.
- 2. Enforcing Utility Conservation in Cases of Abuse or Neglect.
  - a. Any member whose utility use is determined excessive must be notified in writing and warned that they may be held financially responsible or evicted if excessive use continues. Housing officers must counsel members on utility conservation.
  - b. A file documenting all telephone calls, visits, counseling sessions, and copies of letters to the member must be maintained.
  - c. If excessive use continues, an eviction letter terminating occupancy must be sent. The letter should state that after reasonable notice the member continued to abuse utilities.

- H. Safety and Health Considerations. Information on present or potential hazards must be furnished upon assignment to housing. HSWL Service Center **can** be contacted for assistance with safety hazards. The following are examples of hazards:
1. Storing Dangerous Materials. Housing and storage areas must be free of excessive combustibles, explosives, toxic, or other dangerous materials;
  2. Pesticide Control. Only licensed personnel can perform whole house pesticide applications;
  3. Fireplaces and Wood Stoves. Housing officers must annually inspect housing equipped with operating fireplaces or wood burning stoves to ensure safe operation. For those fireplaces or wood burning stoves used regularly, housing officers must contract for annual inspection and cleaning;
  4. **Community Fire Pits. At the commanding officer's discretion, outdoor fire pits and fire rings may be installed and used in housing common areas accessible by all residents. Fire pits must be designed, installed and managed to contain the fire and minimize risk of wildfire and structural damage;**
  5. Clothes Dryer Vents. Housing officers must inspect dryer vents annually to ensure they are cleaned as necessary to prevent build up of lint; and
  6. Environmental Risk Assessment (ERA). Reference (d) establishes a safety and health risk assessment standard and specifies responsibilities for identifying, evaluating, and managing asbestos, radon, and lead risks in owned housing.
- I. Fire Extinguishers. AHAs must ensure portable fire extinguishing equipment is provided in all kitchen and garage areas of Coast Guard housing. Extinguishers must be **installed**, inspected, tested and serviced in accordance with the Standard for Portable Fire Extinguishers, NFPA 10.
- J. Smoke Detectors. Housing officers must ensure houses are equipped with smoke detectors. Smoke detectors must be installed in each bedroom, outside sleeping areas, and on each living floor, including basements with gas hot water heaters or furnaces. Hard-wired, interconnected, with battery backup, **smoke detectors are preferred. When not available a battery operated smoke detector is allowed.**
- K. Carbon Monoxide (CO) Detectors. Housing officers must ensure CO detectors are installed on each floor if any of the following conditions are present:
1. Appliances using fossil fuels such as natural gases, fuel oil, propane, etc;
  2. Wood burning fireplaces or stoves;
  3. Utility rooms that contain fossil fuel burning appliances including utility rooms in multiplex units; and
  4. Attached garages with direct entry into living areas.
- L. Personal Property and Equipment.
1. Installing and Removing Personal Property. Members are responsible for installing and removing personal property from the house at their own expense, subject to housing officer approval.

2. Utility Service. Existing utility systems, transformer capacity and service lines must not be altered to support personal equipment.
3. Altering Housing. Members may not alter housing without written approval from the housing officer. Unless otherwise approved, the home must be returned to its previous condition, less reasonable wear and tear, when the member departs.

M. Terminating Assignment. Members remain assigned to housing until they receive a PCS transfer, retire, or until their occupancy terminates for other reasons. When assignment is terminated for the convenience of the government, members are entitled to a local government funded move and partial dislocation allowance (DLA) in accordance with Joint Travel Regulations(JTR).

1. Policy. The LHA will terminate military and civilian occupancy for the following reasons:
  - a. PCS Orders. The member receives PCS orders authorizing dependent travel and **HHG** shipment. The LHA must ensure that dependents vacate housing on the effective date of orders or detachment.
  - b. Medical. The member transfers to a hospital for special treatment with authorized movement of HHG and dependents. Members may request to remain assigned to housing at their previous PDS. Requests must include a doctor's recommendation for retention in the service.
  - c. Member's Death. Dependents are allowed to remain in housing for up to 365 days after the member's death without charge. See Reference (e) for additional guidelines.
  - d. Retirement or Release from Active Duty. The member may remain in housing up to 30 days beyond the effective date of release or retirement only if an emergency condition exists and if approved by the LHA. Members permitted to remain in housing will be charged a rental fee outlined in Chapter 3.C.
  - e. Unauthorized Absence (UA). LHAs must notify dependents in writing within 10 days of the member being placed in UA status that they may remain in housing for up to 60 days following the date the member is placed in UA status.
  - f. Separation or Divorce.

**(1) Separation or Divorce Initiated by Member or Spouse. Members must provide written notice to their command within 30 days after actual physical separations. The command must then provide and document counseling to the member regarding housing eligibility status options, the date eligibility ceases, and entitlement to local movement or storage of HHG. For continued eligibility to housing, a member must provide a final divorce decree, certified separation agreement, or other legal separation documentation within 90 days of separation. The certified separation agreement, final divorce decree, or other legal separation documentation must state that the member has physical custody of a dependent for more than 50 percent of the year (183 days or more, not necessarily consecutive). Members must also amend their Application for Assignment to Housing, DD Form 1746, stating that dependents listed will reside with the member for more than 50 percent of the time.**

**(2) Separation Resulting from a Court or Military Protective Order. In cases where the member and dependents are restricted from having any physical contact with each**

**other or from accessing the home, assignment will be terminated not later than 120 days after the physical separation or the date of the protective order, whichever is earlier. While a protective order is in place, a member may occupy transient quarters, if available, at no cost until the effective day of assignment termination.**

- g. Personal Conduct. The member's dependent's or guest's personal conduct so warrants.
  - h. Energy Abuse. Repeated excessive use of utilities.
  - i. Upon Death of Member's Sole Dependent. Upon the death of the member's sole dependent, the LHA may permit the member to remain in housing for 30 days after the death and may extend occupancy in the case of hardship. Member will continue to forfeit housing allowances until termination of assignment.
  - j. Needs of the Service. Occupancy may be terminated based upon the needs of the service. Housing officers will assist members in finding alternate housing.
  - k. Confinement. Members who are entitled to pay and allowances during a period of confinement may remain assigned to government housing until they are no longer authorized pay and allowances or are discharged.
2. Termination Notice. Members must be provided at least 45 days written notice to vacate housing, except in cases in which the AHA determines fewer than 45 days notice is justified for extenuating circumstances.
  3. Disposing of Personal Household Effects. Reference (f), Enclosure (18), contains guidelines for disposing of members' household furnishings and effects left on the premises.
  4. Postponement of Termination. Requests to postpone termination to prevent a hardship will be considered on a case-by-case basis. Postponement in excess of 90 days requires Commander (CG PSC) approval. Examples of hardship conditions that may be considered are:

**a. Hardship conditions that can be approved by the LHA are:**

- (1) Transfers outside the continental United States (OCONUS). When members are transferring to an OCONUS location and dependent travel is denied because housing is currently not available. Before authorizing a postponement, ensure a request for concurrent travel of dependents was processed;
- (2) School-Age Children. When termination would result in disruption of current year school term;
- (3) Permanent Change of Station (PCS) Orders to Dependent Restricted Overseas Tour. Dependents (including military spouses) of members transferred to an dependent restricted overseas tour who occupy Coast Guard family housing at the time of departure of the member will be assured continued occupancy until the member returns or reports to the next permanent station on an accompanied tour. Members whose dependents reside in housing on the local economy may request their dependents be assigned to military family housing at their designated location. Assignment to and continued occupancy of family housing must be formally requested as soon as possible after receipt of orders, normally not later than 30 days prior to departure. Dependents who remain in housing during such assignment will be required to terminate and clear quarters within 30 days

after the member's detachment date to an accompanied tour. Housing assignments may be terminated by the LHA 30 days after expiration of the unaccompanied overseas tour as reflected in the individual's orders unless the LHA has received a copy of orders extending the individual's tour, or subsequent orders indicating a reassignment to the same geographic area; and

(4) Temporary Duty Under Instruction fewer than 20 Weeks, with Subsequent Permanent Change of Station (PCS). LHAs may allow the member's dependents to remain in housing until they receive authority to travel to the member's new PDS.

b. Other Conditions. Hardship conditions other than the above examples may be approved by the AHA. Current and projected waiting lists for housing should be considered before granting approval.

5. Failure to Vacate and Eviction from Government Owned Housing. If a member refuses to vacate housing, the housing officer must contact their servicing legal office for assistance. Before requesting legal eviction, the AHA must be prepared to demonstrate:

- a. Reason for eviction;
- b. The member was given the TOA;
- c. Housing authorities made reasonable efforts to secure possession without referral to a U.S. Attorney; and
- d. Housing authorities have duly considered hardship cases.

N. Government Directed Local Moves.

1. General. Reference (g) provides guidance on government directed local moves or storage of HHG.
2. Funding. Government directed local moves are funded with local AFC-30 funds and should be included in unit spend plans. **AFC-30M cannot be used to fund government directed local moves.** AHAs must issue travel order numbers (TONOs) and accounting strings. Entitlement to partial Dislocation Allowance (DLA) is governed by the JTR.
3. Restrictions. Government funded local moves or storage solely for members' convenience is not authorized. Members moving between government owned or leased housing because of an increase in bedroom eligibility are not entitled to a government funded move.

O. Disasters. During a disaster that affects a large area (e.g., hurricane, tornadoes, floods, and terrorist attack) the inclination to acquire any available leases before heavy market demand makes them unaffordable or unavailable may not be the best solution. Looking for quarters in the middle of a disaster area before disaster relief programs take hold may not be cost effective and may not provide the appropriate long term solution. The focus should be to negotiate the return of members to existing homes when possible, even if the short term solution (e.g., Federal Emergency Management Agency (FEMA) trailers or contract berthing) is less than ideal. If members residing on the economy request assignment to Coast Guard leased or owned quarters, they should be screened using existing criteria.

