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# DOD HOUSING MANAGEMENT

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SEPTEMBER 1993

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
(ACQUISITION AND TECHNOLOGY)

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ACQUISITION

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
WASHINGTON, DC 20301

30 SEP 1993

FOREWORD

This Manual is reissued under the authority of DoD Directive 4165.63, "DoD Housing," July 20, 1989. It complies with DoD Directive 4001.1, "Installation Management," September 4, 1986, which gives installation commanders broad authority to decide how best to accomplish their mission.

DoD 4165.63-M, "DoD Housing Management," June 1988, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components").

This Manual is effective immediately. The Heads of the DoD Components shall implement this Manual by its distribution for use within 120 days. They may issue supplemental instructions to provide for unique requirements within their respective commands. Multi-Service and individual Service supplementation shall be minimal and conform to the basic policy guidance of this Manual. Copies of supplemental instructions shall be provided to the Assistant Deputy Under Secretary of Defense (Conservation and Installations) within 30 days of issuance.

Send recommended changes to the Manual through channels to:

Assistant Deputy Under Secretary of Defense (Conservation and  
Installations)  
Office of the Deputy Under Secretary of Defense (Environmental Security)  
The Pentagon  
Washington, DC 20301-3400

The DoD Components may obtain copies of this Manual through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161.

Russel E. Milnes  
Assistant Deputy Under Secretary of Defense  
(Conservation and Installations)

*Environmental Security -- Defending Our Future*

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- (b) DoD 4270.1-M, "Policy Guidelines for Installation Planning, Design, Construction and Upkeep," September 1987, authorized by DoD Instruction 5000.2, February 23, 1991
- (c) MIL-HNBK-1190, "Facility Planning and Design Guide," September 1, 1987
- (d) MIL-HNBK-1035, "Family Housing," June 15, 1989
- (e) DoD Instruction 1100.16, "Equal Opportunity in Off-Base Housing," August 14, 1989
- (f) DoD Directive 1400.6, "DoD Civilian Employees in Overseas Areas," February 15, 1980
- (g) Office of Management and Budget Circular No. A-11, "Preparation and Submission of Budget Estimates," July 2, 1992
- (h) Section 3601 et seq. of title 42, United States Code
- (i) Section 794 of title 29, United States Code
- (j) Section 2775 of title 10, United States Code
- (k) DoD Instruction 1338.19, "Relocation Assistance Programs," June 15, 1990
- (l) Section 1056 of title 10, United States Code
- (m) Section 1055 of title 10, United States Code
- (n) Executive Order 12759, "Federal Energy Management," April 17, 1991
- (o) Public Law 102-486, "Energy Policy Act of 1992," October 24, 1992
- (p) DoD Instruction 4170.10, "Energy Management Policy," August 8, 1991
- (q) DoD Directive 1100.12, "Authority for Establishing Special Command Positions," September 3, 1991
- (r) Subsections 2251(a)(2) and 2251(b) of title 10, United States Code
- (s) Public Law 90-480, "Architectural Barriers Act," August 12, 1968, as amended (42 U.S.C. 4151 et seq.)
- (t) Sections 401 and 403 of title 37, United States Code
- (u) Section 1147 of title 10, United States Code
- (v) Section 1174a of title 10, United States Code
- (w) Section 1175 of title 10, United States Code
- (x) DoD Directive 5118.3, "Comptroller of the Department of Defense," June 24, 1991
- (y) DoD Directive 5124.2, "Assistant Secretary of Defense (Personnel and Readiness)," January 26, 1990
- (z) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (aa) Public Law 93-112, "Rehabilitation Act of 1973," September 26, 1973
- (bb) FED-STD-795, "Uniform Federal Accessibility Standards," April 1, 1988, as amended
- (cc) DoD Directive 4270.5, "Military Construction Responsibilities," March 2, 1982
- (dd) DoD Instruction 7041.3, "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972
- (ee) DoD Directive 4165.50, "Homeowners Assistance Program (HAP)," June 26, 1991
- (ff) DoD Instruction 7040.4, "Military Construction Authorization and Appropriation," March 5, 1979
- (gg) Sections 901-907 of title 20, United States Code

- (hh) Office of Management and Budget Circular No. A-45 Revised, "Policy Governing Charges for Rental Quarters and Related Facilities," March 28, 1984
- (ii) DoD Directive 1330.5, "American National Red Cross," August 16, 1969
- (jj) DoD Directive 1330.12, "United Service Organizations, Inc.," November 9, 1987
- (kk) DoD Directive 1344.7, "Personal Commercial Solicitation on DoD Installations," February 13, 1986
- (ll) Section 2826 of title 10, United States Code
- (mm) Section 2387 of title 10, United States Code
- (nn) Section 1348(d) of title 31, United States Code
- (oo) Section 2825 of title 10, United States Code
- (pp) DoD 7000.14-R, Volumes 2A and B, "DoD Financial Management Regulation (Budget Formulation and Presentation)," June 1993, authorized by DoD Instruction 7000.14, November 15, 1992
- (qq) DoD Directive 4710.1, "Archeological and Historic Resources Management," June 21, 1984
- (rr) Section 2854 of title 10, United States Code
- (ss) Public Law 102-522, "Fire Administration Authorization Act of 1992," October 26, 1992
- (tt) Section 2829 of title 10, United States Code
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- (vv) Office of Management and Budget Circular No. A-94, "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs," October 29, 1992
- (ww) Section 2396 of title 10, United States Code
- (xx) DoD 7200.10-M, "Department of Defense Accounting and Reporting for Government Property Lost, Damaged, or Destroyed," March 1991, authorized by DoD Instruction 7200.10, May 16, 1977
- (yy) DoD Instruction 7045.18, "Collection of Indebtedness Due the United States," March 13, 1985
- (zz) DoD Directive 1010.10, "Health Promotion," March 11, 1986
- (aaa) Section 5703 of title 5, United States Code
- (bbb) Section 1589 of title 10, United States Code
- (ccc) Executive Order 11157, "Prescribing Regulations Relating to Incentive Pay for Hazardous Duty, Special Pay for Sea Duty and Duty at Certain Places, Basic Allowances for Subsistence and Basic Allowances for Quarters," June 24, 1964, as amended
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- (eee) DoD Directive 1015.6, "Funding of Morale, Welfare, and Recreation Programs," August 3, 1984
- (fff) Section 2856 of title 10, United States Code
- (ggg) DoD Instruction 7045.7, "Implementation of the Planning, Programming, and Budgeting System (PPBS)," May 23, 1984
- (hhh) DoD Instruction 7700.18, "Nonappropriated- and Privately-Funded Construction Projects - Review and Reporting Procedures," May 12, 1983

- (iii) Public Law 90-629, "Arms Export Control Act." October 22, 1968
- (jjj) DoD 7000.14-R, Volume 15, "DoD Financial Management Regulation (Security Assistance Policy and Procedures)," March 1993, authorized by DoD Instruction 7000.14, November 15, 1992
- (kkk) Section 5911 of title 5, United States Code
- (lll) Section 5536 of title 5, United States Code
- (mmm) Section 5912 of title 5, United States Code
- (nnn) Section 5942 of title 5, United States Code
- (ooo) Section 2830 of title 10, United States Code
- (ppp) Section 2831 of title 10, United States Code
- (qqq) Section 2834 of title 10, United States Code
- (rrr) Section 1141 of title 10, United States Code
- (sss) Chapter 59 of title 10, United States Code



## ABBREVIATIONS AND/OR ACRONYMS

ADUSD(CI)	Assistant Deputy Under Secretary of Defense (Conservation and Installations)
AECA	Arms Export Control Act
ASD(P&R)	Assistant Secretary of Defense (Personnel and Readiness)
BAQ	Basic Allowance for Quarters
CONUS	Continental United States
DA&M	Director of Administration and Management
DD	Department of Defense
DHUD	Department of Housing and Urban Development
DoD	Department of Defense
DoS	Department of State
DUSD(ES)	Deputy Under Secretary of Defense (Environmental Security)
EOOBH	Equal Opportunity in Off-Base Housing
G&FOQs	General and Flag Officers Quarters
GM	General Merit
GS	General Schedule
HRS	Housing Referral Services
HUD	Housing and Urban Development
MAAG	Military Assistance Advisory Group
MIL-HNBK	Military Handbook
OADUSD(CI)	Office of Assistant Deputy Under Secretary of Defense (Conservation and Installations)
ODUSD(ES)	Office of Deputy Under Secretary of Defense (Environmental Security)
OHA	Overseas Housing Allowance
O&M	Operations and Maintenance
OMB	Office of Management and Budget
PCS	Permanent Change of Station
POM	Program Objectives Memorandum
SES	Senior Executive Service
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLFs	Temporary Lodging Facilities
UEPH	Unaccompanied Enlisted Personnel Housing
UFAS	Uniform Federal Accessibility Standards
UOPH	Unaccompanied Officer Personnel Housing
UPH	Unaccompanied Personnel Housing
U.S.	United States
U.S.C.	United States Code
USO	United Service Organizations, Inc.