1. Leased housing.
  - a. If the premises are destroyed by fire or by other casualty, the lease will immediately terminate. Working in concert with other emergency relief agencies, (e.g., FEMA, Red Cross, CGMA) the LHO can assist in locating temporary lodging until a new lease can be acquired. Follow the existing procedures for individual cost or eligibility waivers for a replacement lease.
  - b. If the premises are partially destroyed so that they are uninhabitable, the Coast Guard may terminate the lease by giving the lessor written notice within 15 days after the partial destruction. The determination to terminate the lease is made by the Leased Housing Contracting Officer (LHCO) and can be determined either by on-site assessment or by considering damage reports, repair timelines, and LHO and local command recommendations. The LHO can assist in obtaining temporary lodging until a new lease can be acquired.
  - c. If the premises are partially destroyed but repairs can be performed in a mutually agreeable amount of time, the LHO will assist in locating temporary lodging until the family can return to the lease.
2. Government Owned Housing.
  - a. Coast Guard Owned. Damage assessment will be made by appropriate CEU representatives or by the Damage Assessment Team (DAT). Working in concert with other emergency relief organizations, (e.g., FEMA, Red Cross, CGMA), the LHO can assist in locating temporary lodging until repairs are complete and the family can return to the house. If CEU determines the house to be permanently uninhabitable, the LHO should assist the member in relocating to another available government owned house, the economy, or, if eligible, a government lease.
  - b. DoD Owned. Follow policy established by DoD as it applies to their personnel residing in government owned housing. In most cases, DoD will provide temporary lodging until housing can be repaired. If return to DoD housing is not possible, the LHO should assist the member in relocating to another available government owned unit, the economy, or, if eligible, a government lease.
  - c. Temporary Relocation from Government Housing. Temporary lodging costs for members displaced from government housing are typically funded by local command AFC-30. In the event of a natural disaster, after evacuation order and entitlements have been terminated, local commands may seek reimbursement of temporary lodging costs when government housing is not habitable as a direct result of the natural disaster.
3. Members Residing on the Economy. The Coast Guard has no standing to assess real property damage to a private residence. Sources of recovery are private insurance, other disaster relief agencies and provisions contained in the private lease agreement. Disputes arising from landlord tenant agreements are the responsibility of the member but may be referred to the Coast Guard servicing legal office who will determine if they are in a position to provide assistance. Government provided temporary lodging or berthing is not authorized.

P. Housing Management Information System (HMIS).

1. General. The housing program mandates the use of the HMIS database to manage and track the activities of the owned, UPH, ISSA, and leased housing programs. The current inventory of housing is documented in the HMIS database. Additional features of HMIS include facility and member information, equipment and furnishing inventories, inspection records, and damage claim tracking. AHOs, LHOs, and UPH managers are responsible for maintaining accurate and timely data for housing.
2. HMIS Training. HMIS training is mandatory for all personnel requiring access to HMIS.
3. HMIS User Guide. The HMIS User Guide provides detailed, comprehensive information and guidance, and is available in HMIS.
4. Data Entry. Accurate and timely data entry is mandatory. Data must be entered within 24 hours to track changes in inventory and occupancy. Housing personnel without HMIS access must forward updates and changes to AHOs or LHOs for data entry.



## CHAPTER 4 OWNED FAMILY HOUSING

- A. General. The housing inventory is administered with the goal of maintaining the number of houses appropriate to the need. This policy intends to achieve uniform, equitable and optimal use of housing.
- B. Occupancy Standard. To the greatest extent possible housing must be fully utilized. The overall occupancy standard for Coast Guard family housing is 95 percent.
- C. Eligibility for Family Housing. Members are eligible for family housing if one or more dependents reside with the member for more than 50 percent (183 days or more, not necessarily consecutive) of the year. Assignment to owned housing is based on paygrade and bedroom requirements listed in Table 4-1. Assign one bedroom per dependent, excluding spouses, where inventory allows.
1. **Dependents**. **Dependents are defined in Title 37 U.S.C. §401. Housing officers must verify eligibility for family housing for military and civilian applicants. Military members will provide PCS orders or BAQ Dependency Determination Verification, Form CG-4170A if dependents were acquired after PCS orders were issued. Civilian applicants will provide copies of official marriage license and birth certificates for all dependents.**
    - a. Exceptions. AHAs may authorize persons not qualified as dependents, or who reside less than 50 percent of the year, to reside with an eligible member. Commander (CG PSC) may authorize one additional bedroom for such persons. All requests must be fully documented. Below are exceptions that may be authorized:
      - (1) Educational or Religious Institution Enrollment. An unmarried nondependent child of a member who resides with the member while enrolled in a full-time educational or religious institution. The college acceptance letter and tuition receipts are considered acceptable documentation;
      - (2) Caregiver for Ill Dependents. Anyone who resides with the member to care for a dependent having a confining illness or disability;
      - (3) Non-Dependent Needing Care. A non-dependent child or parent with a continuing illness or disability who resides in the member's residence;
      - (4) Moral or Financial Obligation. A person not qualifying as a dependent who lives as part of a member's family group and for whom the member has assumed a moral or financial obligation; and
      - (5) Caregiver for Minor Dependents. A non-dependent who resides with the member to care for the member's minor dependents. Such caregivers are never authorized a bedroom in leased housing.
    - b. All Other Requests. All other requests for persons to reside with eligible members not covered above require Commander (CG PSC) approval.
  2. Handicapped Dependents. Commands will make every effort to accommodate handicapped dependents' housing needs. As defined in the Fair Housing Amendments Act of 1988, Title 42 U.S.C. §3602, a handicapped person has a physical or mental impairment that substantially limits one or more major life activities. If private sector housing or the leased housing program cannot

accommodate handicapped dependents, AHAs must retrofit owned housing to meet the requirements.

3. Member Married to Member. Members married to members are eligible for family housing provided both are assigned within a two hour round trip commute of a common residence. Members not assigned within a RCD as defined in Chapter 1.B.1, of a common residence will be treated separately in determining housing eligibility.

D. Command Housing Designation. Command Housing is designated by Commandant (CG-13) and is listed in Table 4-2. Commanding officers eligible for assignment to Command Housing are not required to meet bedroom qualifications outlined in Table 4-1.

E. Adequacy Standards.

1. Reference (a) and the standards below will be used when evaluating housing. The presence of safety and health hazards are often the most important factors. Unless critical, a single defect is not cause to consider housing inadequate or unacceptable.
  - a. Dwelling. A house must be a complete structure with a private entrance, bath, and kitchen arranged so that the kitchen and at least one bathroom can be accessed without passing through bedrooms. It must be structurally sound and free from potential hazards, and exterior and interior surfaces, including floors and ceilings, must be appropriately finished.
  - b. Access. The site should have suitable roadways, walks, and steps for convenient access.
  - c. Parking. The site should have parking for a minimum of two cars for each house.
2. Inadequate Housing. Housing that fails to meet adequacy standards outlined in Reference (a) may be inadequate. In addition, changed physical or environmental conditions may also result in inadequacy. Examples of such conditions include accelerated deterioration resulting from age, deferred maintenance, effects of disaster, objectionable industrial, ground, or air traffic noise, air pollution endangering occupant's health and safety, and contaminated water supplies.
3. Declaring Housing Inadequate. Commandant (CG-13) is the approval authority for declaring family housing and UPH inadequate. Requests to declare housing inadequate must be forwarded in writing. The request must say why the housing fails to meet established adequacy standards and describe what actions have been taken to address the problem. Members will not be assigned to or continue to occupy housing that has been declared inadequate. Members assigned to quarters that are declared inadequate will occupy quarters on a rental basis until they can be relocated.

F. Declaring Housing Excess. Commandant (CG-13) is the approval authority for declaring family excess to requirements. Housing that is not fully utilized on a consistent basis must be evaluated for possible divestiture.

G. Inventory Management.

1. Policy. Owned housing must be managed to ensure that vacancies are held to the absolute minimum.
2. Minimize Vacancy. Housing officers will reduce the time housing is vacant and make the maximum number of houses available to eligible families. Maintaining an up-to-date waiting

list, prompt scheduling, and advance notice of assignment to members are essential to help ensure housing will be occupied. The rules below apply to vacancies in family housing:

- a. Commandant (CG-1333) is the approval authority for allowing Command housing to remain vacant in excess of 60 days; and
  - b. Other family housing vacancies must be kept to a minimum, normally not more than five days after it is ready for occupancy.
3. Minimum Assignment Duration. A minimum occupancy of 12 months is required in order to reduce costs attributable to change of occupancy. Once assigned to owned family housing, members may request to live on the economy by submitting a request to the housing office. A waiting list must be maintained and a member's position determined by the date of the request. Members will only be released when there is a qualified member on the waiting list for owned housing. Members who voluntarily vacate government housing without being released are not entitled to receive a housing allowance. **Members who voluntarily vacate government housing will not receive a government funded HHG move.**
  4. Administrative Records. **Housing officers responsible for owned housing must maintain administrative records for each house.**
  5. Maintenance Records. Facility engineering offices and public works offices must maintain housing maintenance records for each house.
  6. Environmental Risk Assessment (ERA). Housing officers must review, evaluate, and update the ERA data in HMIS. Reference (c) provides additional guidance.

#### H. Conversion of Family Housing for Use by Unaccompanied Personnel.

1. Policy. Housing must be used for the purpose for which it was acquired or constructed. When the supply of family housing exceeds the need, the housing authority must submit a request to declare some of the housing as excess to achieve the appropriate level of inventory. However, when the above conditions exist and there is a documented need for UPH, housing officers may request approval from Commandant (CG-1333) to convert family housing to unaccompanied personnel use. **Males and females must not be assigned to the same owned house converted for transient, watch stander or permanent party unaccompanied use.**
2. Requests. All requests must include a detailed justification describing:
  - a. Family and unaccompanied housing requirements;
  - b. Availability of suitable private sector housing;
  - c. Projected duration of the conversion; and
  - d. Proposed long term resolution (e.g., constructing or acquiring UPH, reducing inventory of family housing).
3. HMIS. Once approved, conversions must be updated in HMIS by Commandant (CG-1333).

#### I. Diversion of Family Housing to Non-Housing Use.

1. Policy. Housing must be used for the purpose for which it was acquired or constructed. When the supply of family housing exceeds the need for housing families, the housing authority must

initiate divestiture. However, to divert housing to non-housing use, (e.g., office space, Morale, Well-Being, and Recreation (MWR), storage) requires written approval from Commandant (CG-1333).

2. Requests. Request must include a detailed justification describing:
    - a. Proposed use;
    - b. Justification;
    - c. Housing address, type, bedroom composition, and square footage;
    - d. Nature of current occupancy or use; and
    - e. Length and composition of all waiting lists.
  3. Funding. Upon diversion, AFC-30M funding will no longer be provided.
  4. **Guest and Recreational Lodging Facilities. Housing AFC-30M funds cannot be used to support guest and recreational lodging facilities operated by MWR.**
  5. HMIS. Once approved, diversions must be updated in HMIS by Commandant (CG-1333).
- J. Family Housing Planning Criteria. The planning and acquisition for owned housing should only occur when private sector and other government sources cannot meet the housing requirements. The need for housing will be documented **in accordance with Reference (h) on FY\_\_ Military Construction Project data, DD Form 1391** with a description of the local housing market and adequacy factors (e.g., cost, commuting time and distance, and condition). Commandant (CG-43) requests funds for family housing construction and purchase based on information concerning the availability of private sector housing. See Tables 4-3 and 4-4 for completing a housing requirement analysis.
- K. Funds Management.
1. Funding. Management and maintenance of owned housing is funded through various budget models.
    - a. AFC-30M. Allocated to the SILC, resources routine repair and recurring maintenance of Coast Guard owned family housing and is funded via the Coast Guard budget model. The SILC is responsible for allocating funds to various housing locations based on maintenance requirements and condition standards. The SILC **and HAL** will coordinate with Commander (CG PSC) to establish the budget allocation strategy of AFC-30M resources to ensure maintenance and safety standards are maintained consistently across all Coast Guard owned family housing. Commander (CG PSC) must validate and submit an AFC-30M housing inventory report to Commandant (CG-1333) and Commandant (CG-43) annually by 30 June. Allowable AFC-30M expenses are found in Reference (i) and Table 4-5.
    - b. **AFC-34. Allocated to the training installations, resources routine repair and recurring maintenance of Coast Guard owned family housing and is funded via the Coast Guard budget model.**
    - c. AFC-30E. Fund water, sewer, trash and energy services. Districts receive these funds annually and are funded via the Coast Guard budget model.

- d. AFC-43. Fund non-recurring housing repairs exceeding \$5,000. Funds are allocated from Commandant (CG-43) via the SILC and CEUs. **Funds are prioritized through centralized and local POP boards and self help requests. Funds can be requested through service OHMCs and CEUs.**
2. Accounting. Accurate cost accounting and allocation of housing program funds are essential. Reference (j) and AFC-3X Budget Development Process, COMDTINST 7132.6 (series), provide information and guidance for housing financial accounting. Unique cost centers exist for each housing site. Commands are required to use the unique cost centers in accounting lines to track housing expenses for all AFCs, including AFC-43 projects.
3. Housing Expenses.
  - a. Policy. Housing expenses will be monitored and controlled in order to provide housing at the lowest life cycle cost. When considering extensive repairs or renovations, an economic analysis must be performed. See Reference (h) for life cycle cost analysis guidance.
  - b. Limitations. AFC-30M funds must not be used to fund O&M for non-housing activities, such as MWR facilities, community centers, libraries, pools, gyms, etc. Playground equipment may be maintained but not purchased using AFC-30M funds. See Table 4-5 for other allowable AFC-30M expenses.
  - c. Rent Collection. Rent must be collected for:
    - (1) Housing occupied by personnel of foreign military services, unless covered by an international agreement; and
    - (2) Housing occupied by civilians.
- L. Outdoor Occupant Identification Signage. **Housing offices are prohibited from posting outdoor signage that identifies the occupant by name or unit assigned.**

**Table 4-1**  
**Owned Housing Bedroom Eligibility**

Number of Dependents (excluding spouse)	Number of Bedrooms
Zero or one	2
Two, except as follows:	2
One 10 years or older	3
One 6 years or older and other of opposite sex	3
Three, except as follows:	3
Two 10 years or older	4
One 10 years or older and other two of opposite sex with one 6 years or older	4
Four, except as follows:	3
One 10 years or over	4
One 6 years or older and all three the opposite sex of the one	4
Two 6 years or older of opposite sex and both the same sex	4
Two 10 years or older and other two of opposite sex with one six years or older	4
Three 10 years or older	4
Five or More	4

**Notes:** This table is based on the following:

- a. No child should share a bedroom with an adult;
- b. At most two children should share a bedroom;
- c. A child 6 years or older should not share a bedroom with a child of the opposite sex; and
- d. A child 10 years or older is entitled to a separate bedroom;
- e. Dependents are those who actually reside with the sponsor more than 50 percent of the time (does not have to be consecutive);
- f. With proper medical documentation unborn children are considered dependents; and
- g. Assign one bedroom per dependent, excluding spouses, where inventory allows.

**Table 4-2**  
**Coast Guard Command Housing**

<b>Commandant (CG-13) specifically designates Command Housing for occupancy by Commanding Officers (O-6) of major shore installations. The following installations have been designated for Command Housing:</b>
Commander, Sector San Juan
Commanding Officer, Air Station Borinquen
Commanding Officer, <b>Base</b> Cape Cod
Commanding Officer, Sector New York
Commanding Officer, Base Kodiak
Commanding Officer, Training Center Yorktown
Commanding Officer, Training Center Cape May
Commanding Officer, Training Center Petaluma

**Table 4-3**  
**Housing Dependency Planning Percentages**

<b>Grade</b>	<b>Percentages</b>	
	<b>With Dependents</b>	<b>Without Dependents</b>
O7-O9	97	3
O6	97	3
O5	93	7
O4	90	10
O3	69	31
O1-O2	24	76
O1-O3E	91	9
W1-W4	94	6
E7-E9	87	13
E6	83	17
E5	65	35
E4	44	56
E1-E3	27	73



**Table 4-4**  
**Family Housing Requirement Analysis**

	Process	Rate/Rank	Column 1	Column 2	Column 3
			Existing or approved PAL #	Dependency planning percentages	Gross requirements
1.	Determine PAL numbers and fill in column 1.				
2.	Multiply PAL numbers by dependency planning percentages (column 1 X column 2).	O7-O9		97	
		O6		97	
		O5		93	
		O4		90	
		O3		69	
		O1-O2		24	
		O1-O3E		91	
		W1-W4		94	
		E7-E9		87	
		E6		83	
		E5		65	
		E4		44	
		E1-E3		27	
3.	Determine gross housing requirements by adding the products of step 2.				
4.	Determine gross bedroom mix (multiply result of step 3 above by planning factors).	_____ X	15%	=	4 Bedrooms
		_____ X	55%	=	3 Bedrooms
		_____ X	30%	=	2 Bedrooms

**Family Housing Requirements Analysis (continued)**

		Gross need	Subtract	Adequate owned and leased	
5.	Subtract existing adequate owned and leased public housing from step 5.		-		4 Bedrooms
			-		3 Bedrooms
		-		2 Bedrooms	
6.	Subtract public housing approved or under construction from the results of step 6.		-		4 Bedrooms
			-		3 Bedrooms
		-		2 Bedrooms	
7.	Subtract existing adequate private rental housing, if available year round, from results of step 7.		-		4 Bedrooms
			-		3 Bedrooms
		-		2 Bedrooms	
8.	Subtract existing adequate private sales housing, if occupied by military personnel and purchased in lieu of renting private housing, or occupying public housing, by bedroom.		-		4 Bedrooms
			-		3 Bedrooms
		-		2 Bedrooms	
Results: Total houses needed: _____			4 Bedrooms	3 Bedrooms	2 Bedrooms

**Table 4-5**  
**AFC-30M Expenditures**

<b>1. List of authorized AFC-30M expenditures:</b>
<ul style="list-style-type: none"> <li>a. Routine change of occupancy maintenance and repair;</li> <li>b. Housing area grounds maintenance (refer below for funding model);</li> <li>c. Playground equipment maintenance;</li> <li>d. Appliance replacement (see Chapter 8);</li> <li>e. Routine maintenance (including pest inspections and treatment);</li> <li>f. Routine service and repair orders;</li> <li>g. Street maintenance (e.g., curbing, streetlights, storm drains);</li> <li>h. Street signs in housing areas; and</li> <li>i. Unique contract items in exclusive federal jurisdiction locations (e.g., school bus service).</li> </ul>
<b>2. List of unauthorized AFC-30M expenditures:</b>
<ul style="list-style-type: none"> <li>a. Temporary lodging and local moves;</li> <li>b. Security contracts;</li> <li>c. Police and fire protection services;</li> <li>d. Trash removal and utilities (water, sewer, and energy);</li> <li>e. Housing office staff travel, training, cellular telephones, office supplies, copiers, safety shoes, clothing, or office furniture;</li> <li>f. Movement of non-government owned HHG;</li> <li>g. Repair or maintenance to non-housing structures (e.g., pools, libraries, community centers);</li> <li>h. Recreation facility operating costs;</li> <li>i. <b>Full service contracted</b> housing maintenance;</li> <li>j. <b>Maintenance of grounds and property at former and potential future housing sites that have no housing structures;</b></li> <li>k. Any non-recurring maintenance and repairs above AFC-43 threshold;</li> <li>l. Travel costs for maintenance personnel;</li> <li>m. Duty phone equipment and contracts;</li> <li>n. Purchase of vehicles or special purpose motorized equipment and associated expenses to include tolls and/or ferry passes; and</li> <li>o. Representational facilities and Flag quarters.</li> </ul>

**Notes:** Members are responsible for all **damages beyond normal wear and tear IAW Chapter 9.**

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## CHAPTER 5 LEASED HOUSING

### A. General.

1. Authority. Under authority of Title 14 U.S.C. §475(a) **and Title 14 U.S.C. §670**, the Secretary is authorized to lease housing for Coast Guard military personnel if Coast Guard and DoD sites lack adequate housing. Residential leases are subject to the limitations of the Anti-Deficiency Act contained in Title 31 U.S.C. §1341.
2. Policy. Leased housing is an option offered to eligible members. Leases may be acquired when owned family housing and UPH is not available.

### B. **Eligibility. Eligibility for the leased housing program is set forth via the leased housing eligibility matrix, Table 5-1 and a member's Total Housing Allowance (THA). THA consists of BAH and an out of pocket expense based on a percentage of the National Median Housing cost (NMHC) determined by DoD. NMHC is the median of all rental housing cost data collected nation-wide by DoD for each paygrade. Separate NMHCs are determined for each paygrade at with-dependents and without-dependents rates. The member's Total Housing Cost (THC) must exceed their THA to be initially eligible for leased housing. An assignment to leased housing is based on the bedroom requirements prescribed in Table 5-2.**

1. Family Leased Housing (FLH). The FLH program applies to members whose dependents accompany them. Eligibility is based on the leased housing eligibility matrix, Table 5-1 and where the cost of an adequate private sector rental exceeds the member's **THA**.
2. Unaccompanied Personnel Leased Housing (UPLH). The UPLH program applies to **members** that do not have dependents. **Eligibility is based on the leased housing eligibility matrix, Table 5-1.**
3. Member Married to Member.
  - a. Members married to members are eligible for FLH provided both are assigned within a two hour round trip commute of a common residence and the cost of an adequate private sector rental exceeds their combined housing allowance entitlement.
  - b. Members not assigned within a two-hour round trip commute of a common residence, must be treated separately in determining leased housing eligibility. Multiple family leases for members married to members are prohibited.
4. No Cost Permanent Change of Station (PCS) Orders. Personnel transferred within the same geographic area may continue to occupy leased housing.
5. **Overseas Housing Allowance Payable Location (OHA).** Accompanied members assigned to **OHA payable locations** and entitled to a housing allowance are not entitled to leased housing.
6. Unusually Arduous Sea Duty or Critical Housing Areas (CHA). Members assigned to a unit that is designated to be unusually arduous sea duty or CHA and **that** have an approved request for housing allowance at the dependent's location may request assignment to FLH at the dependent's location.
7. Dependent Restricted Assignments. Dependents may remain in leased housing for the duration of a member's dependent restricted tour.