VHA  
WG  
WL  
WS

Variable Housing Allowance  
Wage Grade  
Wage Leader  
Wage Supervisor

## CHAPTER 1

### GENERAL INFORMATION

#### A. PURPOSE

This Manual:

1. Contains DoD policy guidance, procedures, and responsibilities and implements DoD Directive 4001.1 (reference (a)) on all matters associated with family housing, unaccompanied personnel housing, and temporary lodging facilities.
2. Cancels Report Control Symbols DD-P&L(A)1082, DD-P&L(AR)1219, and DD Form 1657, "Determination of Unaccompanied Personnel Housing Requirements."

#### B. DEFINITIONS

The terms used in this Manual are defined in Appendix A.

#### C. POLICY GUIDANCE

##### 1. All DoD Personnel and Quarters

a. Excellent housing facilities and services shall be provided for all military members, their families, and eligible civilians. Continual improvement in quality is a measure of excellence, and customers of housing services shall participate in that evaluation. Minimum standards and technical guidance are provided in DoD 4270. 1-M (reference (b)), Military Handbook MIL-HNBK-1190 (reference (c)), and MIL-HNBK-1035 (reference (d)).

b. The installation commander shall be responsible for the housing program and shall be given broad authority in accordance with DoD Directive 4001.1 (reference (a)) to plan, program, and determine the best use of resources. Interservice cooperation to improve housing services is encouraged.

c. Regional housing issues between DoD Components may be resolved by the warfighting unified commander.

d. Communities near military installations are relied on as the primary source of housing for DoD personnel. Service members shall report to the housing office before agreeing to rent, lease, or purchase housing (DoD Instruction 1100.16, reference (e)).

e. Communities near military installations shall be the primary source to meet a need for additional housing. Military-owned, -leased, or -sponsored housing may be programed for all grades to meet long-range requirements in areas where the local community cannot support the housing needs of military members, where available housing in the community has

been determined to be unacceptable or where personnel must reside on the installation for reasons of military necessity. Housing may be programed for DoD civilian personnel at locations where community housing is particularly hard to find in accordance with DoD Directive 1400.6 (reference (f)) and Office of Management and Budget (OMB) Circular A-11 (reference (g)).

f. In the United States, federal laws prohibit discrimination in housing (42 U.S.C. 3601, reference (h)) and in programs and activities assisted or conducted by the Federal Government (29 U.S.C. 794, reference (i)). DoD personnel and their dependents who reside in the community shall be acceptably housed on a nondiscriminatory basis and shall be provided equal housing opportunities regardless of race, color, religion, national origin, gender, familial status, or handicap.

g. DoD civilian employees shall rely primarily on the private sector for housing support. The exceptions are (1) essential personnel, (2) transients eligible per Chapter 5, and (3) United States citizen civilian employees in foreign countries and U.S. possessions and territories, under conditions prescribed in section C, paragraph 5, of reference (f).

h. Unless constrained by law or federal regulations, installation commanders shall purchase furnishings, equipment, supplies, and services wherever they can get the combination of quality and cost that best satisfies their requirements (DoD Directive 4001.1, reference (a)).

i. Service members shall be liable for damage to any DoD housing unit, or damage to or loss of any equipment or furnishings, assigned to or provided such member if it is determined that the damage or loss was caused by the abuse or negligence of the member, dependents of the member, or guests of the member or of the member's dependent(s). (See 10 U.S.C. 2775, reference (j).) Civilians shall be liable for damages and losses the same as military occupants. Procedures for crediting collections for any loss or damage to Government property are provided in chapter 4.

j. Housing-related relocation services shall be provided to Service members by installation housing offices, at both the losing and gaining commands, in accordance with this Manual, DoD Instruction 1338.19 (reference (k)), and 10 U.S.C. 1056 (reference (l)).

k. Under the Rental Housing Lease Indemnity Program, a Military Department may enter into an agreement with a landlord who agrees to waive the requirement for a security deposit by a member leasing a rental unit. The agreement guarantees compensation, within prescribed limits, to the landlord who rents to military personnel, for breach of lease or damage to the rental unit by a Service member or by a guest or dependent of the Service member. (see 10 U.S.C. 1055, reference (m)). The program is available at the discretion of the Military Departments and installation commanders.

l. Housing repair, whole-house, and neighborhood revitalization projects shall address energy conservation by accomplishing cost effective retrofits to improve energy efficiency. Housing shall be included in the installation plan to reduce installation energy consumption 20

percent, on a square footage basis, by the year 2000 as compared with comparable energy use in 1985, per E.O. 12759 (reference (n)), Pub. L. No. 102-486, (reference (o)), and DoD Directive 4170.10 (reference (p)). The plan should include cost effective retrofits and voluntary occupant conservation strategies.

## 2. Family Housing

a. Family housing facilities shall be operated and maintained to a standard that protects the facilities from deterioration and provides safe and comfortable places for our people to live.

b. Military family housing amenities and services should reflect contemporary U.S. living standards for similar categories of housing.

c. In CONUS, Government-owned furnishings may be provided in DoD family housing occupied by personnel assigned to Special Command Positions as described by DoD Directive 1100.12 (reference (q)), student and short-tour personnel, and foreign personnel who are in the United States under DoD Component sponsored agreements, and in the entertainment areas of military family housing occupied by an installation commander with the grade of O-6 and general and flag officers. Other commanders in the grade of O-6 may be provided supplemental furnishings when deemed necessary by the Head of the DoD Component concerned, or designee, if these officers are required to accommodate or entertain visitors frequently as part of their official duties. Government-owned furnishings shall not be provided for use in private housing, nor shall they be provided in private areas of family housing units where official entertainment is not required.

d. Outside CONUS, Government-owned furnishings may be provided in DoD or private housing occupied by military personnel and DoD U.S. citizen civilians recruited in the United States upon a determination of the Head of the DoD Component, or designee, that it is more advantageous for the Government to provide furnishings than to ship personally owned furnishings. Government-owned furnishings may be provided in DoD or private housing on a temporary loan basis pending receipt or after shipment of personally owned furnishings. (10 U.S.C. 2251, reference (r)).

e. No family shall be discriminated against in the assignment of Government family housing because of special health or disability requirements. At least 5 percent of the total military family housing inventory (no less than one house) of an installation shall be accessible or readily and easily modifiable for use by persons with disabilities. When needs exist, modifications to housing shall be accomplished on a high priority basis (regardless of the inventory of accessible units in use) to ensure assignment of housing at least as soon as it would have been otherwise available. In addition, persons with disabilities must have access to programs and activities conducted in public entertainment areas of DoD family housing and in support facilities provided for DoD family housing occupants. (See 42 U.S.C. 4151 et seq., reference (s)).

f. Dependents of deceased military sponsors who die in line of duty shall be permitted to remain in assigned adequate housing without charge for a period of 90 days after the sponsor's death (37 U.S.C. 403(l)(1), reference (t)). Dependents of deceased military sponsors who are occupying substandard quarters on the date of the sponsor's death shall be permitted to remain in assigned quarters, and the charge for such quarters shall remain the same for a period of 90 days after the sponsor's death (37 U.S.C. 403(l)(2), reference (t)).

g. In certain hardship cases, former Uniformed Service members and their dependents, former federal employees (or other occupants) and dependents, or dependents of deceased federal employees (or other occupants), may be permitted to remain in assigned housing for a period normally not to exceed 60 days and will be charged in accordance with Chapter 6, subparagraphs B.3.c, d, and e.

h. A Service member who is assigned or provided a family housing unit and who fails to clean satisfactorily that housing unit (as prescribed in Chapter 4) shall be liable for the cost of cleaning made necessary as a result of that failure (10 U.S.C. 2775, reference (j)). Civilian occupants shall be subject to the same cleaning standards as military occupants.

i. Transition Occupancy

(1) Service members separated from Service as listed below, and members of their households residing with them in military housing, may be permitted to remain in the housing after separation for the periods indicated.

(a) Members involuntarily separated under honorable conditions (180 days). (See 10 U.S.C. 1147, reference (u).)

(b) Members voluntarily separated with special separation benefit pay (180 days). (Reference (u) and 10 U.S.C. 1174a, reference (v).)

(c) Members separated with voluntary separation incentive pay (180 days). (Reference (u) and 10 U.S.C. 1175, reference (w).)

(2) Application of the extended occupancy benefit shall be subject to the following:

(a) The installation commander determines that space permits it; active duty personnel shall not be displaced or otherwise negatively affected.

(b) The member is separated before October 1, 1995.

(c) The member shall pay a charge in accordance with Chapter 6, below.

### 3. Unaccompanied Personnel Housing

a. Housing accommodations assigned to unaccompanied personnel shall provide the space, storage, privacy, and furnishings, plus access to common facilities, required for comfortable living.

b. Government-owned furnishings shall be provided in all DoD unaccompanied personnel housing. In CONUS, Government-owned furnishings shall not be provided for use in private housing. Outside CONUS, Government-owned furnishings may be provided in private housing if it is more advantageous to the Government than shipping privately owned furnishings. Government-owned furnishings may be provided in DoD or private housing on a temporary loan basis pending receipt or after shipment of personally owned furnishings. (10 U.S.C. 2251, reference (r)).

c. UPH occupants shall be subject to the same cleaning standards as military family housing occupants.