8. Voluntary Departure from Leased Housing. A minimum occupancy of 12 months in leased housing is required. Members who voluntarily move out of leased housing are not authorized a local move or HHG storage. Members who voluntarily vacate leased housing without being released are not entitled to receive a housing allowance.
9. Refusal to Occupy Owned Housing. If a member refuses assignment to government owned housing, they are not eligible for the leased housing program.
10. Change in Eligibility Status. If members become ineligible due to advancement, they will be allowed to remain in leased housing until they complete a normal tour, including extensions, as defined in the Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).
11. Change in Lease Status. Commandant (CG-1333) is the approval authority for changing the status of leases from FLH to UPLH or from UPLH to FLH.
12. Handicapped Dependents. Commands will make every effort to accommodate handicapped dependents' housing needs. As defined in the Fair Housing Amendments Act of 1988, Title 42 U.S.C. §3602, a handicapped person has a physical or mental impairment that substantially limits one or more major life activities. The leased housing program may be used when private sector housing is not available or when government owned housing cannot be retrofitted to accommodate handicapped dependents.

C. Acquiring Leased Housing.

1. Leasing Housing. Housing officers must negotiate leases that have cost effective rents and utility payments. Housing officers must ensure all leased housing is adequate and not excessive in size or amenities.
  - a. The following priorities must be used:
    - (1) Apartments, condominiums;
    - (2) Townhouses, duplexes; or
    - (3) Single family detached houses (requires a waiver from Commander (CG PSC)).
  - b. The administrative cost cap is based on a member's THC which includes rent, utilities and a percentage of out of pocket expenses as determined by DoD. The total cost of the lease must not exceed the current THC associated with the housing profiles listed in Table 5-3. Annually, AHAs must develop and direct LHAs and HRs to use AHA provided baseline matrices to determine leased housing eligibility and to develop leased housing budget requests. Commander (CG PSC) has the authority to approve individual waivers not to exceed 120 percent of the administrative lease cap for the bedroom profile being leased. Commandant (CG-1333) approval is required for waivers that exceed 120 percent of the administrative lease cap.
  - c. Commander (CG PSC) may grant individual waivers to the net square footage standards in Reference (a).
  - d. Pet ownership will not be a selection factor when acquiring or assigning leased housing.
2. Distributing Leases. Leases should be distributed among multiple owners to derive maximum cost benefit from a competitive business climate.

3. Multiple Houses Under a Single Lease Contract. Leasing of multiple houses on one contract is prohibited. An individual lease contract must be executed for each house.
4. Leased Housing as Public Quarters. The lease contract may not be amended to contain clauses naming any member or family member as the occupant. The contract may not state or imply it will terminate simultaneously when any particular member transfers.
5. Amenities. Leased housing must be adequate and contain amenities customarily found in private rental housing. Housing may not contain excessive amenities such as individual swimming pools, hot tubs, or outbuildings. Garages and storage sheds, however, are allowed. In the case of apartment complexes, swimming pools, sundecks, and similar amenities are acceptable, provided they are open for all residents' use and the cost of such housing is comparable to other economical housing in the area. Leased housing must not have undue liability, increased energy cost, or excessive occupant maintenance, for example, excessive walks and driveways requiring snow removal or large lots requiring extensive lawn and shrub care.
6. Bedroom Allowances.
  - a. FLH. Family housing bedroom requirements must be determined in accordance with Table 5-2. Commander (CG PSC) may grant individual waivers for one bedroom upgrades for persons not qualified as a dependent or when required to meet the needs of handicapped dependents in accordance with Chapter 4.C.1. and Chapter 4.C.2. Commandant (CG-1333) approval is required for all leases that exceed four bedrooms.
  - b. UPLH. Houses must have at least two bedrooms and no less than one full bathroom for every two members. Members must have a separate bedroom. Males and females will not be assigned to the same UPLH. Commandant (CG-1333) approval is required for all leases not meeting these requirements. UPLH will not be acquired if UPH permanent party rooms are available.

D. Lease Administration.

1. **Leased Housing Contracting Officer (LHCO). Leased Housing Contracting Officers (LHCO) are official representatives of the Government who are authorized to enter into and modify residential lease agreements which bind the Government. LHCOs are designated in writing by Commandant (CG-133) and are authorized to sign Coast Guard residential lease agreements.**
2. **Required Training. AHOs, members of their staffs designated as LHCOs, and all housing officers who negotiate residential lease agreements are required to complete training located in the Learning Management System; Leased Housing Contracting Officer training (course # 100074) triennially and Ethics II – Assorted Topics training (course #502937) annually.**
3. Executing Leases. LHCOs will execute individual residential leases. Leases must not exceed the annual lease cost threshold established by Commandant (CG-1333).
4. Leasing Procedures. Housing personnel who negotiate leases are required to use the United States Coast Guard Residential Lease, Form CG-5571, generated automatically by HMIS. United States Coast Guard Residential Lease, Form CG-5571, the United States Coast Guard Residential Lease General Provisions, Form CG-5571A, and the Condition Inspection Report,

Form CG-5571B, comprise a complete lease contract. No other lease contracts are authorized. Pen and ink changes are not allowed. Conduct all lease negotiations in accordance with procedures in Reference (k) and submit them to the LHCO, who exercises final approval authority and executes the lease. LHCOs will **retain** comparable rental data to support all lease selections. Observe the following guidelines when negotiating and executing leases:

- a. Leased housing assignments are based on a documented lack of adequate Coast Guard or DoD owned housing. All requests for leased housing must include the statement, "No government owned housing is available at this time." LHCOs will not sign lease contracts without including this statement and verifying its accuracy;
  - b. System for Award Management (SAM) collects, validates, stores and disseminates lessor data. Enrollment in SAM is mandatory and housing officers will not approve any new leases where the lessor is not registered in SAM. Additional information is available on the FINCEN web page;
  - c. A maximum of two lessor payees may be entered on the lease contract; and
  - d. At the end of each fiscal year, leased housing contracts may need to be renewed or the rent and utilities may need to be modified. The HMIS fiscal year renewal process automates the steps necessary to accomplish lease renewals. Specific guidance is provided in the HMIS User Guide.
5. Cost of Utilities. Lessors are required to include utilities, excluding telephone and cable, in the rental cost. Members do not pay utilities.
  6. Abuse and Monitoring. LHCO's must conduct a utility audit after the first 12 months and prior to any lease renewal.
  7. Member and Lessor Financial Agreements. If the member contracted for housing before the Coast Guard assumes lease obligations, the lessor must return to the member any advance rent or security deposit paid before executing the government lease contract. The lease contract prohibits separate financial agreements between the member and the lessor.
  8. Leasing from Military Members and Government Employees. To avoid the potential for, or appearance of, a conflict of interest, housing **should** not be leased from owners who are Coast Guard members, members of other services, or federal employees. This policy reflects the guidelines provided by the Federal Acquisition Regulation (FAR).
  9. Vacancies and Lease Termination.
    - a. The lease contract will be terminated when the housing is no longer required. When canceling an occupied lease for the convenience of the government the member is entitled to a government funded local move or storage of HHG. Commander (CG PSC) approval is required to retain vacant leases beyond 10 days, not to exceed 30 days.
    - b. Housing officers must ensure vacant UPLH rooms are consolidated.
- E. Leased Housing Management.
1. Lease and Tenant Occupancy Agreement (TOA). Members assigned to leased housing must sign for receipt of a copy of the lease and the TOA. See Chapter 3 for TOA requirements.



2. Files. Housing officers responsible for leased housing must maintain files for each lease **in accordance with Reference (k)**.
3. Furnishings. LHCOs will not rent or buy furniture or lease furnished apartments using leased housing program funds. Commands may use their AFC-30 funds to **provide** furniture for UPLH.
4. Notice of Intent to Vacate Housing. Members are required to provide written notice of intent to vacate housing to the housing office 45 days prior to date of departure. Except for emergencies or short notice PCS transfers, members who fail to provide this notice will be held liable for leased housing vacancy costs outlined in Chapter 9.C.4.
5. Limited Government Compensation to Occupants. Pursuant to Title 31 U.S.C. §3721, leased housing occupants may file claims for any loss or damage to their personal property, provided the member's own negligence did not cause the damage. For additional guidance see Reference (c). Members occupying leased housing **are** encouraged to maintain **renters** insurance coverage.

F. Funding Procedures.

1. Funds Management. AHAs must submit annual leased housing budget requests to Commander (CG PSC) by 1 July for the next fiscal year. Commander (CG PSC) reviews and submits a consolidated leased housing budget request to Commandant (CG-1333) by 1 August. Commander (CG PSC) must manage the leased housing program within the funding amounts established by Commandant (CG-1333). Commander (CG PSC) must obtain authorization from Commandant (CG-1333) to exceed the funding level for any AHA.
2. Cost Centers. Leases are funded directly from the AFC-01 account and only actual lease costs will be charged. Support expenses (e.g., training, travel, data-processing equipment.) must be charged to AFC-30 accounting lines using the following service-wide cost centers, below:

78651	Family Leased Housing
78652	Unaccompanied Personnel Leased Housing

3. Object Class. When executing leases, use **object class 2322**.

**Table 5-1**  
**Leased Housing Eligibility Matrix**

<b>Accompanied</b>			
	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>
E-1	Yes	Yes	Yes
E-2	Yes	Yes	Yes
E-3	Yes	Yes	Yes
E-4	Yes (less than 4 years service only)	Yes	Yes
E-5	No	No	Yes
E-6	No	No	Yes
E-7 & above	No	No	No
<b>Unaccompanied</b>			
Ashore	E-4 (less than 4 years service) and below are eligible.		
Afloat	E-4 and below are eligible.		
E-5 & above	Not authorized.		

**Table 5-2**  
**Leased Housing Bedroom Eligibility**

Number of Dependents (excluding spouse)	Number of Bedrooms
Zero or one	2
Two, except as follows: One 10 years or older	2 3
One 6 years or older and other of opposite sex	3
Three, except as follows: Two 10 years or older	3 4
One 10 years or older and other two of opposite sex with one 6 years or older	4
Four, except as follows: One 10 years or over	3 4
One 6 years or older and all three the opposite sex of the one	4
Two 6 years or older of opposite sex and both the same sex	4
Two 10 years or older and other two of opposite sex with one six years or older	4
Three 10 years or older	4
Five or More	4

**Notes:** This table is based on the following:

- a. No child should share a bedroom with an adult;
- b. At most two children should share a bedroom;
- c. A child 6 years or older should not share a bedroom with a child of the opposite sex; and
- d. A child 10 years or older is entitled to a separate bedroom;
- e. Dependents are those who actually reside with the sponsor more than 50 percent of the time (does not have to be consecutive); and
- f. With proper medical documentation unborn children are considered dependents.

**Table 5-3**  
**Administrative Lease Cap BAH Profiles**

<b>Bedroom Profile</b>	<b>Administrative Lease Cap BAH Profile</b>
1 Bedroom	E-4 without dependents
2 Bedroom	E-4 with dependents
3 Bedroom	E-5 with dependents
4 Bedroom	W-3 with dependents

**CHAPTER 6 INTER-SERVICE SUPPORT AGREEMENT (ISSA)**

A. General. An ISSA is a reimbursable agreement between the Coast Guard and other Federal agencies for housing. Tables 6-1 and 6-2 provide guidance for housing ISSAs. When negotiating ISSAs, the cost of each unit must be based on the member’s housing allowance or O&M. ISSAs and related funding must be approved prior to occupancy.

B. Funding.

1. New ISSAs. Commander (CG PSC) will review and approve all ISSAs for execution by AHOs and request funding approval from Commandant (CG-1333) prior to authorizing execution of new ISSAs.
2. Existing ISSAs. Commander (CG PSC) must manage the ISSA program within funding amounts established by Commandant (CG-1333). Commander (CG PSC) must obtain authorization from Commandant (CG-1333) to exceed the approved funding level for any AHA.
3. Obligations. Any obligations against approved Military Interdepartmental Purchase Requests (MIPR), DD Form 448, will be limited to funds necessary to meet annual ISSA projections. Any increase in MIPRs or requisition obligations must be approved in advance by Commandant (CG-1333) via Commander (CG PSC). Obligations will be minimized with conservative estimates of average occupancy, thus reducing the need to de-obligate funds at the end of the fiscal year.
4. Accounting Data.

- a. When Coast Guard personnel occupy DoD housing, use the following accounting data:
  - (1) Region-K accounting line provided by Commandant (CG-1333);
  - (2) Charge costs to service-wide cost centers;

78601	ISSA Family
78602	ISSA Unaccompanied

- (3) The AHA unique program element from Reference (j); and
- (4) Object class. When executing ISSAs use the object class **2531**.

- b. When DoD or DoS personnel occupy Coast Guard housing, use the same data as above except, credit receipts to the AFC-01 account.

C. ISSA Management Reports and Files.

1. ISSA Reports. Commander (CG PSC) must submit quarterly ISSA management reports to Commandant (CG-1333). Reports must include:
  - a. For Coast Guard at DoD sites, the number of DoD houses occupied (partial month occupancy counts as occupancy) by Coast Guard members; the amount of ISSA funding expended from a Military Interdepartmental Purchase Requests, DD Form 448 or requisition during the quarter; the total ISSA funding expended in the fiscal year; and predicted increase or decrease in Coast Guard occupancy for the remainder of the fiscal year; and

- b. For DoD or DoS at Coast Guard sites, the number of Coast Guard houses occupied by DoD or DoS members; the amount of AFC-12 credited to region K program element during the quarter; the total AFC-12 credited to region K program element in the fiscal year and projection of credits based on increased or decreased DoD occupancy for remainder of the fiscal year.
- 2. ISSA Files. Housing officers will maintain detailed files on each ISSA and track ISSA occupancy and costs.
- 3. ISSAs in HMIS. Ensure HMIS reflects current ISSA inventory and occupancy.
- D. Funds Management. AHAs must submit annual ISSA housing budget requests to Commander (CG PSC) by 1 July for the next fiscal year. Commander (CG PSC) reviews and submits a consolidated ISSA housing budget request to Commandant (CG-1333) by 1 August. Commander (CG PSC) must manage the ISSA housing program within funding amounts established by Commandant (CG-1333).

**Table 6-1****ISSA Process for Coast Guard Personnel Living in DoD Housing**

<b>Step</b>	<b>Action</b>	<b>Description</b>
1	DoD agency prepares ISSA	The agency supplying the service will prepare the DD-1144, provide a list of services, their costs, and the address and billing information. In block 8 of the DD-1144 the Base must request the AHO and Comptroller receive copies in addition to the copy sent to the FINCEN for payment. The agreement can be for one or more years, Commandant (CG-1333) recommends 3 year terms with an option to allow Coast Guard cancellation with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commander (CG PSC) for review and approval before signing as receiver of housing services.
3	DoD and AHO signs ISSA	After the supplier (DoD) and the receiver (AHO) sign the ISSA, the AHO, Commander (CG PSC) and Base Comptroller keep a copy for their files. Commander (CG PSC) sends a copy to Commandant (CG-1333) and the Base Comptroller sends a copy to FINCEN.
4	Base Comptroller prepares a MIPR or requisition for AHO's signature	The DD Form 448 or DD Form 1149 is a one-year document used to pay for services provided. The Base Comptroller completes the document using the Commandant (CG-831) provided housing accounting line. The AHO signs as the authorizing contracting officer.
5	DoD accepts the MIPR, DD Form 448	DoD accepts the MIPR using an Acceptance of MIPR Form, DD Form 448-2 or a DD Form 1149. The Base Comptroller then obligates the MIPR or DD Form 1149 funding in FPD and transmits to the FINCEN. A hard copy of the obligation document is mailed to FINCEN and the DoD agency.
6	DoD bills the Coast Guard	DoD must bill the Coast Guard in accordance with the ISSA guidelines. Quarterly billings are preferred, but monthly billings are acceptable and sometimes required by DoD installations. DoD's accounting office will submit an SF-1080 to the FINCEN with a copy to the Base Comptroller. The DoD housing site must provide Coast Guard occupancy information. The FINCEN will verify the SF-1080 has a valid MIPR or requisition obligation and pay DoD using the appropriate accounting information. The expenditure will be recorded in FPD.
7	The AHO monitors Coast Guard occupancy and the Base Comptroller monitors FPD	The AHO must monitor Coast Guard occupancy to ensure accurate billing information. The Base Comptroller will monitor expenditures on the MIPR or requisition obligations. The Base Comptroller will report lack of billing to the DoD command listed on the ISSA and to the AHO.
8	AHO sends quarterly ISSA management reports to Commander (CG PSC)	Each quarter the AHO must request the Base Comptroller provide each ISSA's expenditure and the FY total. The AHO will validate the billing by confirming occupancy and projected occupancy for the remainder of the FY. The AHO will identify excess funds obligations for an ISSA and the Base Comptroller will de-obligate any identified excess funds by amending the MIPR and entering the change in FPD. Commander (CG PSC) must obtain authorization from Commandant (CG-1333) to exceed the funding level for any AHA
9	ISSA account closed	The Base Comptroller must close the ISSA account upon final payment. This will occur at the end of the FY.

**Table 6-2****ISSA Process for DoD Personnel Living in Coast Guard Housing**

<b>Step</b>	<b>Action</b>	<b>Description</b>
1	The AHO prepares ISSA or Host Tenant Agreement	The ISSA, DD-1144, or the Host Tenant Agreement, is negotiated and prepared by the AHO. The agreement is normally for 3 years, but can be for one or more years. Commandant (CG-1333) recommends occupant BAH rates be charged with an option to allow Coast Guard cancellation or amend charges with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commander (CG PSC) for review and approval before signing as supplier of housing services.
3	DoD Agency and AHO signs ISSA	After the supplier (AHO) and the receiver (DoD Agency) sign the ISSA, the AHO, Commander (CG PSC) and Base Comptroller keep a copy for their files. The AHO sends a copy to Commandant (CG-1333) and the Base Comptroller sends a copy to FINCEN.
4	DoD Agency Comptroller prepares a MIPR or requisition	The MIPR, DD-448, or a DD-1149, is a one-year document used to pay for services provided under the ISSA. The receiving activity (e.g., DoD Agency Comptroller) completes the document using DoD agency accounting line.
5	AHO accepts MIPR	The AHO accepts the MIPR using a MIPR Acceptance Form, DD-448-2. The Base Comptroller forwards a copy to the DoD Agency Comptroller and FINCEN.
6	Coast Guard bills DoD agency	The Base Comptroller ensures the DoD agency is billed for housing services in accordance with ISSA guidelines. Quarterly billings are preferred. The AHO or LHO provides DoD occupancy information to the Base Comptroller who submits a transmittal to the FINCEN. The FINCEN will bill the DoD Agency and credit the account indicated by the Base Comptroller on the transmittal document. The credit will be recorded in FPD.
7	The AHO or LHO monitors DoD Agency occupancy and the Base Comptroller monitors FPD	The AHO or LHO must monitor Coast Guard occupancy to ensure accurate billing information. The Base Comptroller will monitor credits on the MIPR or requisition obligations. The Base Comptroller will report lack of FPD credits to the FINCEN and to the AHO.
8	Commander (CG PSC) sends quarterly ISSA management reports to Commandant (CG-1333)	Each quarter the AHO must request the comptroller provide each ISSA's payments and the FY total. The AHO will validate payment accuracy by confirming DoD agency occupancy and ensuring the AFC-01 account is properly credited.



## CHAPTER 7 UNACCOMPANIED PERSONNEL HOUSING (UPH)

### A. General.

1. Policy. This chapter sets forth policy for managing UPH. UPH facilities are primarily intended to provide berthing for watchstanders and those single members not entitled to a housing allowance. UPHs should provide adequate space, privacy, and furnishings. Policy pertaining to permanent party UPH rooms also applies to family housing converted for unaccompanied personnel use.
2. Occupancy Standard. To the greatest extent possible UPH must be fully utilized. The number of occupants per room must not exceed the standards set forth in Table 7-1. Members must only be released when the UPH is fully utilized and additional rooms are needed for newly arriving members.
3. Commandant (CG-1333) Responsibilities:
  - a. Diversion. Commandant (CG-1333) approval is required prior to diverting a room for non-housing purposes.
  - b. Re-designation. Commandant (CG-1333) approval is required prior to re-designating a room from one housing use to another. Transient rooms occupied less than 65% over a six-month period should be reviewed for re-designation to permanent party rooms.
4. Command Responsibilities. AHAs must provide oversight of all UPH facilities within their AOR. Local commanders are responsible for the operation and administration of their UPH and must:
  - a. Develop a local UPH instruction that addresses management, guest policies, and occupant regulations;
  - b. Ensure UPH **rooms are utilized efficiently and** occupancy standards are met;
  - c. Collect required service fees;
  - d. Inspect rooms in accordance with the guidelines in Chapter 3;
  - e. Develop a phased UPH furniture replacement plan; and
  - f. Approve temporary (less than 60 days) diversion or re-designation of rooms.
5. UPH Manager or Master at Arms (MAA) Responsibilities. Basic responsibilities are shown below (local commands may add others):
  - a. Manage all UPH facilities;
  - b. Ensure the SPO is notified when members are assigned to or their assignment to the UPH is terminated;
  - c. Ensure that required HMIS data entry is completed;
  - d. Maintain UPH occupancy, furniture and equipment inventory, and associated records;
  - e. Manage funding for UPH operations;
  - f. Act as a liaison with members;

- g. Perform inspections to assess the condition of the furnishings and equipment using Unaccompanied Personnel Housing Furnishings and Equipment Inspection Form, Form CG-6092;
- h. Perform health and safety inspections and assess the condition of the room using Unaccompanied Personnel Housing Inspection Form, Form CG-6091;
- i. Provide members a copy of TOA and retain a signed original in accordance with Chapter 3;
- j. Identify damages beyond normal wear and tear resulting from abuse or negligence, and initiate recoupment in accordance with Chapter 9;
- k. Coordinate contract work (e.g., custodial, linen) and maintenance and trouble calls;
- l. Manage the UPH key system; and
- m. Inventory and issue linen.