4. Temporary Lodging Facilities (TLFs). TLFs are authorized to reduce hardships and inconveniences that might otherwise impact on military personnel if such facilities were not available. TLFs are acquired specifically to support active duty military members and/or their dependents who are temporarily without permanent housing due to permanent change of station (PCS) orders, and guests of patients in military hospitals.

### D. RESPONSIBILITIES

1. The Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)) shall:

a. Provide policy guidance and general procedures relating to family and unaccompanied personnel housing, temporary lodging facilities, community housing, and housing-related relocation services.

b. Encourage continuous improvement in the quality of Government housing facilities and services.

2. The DoD Comptroller shall provide fiscal guidance and procedures to DoD Components regarding financing, budgeting, and accounting for the DoD housing programs under DoD Directive 5118.3 (reference (x)).

3. The Assistant Secretary of Defense (Personnel and Readiness) (ASD(P&R)) shall:

a. Monitor the morale and welfare aspects of the family housing, unaccompanied personnel housing, and temporary lodging facility programs.

b. Issue policy and guidance for the Equal Opportunity in the Off-Base Housing Program under DoD Directive 5124.2 (reference (y)).

c. Issue policy and guidance for accessibility of housing to persons with disabilities under DoD Directive 1020.1 (reference (z)), which implements Section 504 of the "Rehabilitation Act of 1973", as amended (reference (aa)), and under the Uniform Federal Accessibility Standards (UFAS) (reference (bb)), which implements the "Architectural Barriers Act of 1968," as amended, (reference (s)).

d. In consultation with the Assistant Deputy Under Secretary of Defense (Conservation and Installations), grant waivers to or modifications of the Uniform Federal Accessibility Standards (reference (bb)) for housing.

4. The Assistant Deputy Under Secretary of Defense (Conservation and Installations) (ADUSD(CI)) shall:

a. Keep DoD Components informed of all congressional restrictions concerning the housing programs.

b. Allocate leasing authority annually for each DoD Component as appropriate.

c. Allocate the number of high cost leases so as not to exceed the statutory limitation.

d. Review and submit to OMB requests for exceptions to the rule of equivalence with private rents, utilities and services in determining rental rates and charges.

5. The Heads of DoD Components or designees, shall:

a. Delegate to installation commanders broad authority, responsibility, and accountability for providing housing facilities and services in accordance with DoD Directive 4001.1 (reference (a)). Administrative restrictions should be rare.

b. Keep commanders informed of all policy guidance and congressional restrictions.

c. Notify appropriate committees of Congress on matters concerning housing.

d. Determine occupant liability and may compromise or waive a claim of the United States for occupant liability.

e. In foreign countries where their Component has construction agent responsibility (DoD Directive 4270.5, reference (cc)), ensure that no Service member or DoD civilian is without appropriate housing program support. That responsibility encompasses individuals who are without access to installation housing services and whose assignments do not place them under the acknowledged purview of any other DoD Component housing program.



6. The Installation Commanders shall:

- a. Provide excellent living conditions (as evaluated by customer surveys, interviews, focus groups, etc.) for all military personnel, eligible civilians, and their families.
- b. Provide housing referral services to help DoD personnel and their dependents locate acceptable, affordable, and nondiscriminatory housing in the local community, and to provide an orientation to the local community. Provide housing-related relocation assistance services.
- c. Operate and maintain DoD housing.
- d. Promote self-help projects by housing occupants. Ensure that maintenance contracts allow for self-help work performed by occupants.
- e. Ensure that housing accommodations, storage spaces, and furnishings assigned to unaccompanied personnel provide the space and privacy required for comfortable living.
- f. Determine when a requirement to lease, convert, contract, or construct housing facilities exists.
- g. Ensure occupants move into clean housing.
- h. Ensure that accessible housing is available upon assignment for persons who need it.
- i. Protect members and their families from environmental and safety hazards in housing areas.
- j. Implement utility conservation measures in housing areas.

**E. INFORMATION REQUIREMENTS**

The reporting requirements in this Manual have been assigned the report control symbols listed in Table 1-1, below. Applicant service forms are in Appendix B, below. Report forms and instructions for family housing are in Appendix C, below, and those for unaccompanied personnel housing are in Appendix D, below. The high cost foreign lease form is in Appendix E, below. The forms are approved for electronic generation and distribution.

TABLE 1-1

DoD HOUSING MANAGEMENT INFORMATION REQUIREMENTS

<u>DD Form</u>	<u>Report Control Symbol (RCS)</u>	<u>Title</u>	<u>As Of/ Due Dates</u>	<u>To (copies)</u>	<u>Page</u>
1747	N/A	Status of Housing Availability	N/A	Applicant (1)	B-1
1746	N/A	Application for Assignment to Housing	N/A	Housing Ofc (1)	B-2
1410 & 1411	DD-A&T(A)1081	Family Housing Inventory and Occupancy Family Housing Inventory Designation and Assignment	As of Sep 30/ Due Dec 15	ADUSD(CI) (1)	C-1
1523	DD-A&T(AR)1716	Military Family Housing Justification	As Required	ADUSD(CI) (1) Congress	C-10
2405	DD-A&T(AR)1706	General and Flag Officer Quarters Management Report	As of Sep 30/ Due Dec 15 As Required	ADUSD(CI) (1)	C-16
2085	DD-A&T(A)1470	Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data	As of Sep 30/ Due Feb 1	ADUSD(CI) (1)	D-1
2643	N/A	High Cost Foreign Lease	N/A	DoD Component Headquarters	E-1

## CHAPTER 2

### GUIDELINES FOR MANAGEMENT OF FAMILY HOUSING

#### A. GENERAL

Family housing shall be managed in a way that will provide excellent housing facilities and services for the occupants. Program evaluation shall be accomplished in accordance with DoD Instruction 7041.3 (reference (dd)) to assure that operation, maintenance, and repair of DoD family housing are being performed to provide excellent facilities in the most cost-effective manner. Repair or replacement of major building components shall be in accordance with reference (dd).

#### B. FUNCTIONS OF A FAMILY HOUSING OFFICE. These include but are not limited to:

1. Services to eligible personnel, including:
  - a. Assignment and termination of quarters.
  - b. Housing referral.
  - c. Promotion of occupant relations.
  - d. Creation and administration of family housing self-help program.
  - e. Housing-related relocation assistance.
2. Execution of the family housing program authorized and appropriated by Congress.
3. Preparation and analysis of family housing surveys, management reports, and studies.
4. Planning, programing, and budgeting for the acquisition, replacement, improvement, operation, maintenance, repair, and leasing of family housing.
5. Implementation of rental charges.
6. Location and inspection of leased housing.
7. Control of issue, repair, and procurement of furnishings (including appliances).
8. Establishment and maintenance of facilities history.
9. Membership on the installation relocation assistance coordinating committee per DoD Instruction 1338.19 (reference (k)).

**C. HOUSING REFERRAL SERVICES (HRS)**

1. The installation should offer, as a minimum, the following housing referral and relocation services:

- a. Nondiscriminatory listings of rental and for-sale housing.
- b. Counseling for applicants on the Equal Opportunity in Off-Base Housing (EOOBH) Program and the prohibitions against discrimination based on disability.
- c. Vacancy status of as many listings as possible.
- d. Assistance in resolving tenant landlord disputes.
- e. Preliminary inquiries to validate housing discrimination complaints.
- f. Liaison with community and Government officials and organizations.
- g. Housing data exchange with other DoD housing offices.
- h. Transportation to show community housing, as required.
- i. Assistance with rental negotiations and review of leases.
- j. Assistance with understanding procedures for and resolving problems with utility connections, fees, deposits, and billings.
- k. Language interpretation in dealing with landlords and utility companies.
- l. Rental agreements in English and the national language in foreign areas.
- m. Certification of housing related costs for temporary lodging allowance (TLA), overseas housing allowance (OHA) and move-in housing allowance in foreign areas.
- n. Information on the Homeowners Assistance Program (HAP), as applicable (DoD Directive 4165.50, reference (ee)).
- o. Information on buying, selling, and renting homes, including mobile homes, and on residential property management.
- p. Counseling on the Rental Housing Lease Indemnity Program at locations where the program is in place.
- q. Housing-related relocation assistance to military members and their families, and to civilians, as authorized (DoD Instruction 1338.19, reference (k)).