B. Assignment Priority.

1. Definitions.

- a. Single Member: Member without dependents or non-custodial parent paying child support to the custodial parent.
- b. Accompanied member: Member with dependent(s) and whose dependents have accompanied the member to their current PDS.
- c. Unaccompanied Member: Member with dependent(s) and those dependents do not reside at or in the vicinity of the member's PDS.
- d. Member Married to Member: If a member married to another member does not have or claim children as dependents for allowance purposes (housing or COLA), they are treated as single members for housing purposes, unless the member has physical custody of dependent children at the member's PDS. If a member claims dependents for allowance purposes, but those dependents do not reside at or in the vicinity of the member's PDS, then member is considered unaccompanied for housing assignment purposes.

2. **Single Members in Paygrades E-6 and Above. 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.**

3. Priority.

- a. Watchstander(s).
- b. Permanent Party.
  - (1) Single members in paygrades E-3 and below assigned to sea duty;
  - (2) (OCONUS only) Unaccompanied members assigned ashore, see paragraph 7.F.;
  - (3) Single members in paygrades E-3 and below assigned ashore;
  - (4) Single members in paygrade E-4 assigned to sea duty;

- (5) Single members in paygrade E-4 assigned ashore;
- (6) Single members in paygrade E-5 assigned to sea duty;
- (7) Single members in paygrade E-5 assigned ashore;
- (8) **Single members in paygrades E-6 and above who request assignment to government quarters. Assignments will be prioritized by rank from E-6 to O-6; and**
- (9) Members of other services under an ISSA (see Chapter 6), and OCONUS key and essential civilian personnel serving under the terms of a government contract.
- (10) **Civilian occupancy guidance is provided in Chapter 3.C.**

c. Transient.

- (1) TDY members;
- (2) Accompanied members who are experiencing marital discord, see paragraph 7.E.; and
- (3) (CONUS only) Unaccompanied members, see paragraph 7.F.

d. Single members in paygrade E-6 or above assigned to sea duty may elect not to occupy their assigned shipboard government quarters and receive a housing allowance. A service fee must be charged if voluntarily assigned to a transient room.

- C. Notification. Housing officers must notify SPOs when assigning permanent party members to UPH. See Chapter 3.B.5. for additional guidance.
- D. Berthing Mixed Genders. Men and women must be berthed in separate rooms with lockable doors to ensure adequate gender separation and privacy. **Males and females will not be assigned to adjacent rooms with a connected bathroom. Unisex bathrooms must be equipped with a door lockable from the inside.** Males and females must not be assigned to the same owned house converted for unaccompanied use.
- E. Members Experiencing Marital Discord. Members experiencing marital discord may be assigned to UPH rooms for a brief duration to allow for a cooling down period. Under these circumstances, members who are temporarily separated may occupy vacant UPH transient rooms for no more than 15 days without charge. Extensions beyond 15 days will be subject to UPH service fees. Married members who are separated should not be assigned to UPLH. UPH rooms or beds occupied by married members who are separated must not be considered occupied when calculating occupancy rates.
- F. Members with Dependents.
- 1. CONUS. Members who elect not to relocate their dependents to their new PDS will not be assigned to single type government quarters including UPLH or owned housing converted to UPH. AHAs may authorize individual assignments to vacant UPH transient rooms on space-available, service-fee basis only. These rooms will not be counted against occupancy standards. When the room or bed is needed for a higher priority UPH resident, the member must vacate within 3 days at their own expense. Assignments to available UPH transient rooms will be considered a short term solution until the member can make permanent housing arrangements on the local economy.

2. OCONUS.

- a. Members with dependents assigned to a dependent-restricted PDS or who elect an OCONUS unaccompanied tour are unaccompanied members for housing assignment purposes upon reporting to a shore-based OCONUS PDS. These members must be assigned to single type government quarters to include converted owned housing where available regardless of rank. Members who elect not to occupy their assigned quarters are not eligible for Family Separation Housing (FSH) allowance.
- b. An unaccompanied member whose OCONUS PDS is classified as a Career Sea Pay eligible vessel in accordance with Reference (e) will not be assigned to single type government quarters ashore. However, with approval of the AHA, these members may occupy vacant UPH transient rooms on a space available, service fee basis only, which must not be considered as occupied when calculating occupancy rates. When the room or bed is needed for a higher priority UPH resident, the member must vacate within 3 days at their own expense. Members who elect not to occupy their available shipboard quarters are not eligible for FSH allowance.

G. Civilian Intern. Commandant (CG-1333) approval is required for civilian interns to occupy UPH space.

H. Minimum Assignment Duration. Once assigned, members may request to live on the economy by submitting a request to the UPH manager. A waiting list must be maintained and a member's position determined by the date of the request. Members must only be released when the UPH is fully utilized and additional rooms are needed for newly arriving members.

I. Termination. UPH assignments will be terminated and the SPO notified when:

1. Member request for release is approved;
2. Member enters extended confinement away from their PDS;
3. Member departs PCS or ends active military service;
4. Member becomes eligible for a housing allowance at the with-dependent rate; or
5. The local commander deems eviction appropriate for disciplinary reasons, property abuse, destruction, or other reasons. See chapter 3.M for guidance.

J. Unaccompanied Personnel Housing Funding.

1. UPH O&M Funding. UPH O&M funding is provided to each Administrative Target Unit through the various budget models. Additional funding should be requested for UPH furnishings and equipment replacement via budget requests.
2. UPH Cost Center. Charge all costs associated with operating and maintaining UPH facilities to cost center 78654.

K. Service Fees.

1. Local commanders are required to collect service fees from personnel occupying transient spaces in accordance with Title 5 U.S.C. §5911.

- a. **Prior to occupying transient spaces, members must be counseled and sign a statement acknowledging they will be charged a service fee.**
  - b. Military members who are restricted to the UPH as a direct result of non-judicial punishment are not charged a service fee.
  - c. Military members and civilian employees on orders in a TDY status may occupy UPH transient rooms at no cost if directed. Military members and civilian employees not on orders or in a TDY status must be charged a service fee.
  - d. Military members and civilian employees on permissive orders must be charged a service fee.
  - e. Service fees for interns and foreign military members must be in accordance with an **approved** agreement or contract.
  - f. **The daily service fee is based on the members military pay grade. The fee for a private room is 1/30th of the without dependents non-locality BAH Reserve Component/Transit (BAH RC/T) rate and 1/60th of the rate for a semi-private room. The service fee for civilian employees is based on civilian grade equivalencies established in Table 2 of Identification (ID) Cards Required by the Geneva Conventions, DoD INSTRUCTION 1000.01 (Series). In cases of multiple military-equivalent grade group choices, the service fee is based on the lowest military grade listed.**
2. A private room is a room with a private bath occupied by a single person. A semi-private room is a room that is occupied by two or more people and/or a room that shares a bath with two or more UPH residents. The presence of two or more beds in a room when only one person is occupying the room is considered a private room.
  3. All income received from these fees must be made payable to "U.S. Coast Guard". AHOs must forward all service fees to the FINCEN for deposit into the AFC-01 account. Use the following accounting data: 2/K/X01/299/12/0/XX/78655/2322 (Replace the single X with the fiscal year and the double XX with the appropriate program element).
- L. Unaccompanied Personnel Housing Planning and Programming.
1. General. UPH acquisitions are funded through the shore AC&I account. Nonrecurring repair and maintenance costs for UPH facilities are funded through the POP board process that allocates AFC-43 project funds.
  2. Unaccompanied Personnel Housing Planning and Construction. Guidance is contained in the below listed directives. Existing UPH facilities are not required to meet new space requirements.
    - a. Civil Engineering Manual, COMDTINST M11000.11(series).
    - b. Shore Facilities Standards Manual, COMDTINST M11012.9 (series).
    - c. Unaccompanied Personnel Housing (UPH) Design Guide, COMDTINST M11012.6 (series).
  3. New Construction Planning Proposals. Renovation with the sole purpose of accommodating the standards contained in the above directives is not necessary. Table 7-1 provides minimum standards for existing UPH facilities. Insufficient space is not a reason to declare existing UPH facilities inadequate.

**Table 7-1**  
**Minimum Standards for Unaccompanied Personnel Housing**

<u>Category</u>	<u>Living Space</u>	<u>Notes</u>
E-1 through E-3	Semi-private room with maximum two persons per room.	1 and 2
E-4 and above	Private room with private or shared bath.	1 and 2
Watchstanders, Students (20 weeks or less), other Transients	No minimum standard.	1, 2, 3, and 4

Notes:

1. Local Commanders must ensure that habitability conditions at their unit meet the minimum standards of the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Chapter 25.
2. Each standard room will include a separate entrance area and a three fixture toilet area with a toilet, shower, and sink. Central bathrooms in non-standard rooms must provide one sink for every four persons and one toilet and one shower for every six persons.
3. In isolated locations where extended watchstander rotation (duty lasting more than seven continuous days) is normal, private watchstander rooms may be allowed.
4. One-person rooms are authorized for a Duty Officer or Officer of the Day (OOD) night room.

## CHAPTER 8 FURNISHINGS AND EQUIPMENT

### A. General.

1. Policy. This chapter sets forth policy on furnishings and equipment for owned family housing and UPH. See Representational Facilities (REPFACs) and Flag Quarters, COMDTINST M11103.1 (series) for guidance on REPFACs and Flag Quarters.
2. Responsibilities.
  - a. Commandant (CG-1333) and Commandant (CG-43) jointly establish standards, criteria, allowances, procedures, and controls for providing furnishings and equipment for family housing and UPH.
  - b. Commandant (CG-43). Budgets initial outfitting of furnishings and equipment for family housing and UPH.
  - c. Commander (CG PSC) and SILC monitor and provide oversight for furnishings and equipment replacement planning.
  - d. AHAs will ensure all furnishing and equipment are entered in HMIS and signed for at check-in.

### B. Furnishings and Equipment Policy.

1. Family Housing Furnishings. Government provided furnishings are not normally authorized in family housing or private sector housing. If a designated command house has any existing government furnishings or equipment, it may be maintained but will not be replaced. Government furnishings may be authorized by Commandant (CG-1333) in remote areas where transportation difficulties exist. Calculations justifying the economic benefit to the government must be included in the request.
2. Family Housing Equipment. Major household appliances are listed in Table 8-1. Family housing will contain, at a minimum, a range and refrigerator with freezer compartment. Use of personally owned equipment in place of government owned equipment is not permitted.
3. Window Treatments. Family housing will have blinds or shades for each window.
4. UPH Furnishings and Equipment. UPH furnishings and equipment are currently funded based on square footage within the unit and the grounds maintenance budget model. In addition to Table 8-2, UPH facilities must have no cost washer and dryer access, assigned room door keys, and inside and an outside lock or latch on assigned bathrooms or kitchen facilities between adjacent rooms. Commands may request fall-out funding to procure UPH furnishings and equipment. UPH furnishings will remain in the assigned room and will not be used for purposes other than UPH. If UPH rooms have furnishings or equipment exceeding what is authorized, it may be maintained but will not be replaced.
5. Hospitality (Aloha) Kits. The restrictions on government furnishings do not preclude temporarily lending appropriated or non-appropriated funded property to newly arriving or departing members for interim use pending receipt of, or after shipping, HHG.

6. Coast Guard Members Occupying DoD Housing. The Coast Guard will not provide furnishings and equipment to Coast Guard members occupying DoD housing.

C. Outfitting and Replacement of Furnishings and Equipment.

1. Initial Outfitting of Family Housing. Table 8-1 contains equipment requirements that will be used for newly constructed housing. All equipment must conform to the latest Energy Star conservation standards.
2. Initial Outfitting of UPH. Table 8-2 contains room furnishings and equipment requirements.
  - a. Furnishings. Furnishings should be of good quality. Interchangeable and adaptable components taking into consideration room size, wall openings, door swing, and electrical outlets are recommended. Flexibility in arrangements should be permitted. Furniture types and fabrics appropriate to the climate and location will be selected. The GSA catalog or Federal Supply Schedule will be used unless otherwise authorized in the Federal Acquisition Regulations, Section 8.001. See the Coast Guard Acquisition Procedures (CGAP) for procurement instructions.
  - b. Equipment. All equipment must conform to the latest Energy Star conservation standards.
3. Replacement of Equipment. Figure 8-1 contains repair and replacement guidelines for family and UPH equipment. Replacement of equipment is funded by unit AFC-30 funds. In order to minimize the impact on budgets, replacement planning should be phased over a number of years, prior to the end of useful life.

D. Inventory Management.

1. General. UPH furniture and family housing equipment represent a large investment and require accurate inventory management. An itemized inventory control system will be established and maintained for all furnishings and equipment. For inventory management, use Reference (f) as a guideline.
2. Inspecting Existing Inventory. AHA's must ensure annual inspections of furnishings and equipment in use and in storage are completed to ensure they are in good condition. Document the inspection using the Unaccompanied Personnel Housing Furnishings and Equipment Inspection Form, Form CG-6092.
3. Redistribution. Excess furnishings or equipment may be redistributed to other facilities.
4. Survey and Disposal. Reference (f) must be followed when surveying and disposing of furnishings and equipment.

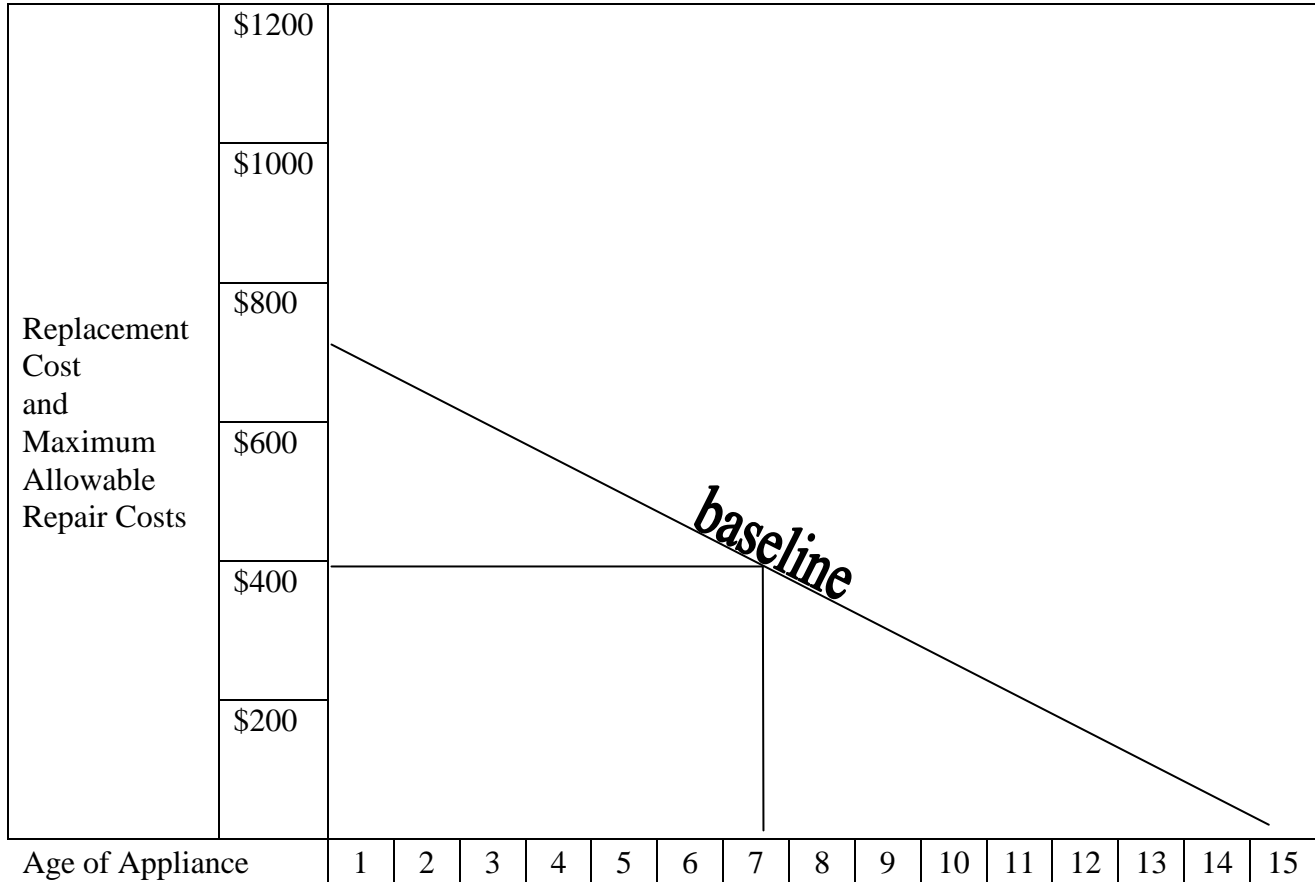
E. Maintenance and Repair.

1. General. Maintenance and repair is important to keep items in serviceable condition and protect the government's investment. Figure 8-1 is used to calculate whether to repair or replace damaged furnishings or equipment.
2. Accounting. Reference (i) describes how to account for labor and material or contract costs.



**Figure 8-1**  
**Equipment Repair or Replacement Decision Guide**

To calculate whether to repair or replace damaged household equipment, use this figure, and follow the steps listed.



Procedure:

1. Determine appliance age.
2. Determine service life of appliance (from Table 8-3).
3. Estimate repair costs.
4. From GSA schedule, determine replacement cost of an item of essentially the same size and features.
5. Establish a baseline by connecting the replacement cost and the service life.
6. Determine the maximum allowable repair cost by drawing a vertical line from the age to the baseline then horizontal to the repair cost scale on the left.
7. If the maximum allowable repair cost is greater than the estimated cost, then undertake repairs. If the results are equal or nearly so, repair is usually the better alternative because of the high initial cost of replacement. However, weigh intangible factors such as size differential between the old and new equipment, desirable features of new technology, new equipment's lower energy use or operating costs, and availability of funds for replacement.

**Sample Calculation:** Seven year old refrigerator requires repairs totaling \$300. Replacement cost is \$700. Maximum allowable repair is \$400. Therefore repair is economical.

**Table 8-1**  
**Allowances for Family Household Equipment**

Government furnished household items such as radios, audio equipment, televisions, VCR or DVD players, PCs, vacuum cleaners, table linens, cutlery, silverware, dishes and kitchen utensils are not authorized.

<b><u>Item</u><sup>1</sup></b>	<b><u>Basis of Issue</u></b>
Ranges; Electric or Gas	One per house
Refrigerator with Ice Maker	One per house (note 1)
Deep Freezer <sup>2</sup>	One per house (note 2)
Clothes Washer and Dryer	Clothes washers and dryers are not authorized in the United States but may be provided overseas.
Microwave Range Hood	One per house (note 1)
Dishwasher	One per house (note 1)
Garbage Disposal	One per house (note 1)

- Notes:** (1) Microwave range hoods, dishwashers, garbage disposals, and refrigerators with ice makers are not required but may be provided for existing houses as improvement projects.  
 (2) Providing deep freezers in housing is limited to remote areas where members must purchase larger than normal amounts of food and cold storage facilities are limited.

**Table 8-2**  
**Minimum Standard Allowances for Unaccompanied Personnel Housing Furnishings and Equipment**

<b>Item<sup>1</sup></b>	<b>Allowance and Basis of Issue and Remarks</b>
Box spring & mattress, standard 39" x 75" twin size	One per resident
Bed frame, twin	One per resident
Pillow	One per resident
Blanket	One per resident
Sheet and pillow case set	One per resident
Closet or wardrobe, lockable	One per resident
Window treatment	Each window
Wastebasket	One per resident
Door locks and keys	One set per resident
Interior and exterior latches on all bathrooms	Each door
Desk and Chair	One per resident
Desk lamp	One per resident
Refrigerator	One per room, 3.6 cu ft or larger (Note 1)
Microwave oven	One per room (Note 1)
Bathroom medicine cabinet	One per room
Bathroom mirror	One per room
Bathroom wastebasket	One per room

**Notes:** (1) Provided or allowed, at host commander's discretion, as electrical load permits. Not required for determination of adequacy.

**Table 8-3**  
**Equipment Service Life (in years)**

Use this table and Table 8-1 to plan equipment repairs or replacement, however, age is not the sole basis for replacement.