2. A suspected discriminatory act, with or without the filing of a formal complaint, is a valid basis for investigation. After investigating housing discrimination complaints, the housing office shall report all circumstances (including any legal reviews) and validation to the appropriate command official for additional investigation in accordance with DoD Instruction 1100.16 (reference (e)) and DoD Directive 1020.1 (reference (z)). In foreign areas, the intent of the EOOBH Program and the prohibitions against discrimination on the basis of disabilities shall be carried out to the extent possible within the laws and customs of the foreign country.

a. Personnel who reside in the civilian community shall receive housing referral counseling on the EOOBH Program and prohibitions against discrimination on the basis of disability before negotiating a rental and/or lease agreement for community housing.

b. Listings shall be maintained of housing and agents against which restrictive sanctions have been imposed by the installation commander. All personnel reporting to the housing office for housing referral assistance shall be provided with a copy of the restrictive sanction list and shall acknowledge, by signature, receipt of the list. Restrictive sanctions shall be imposed for a minimum of 180 days and shall continue until the agent for the facility has agreed in writing to a policy of nondiscrimination. (See enclosure 4, paragraph B.6. of DoD Instruction 1100.16, reference (e).) Restrictive sanctions are effective against the agent, the identified facility, and all other facilities owned or operated by the agent.

3. Housing referral services should be accessible to and usable by persons with disabilities. If it is not feasible to locate the service in an accessible building or if modification of a building would be an undue hardship, arrangements must be made to provide, upon request, all referral services at an accessible location. Readers for blind persons and sign language interpreters for deaf persons should be made available upon request, if feasible.

4. A coordinated housing referral service may be established in areas where there is more than one military installation. One installation may be designated to provide services, mutually agreed upon, for all other installations in the geographic area, and designated the primary DoD contact with community and Government agency (local, state, and federal) representatives. In coordinated areas, each installation may perform some or all of the functions identified in subparagraphs C. 1. and 2. above.

5. Housing referral service hours of operation should be convenient and flexible to meet the needs of customers.

#### **D. MILITARY FAMILY HOUSING REQUIREMENTS**

The requirement for family housing at each installation or installation complex of the DoD Components shall be determined on the basis of current family housing conditions, projected long-range family housing requirements, consultations with Government Agencies and other organizations knowledgeable of local housing conditions, and the results of a market analysis.

1. DD Form 1523, "Military Family Housing Justification," shall be used to justify family housing construction and acquisition programs to the Department of Defense and Congress. Housing project proposals for construction, acquisition, and improvements shall be submitted with annual budgets in accordance with DoD Instruction 7040.4 (reference (ff)).

2. The following shall be considered when determining gross and effective housing requirements:

a. Gross family housing requirements shall include all Service members, regardless of grade, who are on PCS orders for 20 weeks or more and who draw a basic allowance for quarters (BAQ) at the with-dependents rate and those essential civilian employees, with dependents, who must reside on the installation for reasons of military necessity. The gross requirement shall include adjustments for Service members married to Service members and families retaining military housing while their sponsors are on dependent restricted tours. Transients, hospital patients from other installations, and students not on PCS orders (less than 20 weeks) are excluded.

b. In foreign countries and U.S. possessions and territories where private housing is nonexistent or unacceptable, U.S. citizen DoD employees, with dependents, who are designated by the installation commander as eligible for assignment to military family quarters shall be included in gross requirements.

c. Long-range family housing requirements shall be calculated based on the anticipated long-range strength level regardless of temporary increases or decreases from that level. Strength levels should conform to the latest Service-approved personnel planning documents; predictable strength changes after the end of the planning period may be used.

d. Projection of long-range gross family housing requirements should be based on a trend analysis, by grade, of dependency rates for the last 3 years. Where changes are planned in the types of units to be stationed, the impact should be reflected in the projected grade composition. Other factors may be used if they more accurately project dependency rates.

e. Service members who are unaccompanied because of the lack of acceptable housing at the permanent duty location (i.e., involuntarily separated), as verified by the housing office, shall be considered unacceptably housed. (Also see appendix C, paragraph B.4.)

f. When Service members living in the community report unacceptable housing conditions, and it is inspected and verified by the housing office using the acceptability criteria (excluding bedrooms and cost) in subparagraph D.3. below, that housing is not counted as an asset against housing requirements. (Also see appendix C, paragraph B.4.)

g. Service members and civilians who, for reasons other than nonavailability of housing at the permanent duty location, elected not to be accompanied (i.e., voluntarily separated) shall not be considered effective family housing requirements.

h. Effective requirements shall include all personnel who are living with their families in the area (with adjustments for Service members married to Service members), families retaining military housing while their sponsors are on dependent restricted tours, and all involuntarily separated personnel.

3. Community Housing Acceptability Criteria. Housing units that do not meet the acceptability criteria shall not be considered as assets to meet the military need. The responsibility for determining acceptability for location and condition rests with the installation commander. The following are guides to minimum acceptability.

a. Location

(1) The dwelling is within a 1-hour commute by a privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.

(2) The dwelling is not in an area, subdivision, or housing complex designated by the installation commander as "not acceptable for health or safety reasons."

b. Cost. For making programing and/or acquisition decisions, the maximum acceptable monthly housing cost is the total of BAQ plus Variable Housing Allowance (VHA) (or OHA) plus the maximum out-of-pocket cost (50 percent of BAQ). Total monthly cost includes rent, utilities, (except telephone and cable TV), and other items of operating expense that are compensable by the VHA and the OHA.

c. Size

(1) The minimum net square footages for dwelling units are: 1 bedroom, 550; 2 bedrooms, 750; 3 bedrooms, 960; 4 or more bedrooms, 1,190.

(2) The dwelling unit has the minimum number of bedrooms to ensure no more than two persons share a bedroom.

d. Condition

(1) The dwelling is well maintained and structurally sound. It does not pose a health, safety, or fire hazard.

(2) The dwelling is a complete unit with private entrance, bathroom, and kitchen for sole use of its occupants. The kitchen, a bathroom, the living room and the bedrooms can be entered without passing through bedrooms. The kitchen has stove and refrigerator connections, and space for food preparation. At least one bathroom has a shower or bathtub, lavatory, and a flushable toilet.

(3) The dwelling has air conditioning or a similar cooling system and a permanently installed, adequately vented, heating system, if it is in a climate where those are includable in Government construction per MIL-HNBK-1190 (reference (c)).

(4) The dwelling has adequate electrical service.

(5) The dwelling has washer and dryer connections, or accessible laundry facilities are on the premises.

(6) The dwelling has hot and cold running potable water. In some foreign areas, construction standards for community housing do not provide for potable running water. In such places, hot and cold running water shall be provided and a continuous supply of potable water shall be made available.

(7) The dwelling has sufficient sanitary and sewage disposal facilities.

e. Occupant Owned Housing. All occupant owned housing shall be considered acceptable.

4. Housing Market Analysis. Market analyses shall be accomplished at all applicable locations where acquisition of military housing is programed.

a. In geographic areas having multiple military installations, market analyses shall be coordinated among those installations or be prepared jointly under the sponsorship of one Service. If only one Service in a multi-Service area has a program to justify, then the market analysis should be coordinated under the sponsorship of that Service. If two or more Services have programs to justify, then the market analysis should be prepared jointly under the sponsorship of the Service that has the larger number of eligible personnel living in the area in private housing. Service sponsorship may vary from that guidance if all installations agree.

b. At a minimum, a market analysis should consider:

(1) A housing demand analysis for both the military and civilian populations by bedroom, including the ability, by pay grade or equivalent, to afford housing.

(2) A housing supply analysis by bedroom, cost, and pay grade.

(3) A demographic analysis of the housing market area to include household formation trends and inward and/or outward migration of population.

(4) An economic analysis of the housing market area to include makeup of the housing market area and current and projected economic trends.

(5) Summary of supply and demand analysis.

c. The DoD Components shall verify data reported in installations' private-sector market analyses, and shall make analyses supporting individual projects available for OSD review.



d. The requirement for a full market analysis shall not apply where the proponent of a project can demonstrate that it is inappropriate; e.g., at locations where there is no local housing market, foreign locations, or projects for key positions that cannot be accommodated within existing inventory.

5. Public Schools. The Military Services shall coordinate housing requirements with local school districts, and the budget justification for each construction request shall indicate whether additional public school facilities are required to accommodate an increase in students.

#### **E. ASSIGNMENT OF DOD FAMILY HOUSING**

1. Assignment Priorities. The installation commander is responsible for assignment priorities to family housing and is given broad authority to deviate from the following guidelines, on a case-by-case basis, when the guidelines would cause undue hardship.

a. Priorities for assignment of Service members and civilian employees to adequate DoD family housing are:

(1) Priority 1. Key and essential Service members and civilians, including special command positions.

(2) Priority 2. Service members and equivalent civilians who are assigned to, or attached for duty at, the installation (including ships) or who are assigned to other installations that are served by the housing complex.

(3) Priority 3. All Service members and civilians not assigned or attached to the installation.

(4) Priority 4. Unaccompanied dependents of Service members.

b. The installation commander shall determine the order of priority of assignment for foreign military personnel, the nonmilitary uniformed personnel of the U.S. Public Health Service, the National Oceanic and Atmospheric Administration, and those under host-tenant agreement unless otherwise stipulated in the agreement.

c. Substandard housing is assigned to enlisted personnel according to their bedroom requirement on a first-come, first-served basis regardless of rank or rate. Officers and eligible civilians may occupy substandard housing on an equal basis only after the enlisted waiting list has been exhausted.

d. Families of sponsors assigned to an unaccompanied short tour outside the United States who occupy public quarters (including leased units) in CONUS, Hawaii, or Alaska at the time of departure of the sponsor should be assured continued occupancy until the sponsor returns or reports to the next permanent duty station not considered an

unaccompanied short tour. Assurance of continued occupancy does not apply to Service members who voluntarily extend.

e. Unmarried pregnant Service members without dependents may apply for family housing but shall not be assigned to the quarters until the birth of the child.

2. Bedroom Eligibility. The following occupant bedroom eligibility guidelines may be modified by the installation commander to meet local requirements:

a. Sponsor, or sponsor and spouse, and married dependents (e.g., parents) should be assigned one bedroom for each couple, and unmarried sponsor.

b. Each dependent normally should be assigned one bedroom if the existing inventory permits.

(1) The Service member may choose to be assigned to a unit where more than one dependent shares a bedroom. No more than two dependents should share a bedroom unless the installation commander determines the bedroom is large enough to accommodate more.

(2) The installation commander may stipulate two dependents share a bedroom for equitable allocation of the inventory.

c. Officers in grades O-6 and above normally should be assigned a minimum of four bedrooms. Members in grades O-5, O-4, W-5, W-4, E-9, and E-8 normally should be assigned a minimum of three bedrooms.

d. When the sponsor or spouse is pregnant, the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

3. Assignment of civilian employees to DoD housing shall be made in accordance with the Military and Civilian Schedule of Equivalent Grades contained in Table 2-1.

4. When DoD-sponsored civilian personnel (e.g., U.S. or third country national bank personnel, and key contractor personnel) serving DoD military installations at overseas locations cannot obtain acceptable housing in the vicinity of an installation, they and their families may occupy DoD housing on a rental basis. The priority of such an assignment shall be determined by the installation commander.

TABLE 2-1

MILITARY AND CIVILIAN SCHEDULE OF EQUIVALENT GRADES

Table 2-1 is based on the military and civilian relationship established for Geneva Convention purposes. Nonappropriated Fund positions shall be considered equivalent to their counterparts under the General Schedule and Wage System, and Senior Level positions shall be considered equivalent to Senior Executive Service positions. Navy Wage positions of chief pilot, general foremen, foremen, and leader, not included in the table, shall be determined by the Department of the Navy using the table as a guide. Moreover, for the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the installation commander using the grade groupings in the table as a guide. Finally, equivalent grades for other civilian employees not included in the table shall be determined by the installation commander using the table as a guide.

Military Grade Group	Civilian Grade Group				
	Senior Executive Service/ Senior Level	Merit Pay Employee	General Schedule	Educators (20 U.S.C. 901-907, reference (gg))	Wage System
O-7 thru O-10	SES 1 thru 6 ES 1 thru 6	--	--	--	--
O-6	--	GM-15	GS-15	--	WS-14 thru WS-19 WL-15 and Productive Support Equivalents
O-5	--	GM-13 and GM-14	GS-13 and GS-14	-- Schedule K	
O-4	--	--	GS-12	Teaching Principals, Schedule L	

TABLE 2-1 (Continued)

Military Grade Group	Civilian Grade Group				
	Senior Executive Service/ Senior Level	Merit Pay Employee	General Schedule	Educators (20 U.S.C. 901-907, reference (gg))	Wage System
O-3	--	--	GS-10 and GS-11	Schedule C, Step 4 and above, and Schedules D - F and M - O	WS-8 thru WS-13 WL-6 thru WL-14 WG-12 thru WG-15 and Production Support Equivalents
O-2 W-3 & W-4	-- -- --	-- -- --	GS-8 and GS-9	Schedule C, Steps 1 - 3	
O-1 W-1 & W-2			GS-7	--	
E-7 thru E-9	--	--	GS-6	--	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11
E-5 & E-6	--	--	GS-5	--	
E-4	--	--	GS-4	--	WG-1 thru WG-8
E-1 thru E-3	--	--	GS-1 thru GS-3	--	

5. When American Red Cross personnel are provided Government quarters in the United States or its territories and possessions, the Red Cross personnel or the American National Red Cross shall pay the established rental rate for those quarters in accordance with OMB Circular A-45 (reference (hh)). In foreign areas, Red Cross personnel will be furnished quarters on the same basis as DoD civilian employees. In instances where DoD civilian employees are furnished Government quarters without charge, Red Cross personnel also shall be furnished quarters without charge. (See DoD Directive 1330.5, reference (ii).)

6. In overseas locations, quarters may be provided on a reimbursable basis to United Service Organizations, Inc. (USO) executive and professional staff when it is within the capability of the overseas military command and not prohibited by appropriate Status of Forces Agreements. The rates charged will be equal to the housing allowance or rate charged to equivalent grade civil service employees. (See DoD Directive 1330.12, reference (jj).)

#### F. HOME ENTERPRISES

Members of military families residing in Government family housing may conduct a home enterprise as determined by the installation commander. (See DoD Instruction 1344.7, reference (kk).) When practicable and feasible, occupants should be allowed to make minor modifications to housing units at the occupant's expense. Occupants shall remove the modifications at termination of occupancy if the installation commander determines that to be necessary. Enterprises should be consistent with federal, state, and local laws as well as any Status of Forces Agreement.

#### G. FURNISHINGS

1. The incumbents of Special Command Positions, designated in accordance with DoD Directive 1100.12 (reference (q)) and 10 U.S.C. 2826(b) (reference (ll)), may be provided additional amenities commensurate with the required level of official entertaining. The nature and extent of the amenities to be provided in DoD housing shall be determined within the following guidelines:

a. Furnishings may be provided for the entertainment areas and guest bedrooms if overnight accommodation of official visitors is required.

b. Special allowances of table linen, china, glassware, silver, and kitchen utensils are authorized by DoD Directive 1100.12 (reference (q)) as an exception to 10 U.S.C. 2387 (reference (mm)).

c. In the Washington, D.C. area, responsibility for managing and financing the procurement, issue, receipt, storage, and repair of special allowance items supporting the special command positions that do not have specific designated quarters is assigned to the Department of the Air Force.

2. The Secretary of the Military Department concerned may fund the initial procurement of tableware for principal military attaches assigned to U.S. embassies, consulates, or other

diplomatic posts in foreign countries. Item replacement shall be according to procedures within the Military Departments.

3. Supplemental Government-owned furnishings may be provided in the public entertainment areas of DoD family housing occupied by the senior enlisted member of a Military Service (Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, Chief Master Sergeant of the Air Force).

#### H. DOD FAMILY HOUSING FACILITIES

1. Self-Help Programs. Occupant self-help programs are encouraged as a means of improving living conditions while promoting a greater feeling of pride and homeownership.

2. Telephone Wiring. Maintenance of telephone wiring in the structure of the family housing unit is the responsibility of the Government. The Government shall not maintain the telephone instrument or the external wiring to the receiver or wall plate of the instrument. (See 31 U.S.C. 1348(d), reference (nn).) Occupants of family housing must be informed that they are responsible from the wall plate to the instrument but are not required to pay the fee charged by the telephone company for maintaining or repairing wiring in the housing unit. Occupants who pay the fee shall not be reimbursed by the Government.

3. Improvements. Improvement projects together with any concurrent maintenance and/or repairs must conform to 10 U.S.C. 2825 (reference (oo)), as provided by DoD 7000.14-R, Volume 2 (reference (pp)). Improvements shall not be made to substandard quarters unless the housing is being upgraded to adequate standards. Substandard quarters shall be restored or replaced as soon as practical subject to the limitations, justifications, and other requirements applicable to the improvement of such quarters. Improvements may include modification of existing housing to provide accessibility features for persons with disabilities. Multi-unit improvement projects must comply with the UFAS (reference (bb)).

4. Historic Quarters. The maintenance, improvement, or rehabilitation of quarters on the National Register of Historic Places or under review for such listing shall comply with DoD Directive 4710.1 (reference (qq)). Consultation with the State Historic Preservation Officer in accordance with reference (qq) is required before alteration of these structures, including demolition.

5. Restoration or Replacement of Damaged or Destroyed Facilities. Repairs, restoration, or replacement of damaged housing facilities may be accomplished with family housing funds in accordance with 10 U.S.C. 2854 (reference (rr)).

6. Whole-House and Neighborhood Revitalization. The DoD Components shall use a systematic approach to the improvement, repair, and major maintenance of family housing. Whole-house revitalization projects bring family housing units up to new construction standards (MIL-HNBK-1190, reference (c)), where feasible. Concurrent improvement of neighborhood amenities, appurtenances, and support facilities is included in those projects.

7. Environmental Abatement. The identification and necessary correction of environmental hazards such as radon, asbestos, and lead-base paint are the responsibility of the family housing program and normally shall be accomplished with family housing funds.