<u>Equipment</u>	<u>Non-Tropical</u>	<u>Tropical</u>
Range	15	12
Refrigerator	15	12
Freezer	15	12
Clothes Washer	10	08
Clothes Dryer	10	08
Dishwasher	09	07
<b>Garbage Disposal</b>	<b>12</b>	<b>12</b>
<b>Microwave Range Hood</b>	<b>10</b>	<b>10</b>

**CHAPTER 9 DAMAGE CLAIMS****A. General.**

1. Policy. Members are responsible for all damage caused by abuse or negligence to owned and leased family and unaccompanied personnel housing. Neither the Coast Guard nor the member is liable for damage considered as reasonable wear and tear. Leased housing damage claim and procedures are contained in Reference (k).
2. Authority. Title 10 U.S.C. §2775 states a member of the armed forces is liable to the United States for to assigned housing or loss of any equipment or furnishings if the member's abuse or negligence caused the damage or loss. Federal civilian employees assigned to government housing who cause damage or loss of any equipment or furnishings also incur a debt owed to the United States. Title 5 U.S.C. §5514 permits the United States to collect a debt owed by a Federal civilian employee.
3. Definitions.
  - a. Abuse. Intentional or unintentional misuse that causes damage or abnormal wear and tear that is attributable to the member, or their dependents, pets, or guests.
  - b. Cost. For replacement, the current price of the same or a similar item, minus depreciation, based on the age of the damaged item. For repair or cleaning, the actual charge to repair or clean, but not more than the item's depreciated replacement cost.
  - c. Damage. Decreases in an item's value not attributable to the age or normal wear and tear. Damage is also any change that adds to the cost or difficulty of maintaining the house.
  - d. Negligence. Failure to exercise a reasonable degree of care. Negligence can be either an action or a failure to act. For example, a small plumbing leak results from normal wear and tear, and the member knows about it, but fails to report or fix it. Consider it negligence when the member's omission causes serious water damage to the house.
  - e. Occupant Liability. The LHCO must hold members assigned to a UPLH liable for damages to their bedrooms. For damages to common areas, if the LHCO cannot determine which occupant is liable, the LHCO should hold all assigned occupants jointly liable for the damages.
  - f. Settlement Authority. The officer to whom appropriate authority has been delegated to compromise, waive, or terminate collection of a claim. See Reference (c), Chapter 5. Consult local legal office to identify the responsible settlement authority.
  - g. Depreciation. The decrease in value of any item over time. Use depreciation schedules contained in standard industry home repair and remodeling cost guides.

**4. Cost Centers and Object Class for Processing Damage Claims:**

<b>Housing Type</b>	<b>Cost Center</b>	<b>Object Class</b>
<b>Owned</b>	<b>78650</b>	<b>4202</b>
<b>FLH</b>	<b>78651</b>	<b>4202</b>
<b>UPLH</b>	<b>78652</b>	<b>4202</b>
<b>UPH</b>	<b>78654</b>	<b>4202</b>

**B. Owned Housing and UPH.**

**1. Housing Officer Responsibility.**

- a. When a member fails to correct discrepancies identified during inspections, the housing officer must obtain a written statement from the member on the cause of the damage. Housing officers may also obtain written statements from other persons with knowledge of the damage or abuse. The housing officer must prepare a report that includes a description or other documentation of the damage, inspection documentation, itemized cost estimate, and statements by the member, or others, with information about whether abuse or negligence caused the damage.
- b. The housing officer must forward the report of damage to the LHA with a copy to the member via the member’s command.

**2. Local Housing Authority (LHA) Responsibilities.**

- a. The LHA reviews the report and determines if the member’s abuse or negligence caused the damage. If the LHA decides no negligence or abuse was involved, the LHA closes the claim and informs the member of the action.
- b. If the LHA finds the member’s abuse or negligence caused the damage, the LHA determines the amount of the member’s liability and notifies the member. Member must respond to LHA notification within 30 days of receipt.
- c. If the member agrees with the LHA’s determination, they may reimburse the Coast Guard in full using a cashier’s check, money order, or by executing a voluntary Pay Adjustment Authorization (PAA). The LHA forwards checks or money orders to the FINCEN and the PAA to the Pay and Personnel Center (PPC) for processing along with a copy of the PAA to the FINCEN.
- d. If the member disputes the LHA’s determination and submits new information to the LHA for reconsideration, the LHA reviews the claim and within 30 days informs the member with one of the following resolutions:
  - (1) The LHA’s original findings stand. Within 30 days the member must either pay or request LHA forward claim to AHA for reconsideration;

- (2) The LHA modifies the original findings. Within 30 days the member must either pay or request LHA forward claim to AHA for reconsideration; or
  - (3) If the member does not respond to the LHA within 30 days, the LHA sends the file and an involuntary PAA to start an involuntary deduction from the member's pay to PPC. Forward a copy of the PAA to the FINCEN.
  - e. If the member requests AHA reconsideration of the LHA decision or requests a waiver or compromise of the debt owed the United States by the settlement authority, the LHA forwards the case to the AHA and advises the member accordingly.
3. Area Housing Authority (AHA) Responsibilities.
- a. Reconsideration. When member requests AHA reconsideration, the AHA must review facts and either overrule the decision, modify the decision, or concur with the decision. The AHA is encouraged to consult the servicing legal office in borderline cases on whether the member's abuse or negligence caused the damage. If the AHA overrules the LHA on the issue of liability, the AHA returns the file to the LHA with the reasons for doing so and informs the member of the reasons for this action. If the AHA modifies the dollar amount of damages, the AHA informs the LHA and the member of the modification, noting the new amount due and payable. If the AHA upholds the LHAs decision, the AHA informs the LHA and the member that the original amount demanded is due and payable. If the member does not respond to the follow-up demand within 30 days with direct payment in full or a voluntary pay deduction, the LHA forwards a PAA to PPC to start an involuntary deduction and forwards a copy of the PAA to the FINCEN.
  - b. Waiver or Compromise. When a member requests a waiver or compromise of the debt, the AHA must review the facts and forward the file and a recommendation to the settlement authority for final determination.
4. Remission of Debt.
- a. Only enlisted members may request a remission for hardships and injustice of a debt being deducted from their pay. The remission request must conform to guidance in Reference (b).
  - b. Members may not request remissions after separating from the Service.
5. Disposition of Reimbursements. LHAs must include cost centers on all documentation to ensure reimbursements are credited to the proper account for maintaining the damaged housing.
6. Claims for Members Pending Release from Active Duty. Forward the case files to PPC debt collection before the member's discharge, so PPC (MAS-dc) can collect payment.
7. Claims for Other Armed Services Members. Resolve damages to government housing by members of other armed services in accordance with the terms of the ISSA.
8. Claims for Federal Civilian Employees. Resolve damages to government housing by civilian employees in accordance with the **Agreement for Civilian Occupancy of Coast Guard Housing, Form CG-6088.**

C. Leased Housing.

1. Area Housing Officer (AHO) Responsibilities.

- a. The AHO is the only person authorized to negotiate formal damage claim settlements with the lessor.
- b. The AHO ultimately determines the cause of the damage and the member's liability, if any.
- c. The AHO is obligated to offer the lessor a settlement within 60 days of receiving a properly submitted and complete damage claim.

2. Damage Claim Process.

- a. When an AHO receives a valid claim from the lessor, they request the responsible LHA assign an investigation officer (IO). The IO should complete the investigation within 15 days. At a minimum, the investigation must include:
  - (1) Original of all inspection reports;
  - (2) Photographs or video of damage;
  - (3) Copy of lessor's damage claim; and
  - (4) Facts, opinions, and recommendations.
- b. AHO provides a copy of the claim to the member(s), who may submit a statement on their own behalf.
- c. After the completion of the investigation, the AHO notifies the lessor by a written settlement offer which must:
  - (1) Identify all items the lessor claims;
  - (2) State the extent to which the Coast Guard is liable;
  - (3) Explain why the Coast Guard is or is not liable for damage;
  - (4) State the depreciated value the Coast Guard will pay; and
  - (5) Include a payment voucher for the lessor's signature.
- d. If the lessor does not accept the settlement offer and submits additional documentation justifying the amount claimed, the AHO reconsiders the settlement offer and sends the lessor a final decision letter making a final offer. This letter must include:
  - (1) A final settlement offer;
  - (2) An explanation of the lessor's right to appeal the AHO's decision to the Department of Transportation Board of Contract Appeals or the U.S. Claims Court; and
  - (3) A payment voucher for the lessor's signature.
- e. On receiving the signed payment voucher from the lessor, the AHO sends a payment letter to the FINCEN for the settlement amount with:
  - (1) The signed payment voucher; and
  - (2) A copy of the lessor's claim without enclosures.



- f. If the AHO finds the member's abuse or negligence caused the damage, the AHO determines the amount of the member's liability and notifies the member. Member must respond to AHO notification within 30 days of receipt.
  - g. If the member agrees with the AHO's determination, they may reimburse the Coast Guard in full using a cashier's check, money order, or by executing a voluntary PAA. The AHO forwards checks or money orders to the FINCEN and the PAA to PPC for processing. Forward a copy of the PAA to the FINCEN.
  - h. If the member disputes the AHO's determination and submits new information to the AHO for reconsideration, the AHO reviews the claim and within 30 days informs the member with one of the following resolutions:
    - (1) The AHO's original findings stand. Within 30 days the member must either pay or request AHO forward claim to AHA for reconsideration;
    - (2) The AHO modifies the original findings. Within 30 days the member must either pay or request AHO forward claim to AHA for reconsideration; or
    - (3) If the member does not respond to the AHO within 30 days, the AHO sends the file and an involuntary PAA to start an involuntary deduction from the member's pay to PPC. Forward a copy of the PAA to the FINCEN.
  - i. If the member requests AHA reconsideration of the AHO decision or requests a waiver or compromise of the debt owed the United States by the settlement authority, the AHO forwards the case to the AHA and advises the member accordingly.
3. Settlement Authority Review.
- a. A member may submit a request for review via the AHA to the settlement authority challenging the debt's validity or amount. If the settlement authority determines the debt should be adjusted, a copy of the decision must be sent to the member via the AHA. If a PAA previously had been issued, the AHO will immediately notify PPC and provide a copy of the settlement authority's decision. If the settlement authority decides to reduce the amount for which the member is liable, the AHO must submit a correction to the original PAA.
  - b. Reference (c) determines the appropriate settlement authority and provides detailed guidance on submitting compromise requests.
4. Recovery of Vacancy Costs.
- a. Except for emergencies or short notice PCS transfers, members who fail to provide written notice of intent to vacate housing 45 days prior to date of departure will be held liable for leased housing vacancy costs. The Coast Guard has the authority to collect vacancy costs under the Federal Claims Collection Act and must return vacancy costs to the Treasury as required by Title 31 U.S.C. §3711.
  - b. To compute the vacancy cost dollar value, pro-rate the month's rent. The dollar value for which a member can be held liable can never exceed one month's rent. Members may not request remissions after separating from the service.

**Figure 9-1**  
**Procedural Flow Chart of Formal Damage Claim Process**