8. Fire Protection. Fire protection, including sprinklers and hard wire detectors as required, shall be provided in accordance with MIL-HNBK 1190 (reference (c)), MIL-HNBK 1035 (reference (d)), and Pub. L. No. 102-522 (reference (ss)).

9. Multi-Year Contracts for Supplies and Services. Multi-year contracts for supplies and services--for management, maintenance and operation of DoD family housing--may be made and paid for in accordance with 10 U.S.C. 2829 (reference (tt)).

#### I. GENERAL AND FLAG OFFICERS' QUARTERS (G&FOQS)

Appropriate management controls shall be established to ensure G&FOQs are operated and maintained in a prudent manner. The DoD Components shall maintain, for each G&FOQ, annual information on obligations for operations, maintenance and repair, and improvements, as well as any additional information needed for reports required by the Congress. DD Form 2405, "General and Flag Officer Quarters Management Report," may be used for that purpose.

#### J. MILITARY FAMILY HOUSING APPROPRIATIONS

1. Program Objectives Memorandum (POM) and budget estimates for military construction and family housing appropriations shall be prepared and submitted in accordance with guidance contained in Volume 2 of DoD 7000.14-R, (reference (pp)).

2. Funds appropriated or otherwise made available for the Defense Family Housing Program shall be administered and managed in accordance with Volume 2 of DoD 7000.14-R, (reference (pp)). The scope of the Defense Family Housing Program is described in that reference.

3. The costs of maintenance and operation of DoD family housing diverted or converted to other use shall not be charged to the family housing account.

## CHAPTER 3

### FAMILY HOUSING LEASING

#### A. GENERAL

1. Leasing is used for requirements of short-range or uncertain duration or for special situations as authorized by 10 U.S.C. 2828 (reference (uu)). Leased family housing units shall be designated public quarters, and occupants shall forfeit BAQ and other housing allowances (e.g., VHA and OHA). The authority to approve all leases or renewals shall not exceed the total number allocated and dollars appropriated annually.

2. The cost limits of the maximum amount per year apply to the housing unit itself (including operations, maintenance, and utilities). Costs to be included within the statutory limitations are:

a. Basic shelter rent.

b. Maintenance when not provided by the lessor.

c. Operations: utilities when not provided by the lessor and services (such as refuse collection) if separately contracted by the lessor.

3. Costs excluded from the statutory limitations are:

a. Initial make-ready costs.

b. Costs of Government-owned furnishings.

c. Any pro rata share of the costs of installation services (refuse disposal, police and fire protection, etc.).

d. Administrative costs such as assignment, travel, and inspection by installation personnel.

e. Costs above installation level, such as costs attributable to Engineer Districts, Public Works Offices, and other command levels as well as headquarters levels for personnel, travel, inspection, etc.

f. Reimbursements to the Department of State (DoS) for Foreign Affairs Administrative Support costs.



## **B. DOMESTIC LEASING**

1. Under 10 U.S.C. 2828 (reference (uu)), leasing of individual family housing units in the United States, Puerto Rico, and Guam can be done if there is a shortage of acceptable housing at or near a military installation and one or more of the following applies:

- a. The requirement for such housing is temporary.
- b. Leasing would be more cost-effective than construction or acquisition of new housing.
- c. Family housing is required for personnel attending service school academic courses on permanent change of station orders.
- d. Construction of family housing at such installation has been authorized by law but is not yet completed.
- e. A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at such installations.

2. The use of the Domestic Leasing Program is temporary and shall be controlled to prevent an adverse impact on the local economy. It shall be used primarily to assist in providing housing for the lower ranking military personnel and their families. It is limited to areas with housing deficits for military members. It shall be used only until Government housing programs or the local economy can provide sufficient housing at a reasonable cost.

3. Leasing may be used when the lease cost to the prospective occupant would exceed his or her BAQ and VHA plus the maximum out-of-pocket cost (50 percent of BAQ). However, nothing precludes the Government leasing agent from negotiating a Government lease agreement below that amount.

- a. The prospective total annual lease cost cannot exceed the statutory limits, and the number of leases cannot exceed those authorized specifically by the ADUSD(CI).
- b. The proposed lease should be identified by the Government representative rather than prospective occupant to ensure independent negotiations.

## **C. FOREIGN LEASING**

1. Leasing of family housing in foreign countries can be done as stated in reference (uu) as follows:

a. If there is a shortage of acceptable housing at or near a military installation and one or more of the following applies:

- (1) The requirement for such housing is temporary.

(2) Leasing would be more cost-effective than construction or acquisition of new housing.

(3) Construction of family housing at such installation has been authorized by law but is not yet completed.

(4) A military construction authorization bill pending in Congress includes a request for authorization of construction of family housing at such installations.

b. For incumbents of special command positions, as determined by the DA&M (DoD Directive 1100.12, reference (q)).

c. In countries where excessive costs of housing or other lease terms would cause undue hardship on DoD personnel.

d. In countries that prohibit leases by individual military or civilian personnel of the United States.

2. If an economic analysis is necessary, accomplish in accordance with OMB Circular A-94 (reference (w)), DoD Instruction 7041.3 (reference (dd)) and appropriate Service regulations.

3. Leasing of housing units in foreign countries for assignment as family housing may be for any period not in excess of 10 years, and the costs of such leases for any year may be paid out of annual appropriations for that year.

4. Lease agreements that require construction of 10 or more rental units shall include the provisions described in Subsection 2828(d) of 10 U.S.C.

5. The statutory square foot limitations described in 10 U.S.C. 2826 (reference (ll)) shall apply. Deviations from these limitations should be limited to locations where housing of such size is unavailable due to indigenous construction patterns.

6. A lease may not be made if the average estimated annual rental for family housing facilities or related real property exceeds the amount specified by law during the term of the lease.

7. Any alterations, repairs, and/or additions to foreign leased units shall be limited to work necessary to provide acceptable living accommodations. The cost of such work shall not exceed 25 percent of the first year's annual rental without prior approval of the Head of the DoD Component concerned, or designee.

8. Advance rental payments may be made within the criteria of 10 U.S.C. 2396 (reference (ww)) when it is in the best interest of the United States Government.

9. On all leases subject to DoD allocation of statutory high-cost authority, the DoD Components shall centrally maintain the information indicated by DD Form 2643, Appendix E,

and provide summary data or excerpts to the OADUSD(CI), as required. Information on new, renewed, changed, or canceled leases shall be provided to the DoD Component concerned within 30 days of the action to be taken. Units leased by virtue of participation in a DoS pool (See Appendix A, item 18.) do not count against the high-cost lease authority allocated by the Department of Defense.

10. Subsection 2828(f) of 10 U.S.C. (reference (uu)) sets forth procedures for prior notification of Congress when the average estimated annual rental for leased family housing, or for real property related to family housing, during the term of the lease exceeds the amount specified.

## CHAPTER 4

### OCCUPANT RESPONSIBILITY

#### A. GENERAL

1. All housing occupants shall be informed and shall acknowledge in writing their responsibilities and liability at the time of assignment and upon setting termination of Government housing occupancy, and the condition of the housing unit shall be validated at both assignment and pre-termination or final inspection.

2. Occupants of family housing and unaccompanied personnel housing (UPH) shall be liable for losses or damages caused by either themselves, their dependent(s) or guests, or guests of their dependent(s).

3. Occupants of family housing and UPH shall be liable for failure to satisfactorily clean assigned quarters upon termination of assignment as prescribed in Section B. of this chapter. (See 10 U.S.C. 2775, reference (j).) UPH occupants shall be subject to the same cleaning standards as family housing occupants.

4. Occupants' financial liability shall be determined in accordance with 10 U.S.C. 2775 (reference (j)) and chapter 7 of DoD 7200.10-M (reference (xx)).

#### B. OCCUPANT RESPONSIBILITY

The installation commander shall ensure that incoming occupants receive quarters in excellent condition, including both maintenance and cleanliness of the unit. Occupants shall be responsible for such routine maintenance, minor repair, operation, and housekeeping as would be expected of tenants in private housing of similar type and value. Standards for occupant cleaning responsibility shall consider fair wear and tear; the responsibility shall be minimized when the quarters are scheduled for change-of-occupancy maintenance and repair. Occupants shall be responsible and held liable for loss or damage to family housing, equipment, or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned unit upon termination of assignment. Occupant cleaning standards shall be tailored to suit local conditions and shall include the following minimum criteria:

1. Dusting, sweeping, and vacuuming of interior areas.
2. Removal of visible dirt, stains, and calcium deposits from interior surfaces and fixtures.
3. Cleaning accessible portions of appliances.
4. Caring for assigned grounds, to include mowing, raking, pruning, and trash removal.

5. Replacing light bulbs and simple preventive maintenance such as replacing Government-furnished furnace and/or air conditioning filters.
6. Removal of visible grease and oil deposits on driveways and in carports, and garages.
7. Cleaning and/or restoration of all areas frequented by household pets.
8. Removal of trash and, on termination of assignment, all personal property.

#### **C. PAYROLL DEDUCTION AUTHORITY**

1. The authority to make deductions from a military member's pay sufficient to cover the cost of necessary repairs, replacements, or cleaning is contained in 10 U.S.C. 2775 (reference (j)). Salary offset for civilian employees is authorized in section E, enclosure 3, of DoD Instruction 7045.18 (reference (yy)).

2. The amounts collected for loss or damage or failure to satisfactorily clean a family housing unit shall be credited to the family housing operations and maintenance (O&M) account of the DoD Component concerned and shall be available for use for the same purposes and under the same circumstances as other funds in the account.

3. The amounts collected for loss or damage to an unaccompanied personnel housing unit shall be credited to the O&M account of the Military Department or Defense Agency concerned and shall be available for use for the same purposes and under the same circumstances as other funds in those accounts.

CHAPTER 5

UNACCOMPANIED PERSONNEL HOUSING  
AND  
TEMPORARY LODGING FACILITIES

A. UNACCOMPANIED PERSONNEL HOUSING (UPH)

1. General

a. Living quarters are people's homes. They should be attractive and comfortable. This standard together with the minimum quantitative standards in Table 5-1 shall determine whether quarters are acceptable or substandard. The minimum standards of acceptability shall apply worldwide.

TABLE 5-1

MINIMUM STANDARDS OF ACCEPTABLE SPACE AND PRIVACY, EXISTING INVENTORY		
<p><u>Construction Criteria:</u> For unaccompanied personnel housing approved and constructed, or upgraded by major renovation, under criteria exceeding the standards below, the construction criteria are the minimum standards for the facility.</p> <p><u>Transient Quarters:</u> The DoD Components, or designee, shall establish minimum standards of acceptable space and privacy which are not greater than for permanent party personnel and not less than shown below for transient personnel.</p>		
Grade	Minimum Standards	
	Transient Personnel	Permanent Party Personnel and PCS Students
<u>Officers and civilians:</u>	250 square feet net living area: private room; private bath.	400 square feet net living area: living room; bedroom; private bath; access to kitchen or officers dining facility receiving appropriated fund support.
<u>W-3 - W-5, O-3 and above:</u>		
<u>O-1, O-2, W-1 - W-2</u>	250 square feet net living area: sleeping/living room; private bath.	

TABLE 5-1 (Continued)

<b>MINIMUM STANDARDS OF ACCEPTABLE SPACE AND PRIVACY, EXISTING INVENTORY</b>		
<b>Grade</b>	<b>Minimum Standards</b>	
	<b>Transient Personnel</b>	<b>Permanent Party Personnel and PCS Students</b>
<u>E-7 - E-9:</u>	250 square feet net living area: private room; bath shared with not more than one other.	270 square feet net living area; private room; private bath.
<u>E-5 - E-6:</u>	135 square feet net living area: private room; bath shared with not more than one other.	135 square feet net living area: private room; bath shared with not more than one other.
<u>E-1 recruits</u>	72 square feet net living area: open bay; central bath.	72 square feet net living area: open bay; central bath.
<u>Other E-1; E-2 - E-4:</u>	90 square feet net living area: not more than four to a room, except in open bay; central bath.	90 square feet net living area: not more than four to a room, central bath.
<p>The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, storage area designated for military mobility and/or field gear or equivalent. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.</p>		

b. Smoking and nonsmoking preferences shall be honored when assigning individuals to living quarters. (See DoD Directive 1010.10, reference (zz).)

c. For UPH purposes, this Manual groups enlisted grades, as shown in Table 5-1, above. The Military Services may realign E-4s (with the group that includes E-5s) and E-6s (with the senior group), as warranted by similarity of responsibilities.

## 2. Permanent Party Unaccompanied Personnel Housing

a. The installation commander is responsible for assignment priorities to permanent party UPH within the following basic guidelines:

(1) Priority 1. Personnel who must occupy quarters for reason of military necessity.

(2) Priority 2. Permanent party personnel, including PCS students, with no dependents, and involuntarily separated personnel.

(3) Priority 3. All other personnel, including voluntarily separated personnel, with occupancy on a space-available basis.

b. The installation commander shall determine priorities for Reserve and National Guard personnel undergoing training, foreign military personnel, Coast Guard, and nonmilitary uniformed personnel of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration.

c. Three meals a day shall be available at convenient times and locations, including meals for occupants with irregular work hours or without personal transportation.

d. Occupancy of acceptable or substandard UPH by permanent party personnel in grades E-7 and above is voluntary only for a member who does not have dependents anywhere (37 U.S.C. 403(b), reference (t)), except for reasons involving military necessity. Military Departments may extend voluntary occupancy to personnel in grade E-6 with no dependents.

e. As a means of meeting unaccompanied enlisted personnel housing requirements, efforts will be made to use acceptable underutilized space at installations within an acceptable distance.

f. A minimum of 125 cubic feet of storage space should be provided for each barracks occupant, but barracks shall not be rated substandard for failure to satisfy that goal.

g. The installation commander may maintain "excess" acceptable UPH in active status for the purpose of providing extra space and privacy to Priority 1 and 2 personnel. Implementation of this authority shall conform to the following conditions:

(1) All Priority 1 unaccompanied personnel are accommodated.



(2) All Priority 2 personnel who are subject to mandatory UPH assignment are in fact assigned.

(3) Any other Priority 2 personnel, who want UPH, are accommodated.

### 3. Transient Unaccompanied Personnel Housing

a. Personnel staying in transient quarters should have the same quality of furnishings, facilities, and services as they would have in a good quality, mid-level hotel. Managers are required to familiarize themselves with prevailing standards for such hotels and/or motels.

b. The qualitative criteria in subparagraphs A.3.a. and A.3.j. together with the minimum quantitative standards in Table 5-1 shall determine whether quarters are acceptable or substandard. The minimum standards of acceptability shall apply worldwide.

c. Civilian and military personnel traveling on official orders to a military installation (and intermittent employees referred to in 5 U.S.C. 5703 (reference (aaa))) shall receive no payment for lodging related expenses when acceptable transient UPH is available but not occupied, except when use of Government quarters has been determined impractical, would adversely affect the performance of the assigned mission, or for civilian employees when duties shall require travel more than half of the fiscal year. (See subparagraph A.3.d., below.) Certificates of nonavailability shall not be issued to DoD personnel when acceptable transient housing is available, except as provided in subparagraph A.3.d below.

#### d. Use of Transient UPH Not Required

(1) Military and civilian personnel on official business to a particular city and not to a DoD installation shall not be required to commute from the nearest DoD installation having available housing.

(2) Personnel TDY to a DoD installation shall not be required to use quarters at another installation unless the installation commander determines the other installation is so close--and the proximity is comparable to commercial lodging--that it is reasonable for visitors to commute from there. Installations requiring such commuting must be linked by a reservation system that does not require multiple calls on the part of travelers, and the quarters must be comparable to good quality hotels, including private baths for E-7 and above.

(3) The installation commander or designee at the TDY or delay point may determine that use of Government housing is impractical, or the order-issuing official or the traveler's commanding officer (or designee) may determine that use of Government housing would adversely affect the performance of the assigned mission.

(4) Civilian personnel who are required to travel on official duty in excess of 50 percent of the time during a fiscal year shall not be required to occupy Government-controlled housing at the TDY station. (See 10 U.S.C. 1589, reference (bbb).)

(5) Persons with disabilities shall not be required to occupy Government-owned or -controlled housing at the TDY station if there is no available housing that is accessible to and usable by persons with disabilities.

e. Civilian and military personnel traveling as teams shall receive similar quarters. However, officer and civilian acceptability standards shall not apply to enlisted personnel in a student or training status or attending training conferences, meetings, seminars, or similar nonoperational functions.

f. Civilian employees on official duty and billeted in Government-owned quarters are authorized to use exchanges to buy items incidental to their TDY, food services (convenience stores and Government dining facilities), and recreational facilities owned, operated, or under the jurisdiction of the Department of Defense at the TDY location.

g. For personnel neither on TDY nor traveling as guests of the Armed Forces, the limit for transient UPH occupancy is 30 days, except in cases of personal hardship or military necessity. Under circumstances of personal hardship or military necessity, the installation commander may grant extensions on a case-by-case basis.

h. Occupancy of transient UPH does not preclude payment of BAQ to service members otherwise eligible provided:

(1) The occupancy occurs while such member is in a duty or leave status incident to a PCS and occupancy does not exceed 30 days. (See E.O. 11157 and the DoD 7000.14-R, Volume 7, Part A (references (ccc) and (ddd))).

(2) The installation commander has granted an extension of the 30 days' occupancy limitation in cases of personal hardship or military necessity.

(3) That occupancy occurs while such member is in a leave status not incident to a PCS and does not exceed 7 consecutive days. (See E.O. 11157, reference (ccc)).

(4) The service member occupying UPH is drawing BAQ at the with-dependent rate and is not accompanied by dependents. (See DoD 7000.14-R, Volume 7, Part A, reference (ddd).)

i. Service charges shall be established to cover the cost of (1) amenities not available from appropriated funds, (2) other transient UPH purposes per DoD Directive 1015.6 (reference (eee)), and (3) maid and custodial services. Such charges may be used to help defray the costs of upgrading housing services used for transient personnel, including installation of telephones, televisions, decorations, and other amenities comparable to commercial hotel and motel accommodations. Funds so generated shall be used to support transient unaccompanied personnel housing.

j. The following services and supplies are required for acceptability in all transient unaccompanied personnel housing rooms: television, message service, and wake-up service or alarm clock; daily maid service, including making beds, cleaning bathrooms, emptying trash

containers and ashtrays, dusting and vacuuming, and changing towels, washcloth(s), and drinking glass(es), and replenishing soap and tissues; and fresh bed linens provided at least once weekly, and upon departure of guests.

k. Installation commanders may contract for transient off-base commercial quarters for TDY military personnel and civilian employees if the unit cost for the quarters is less than the lodging portion of the local per diem allowance. Commercial facilities for which reduced rates have been contracted are considered Government quarters for assignment purposes. The cost of contract quarters shall be charged to travel and may be paid by the host installation or the traveler. Military personnel and DoD civilian employees receiving TLA or otherwise eligible for transient UPH or TLFs on a space-available basis may occupy contract quarters at their own expense. Availability of transportation shall be considered in the acquisition of contract quarters.

l. The DoD Components shall establish advance reservation systems.

(1) The advance reservation system must provide personnel with predeparture information on the availability of acceptable Government housing at the TDY site. The system must be capable of responding in sufficient time (at least 15 days in advance) for the traveler to make other arrangements for lodging, if necessary. Travelers with reservations may be required to confirm their intentions.

(2) If, within 2 days before departing on TDY or within 15 days before arrival (whichever is first), a traveler attempts to make reservations and is told that no rooms can be confirmed as available for the entire duty period, then at the discretion of the command issuing the traveler's TDY orders, the host installation shall:

(a) Issue a certificate of nonavailability to the traveler on request after arrival; or

(b) Reserve a room for a period less than the TDY assignment.

m. Availability of Transient UPH. The following personnel may occupy transient UPH:

(1) On a Confirmed Reservation Basis. All TDY DoD personnel; PCS military personnel with or without family members, or family members alone, when TLFs or permanent quarters are not immediately available; Reserve component personnel on a special tour of active duty or on active duty for training and during periods of scheduled inactive duty training at an installation; DoD sponsored TDY foreign nationals; family members of service members on medical TDY orders; and guests of the Armed Forces as determined by the installation commander.

(2) On a Space-Available Basis. Nonmilitary uniformed personnel of the U.S. Public Health Service and National Oceanic and the Atmospheric Administration, foreign military personnel, and U.S. Coast Guard, when authorized by the installation commander; and retirees, military personnel on leave, and relatives or guests of military personnel assigned to

the installation when TLFs are not available. Occupants shall pay a charge in accordance with Chapter 6.

4. New Construction. DoD 4270.1-M and MIL-HNBK-1190 (references (b) and (c)) provide guidance for design of new UPH. They set maximum allowable square feet per occupant under 10 U.S.C. 2856 (reference (fff)).

5. Major Renovation. In major renovation projects, new construction guidance shall be considered and applied as local circumstances permit. The projects shall not exceed the maximum square footage allowances, per person, that apply to new construction.

## B. DETERMINING UPH REQUIREMENTS AND SUBMITTING PROPOSED PROJECTS

### 1. Unaccompanied Personnel Housing Requirements

a. Permanent Party. Programing considers the housing requirements, off base plus on base of all unaccompanied permanent party personnel assigned to the installation and eligible for permanent assignment to UPH, except for the following:

(1) Those for whom family housing is programable.

(2) Those assigned duty in CONUS, Alaska, or Hawaii, who would be programable for family housing if they had not elected to be unaccompanied by dependents for reasons other than availability of housing at the permanent duty location.

b. Transient. The housing requirements of the average daily number of TDY and other transient personnel eligible for TDY quarters on a confirmed reservation basis are programable, except those whose eligibility is conditional on TLF nonavailability. Transients eligible on a space-available basis are not programable.

c. DoD Component Guidance on Personnel Strengths and Categories. The DoD Components shall ascertain the current and programable long-range personnel strengths, and PCS or TDY status, of all units. They shall determine the family and/or UPH programability of personnel in exceptional duty categories.

d. Projected Housing Requirement. The projected requirement shall be the programable portion of long-range personnel strengths from the Service's planning documents.

### 2. Unaccompanied Housing Assets. Projected assets shall include the following:

a. Capacity of Existing Acceptable UPH. The maximum number of personnel that could be housed in existing acceptable UPH based on projected occupant grades and Table 5-1, above. Include permanent party, transient, active, inactive, and diverted UPH.

b. Upgradable UPH. The maximum number of personnel who could be housed in upgradable permanent and transient UPH, including currently diverted and inactive upgradable UPH. That number shall reflect the capacity of those UPH units after they are upgraded to

acceptability standards, based on projected grade ratios of those to be housed and the standards in Table 5-1, above.

c. UPH Under Contract/Approved. The maximum number of personnel who could be housed in approved UPH based on project justification and new construction criteria for space and privacy.

d. Projected Private Community Assets. Private community assets shall be projected using those community housing acceptability and market analysis criteria in Chapter 2, above, that are applicable to unaccompanied personnel. The following additional guidance shall apply:

(1) Criteria for Acceptable Size. The dwelling is a potential asset if, as follows:

(a) It is unshared and meets the minimum space standards in Table 5-1, above; or

(b) It provides the Service member a private bedroom, and that member's total area (private space plus proportionate share of common areas) meets the minimum space standards in Table 5-1, above.

(2) Market Analysis. Consideration of existing housing shall include the following:

(a) Acceptable private community housing occupied by current permanent party personnel. The unacceptability of any housing units shall be demonstrated case-by-case or by statistically valid survey.

(b) Currently vacant acceptable rental housing available to unaccompanied personnel.

3. Projected Housing Deficit. A deficit (or surplus) is determined by identifying and comparing projected requirements and assets. Officer and enlisted data should both be developed since conversion of assets may be appropriate. Personnel and private community housing information should be consistent with installation family housing requirements information. Projected deficits are the basis for programing new construction or other acquisition.

4. Projected Essential Personnel. If the essential personnel deficit (i.e., essential unaccompanied personnel minus on-the-installation assets) is larger than the standard deficit (total unaccompanied personnel minus total assets), then it may be used instead of the standard deficit. Total assets (used to calculate a standard deficit) include otherwise acceptable community housing occupied by essential personnel. An essential personnel deficit should be identified as such in a project proposal.

5. Project Proposals. DoD Components shall submit UPH project proposals, with annual budgets, to the Office of the DoD Comptroller. Those include projects for new construction, repair, improvement, major renovation, and replacement of existing UPH.

a. Requirement, asset, and deficit data are used to do the following:

(1) Revalidate approved projects before construction.

(2) Justify projects to be included in the annual Military Construction Program. (See DoD Instruction 7040.4, reference (ff).)

(3) Validate projects in the Future Years Defense Program. (See DoD Instruction 7045.7, reference (ggg).)

(4) Support proposals to amend the Future Years Defense Program.

b. Upgrade projects are supportable if assets do not exceed requirements; a deficit is not required. When UPH exceeds the minimum standards yet is substantially below new construction criteria or standards, modernization or upgrade projects may be programed.

#### C. TEMPORARY LODGING FACILITIES

1. The following personnel may occupy TLFs:

a. On a Reservation Basis. PCS active duty military members and/or their dependents temporarily without permanent housing; PCS DoD civilian personnel with dependents, or dependents alone, outside the Continental United States and temporarily without permanent housing; families, relatives, and guests of hospitalized service members or their dependents; active and retired military personnel and family members undergoing outpatient treatment at a medical facility, and who must stay overnight in lodging; and official guests of the installation as determined by the installation commander.

b. On a Space-Available Basis. PCS DoD civilian personnel with or without dependents in CONUS; TDY service members and TDY DoD civilian personnel, and UPH is not available; Reserve component personnel on a special tour of active duty or on active duty for training and during periods of scheduled inactive duty training at an installation, and UPH is not available; retired service members with or without dependents; members of the United States Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration; service members on leave not incident to PCS, with or without dependents; and relatives and guests of service members assigned to the installation.

2. TLFs may be occupied only on a charge or service fee basis.

3. TLFs may be occupied for up to 30 days. Installation commanders may grant extensions beyond 30 days on a case-by-case basis. Occupancy does not prevent payment of BAQ to a service member otherwise eligible, provided the requirements of subparagraph A.3.h., above, are met.

4. TLFs shall be provided on an equal basis, regardless of rank, race, color, religion, national origin, gender, familial status, or handicap.

5. DoD Components are authorized to lease, convert other buildings to, contract for or construct TLFs to reduce the above hardships and inconveniences.

6. Projects for TLF construction, acquisition, conversion, or lease using appropriated funds shall be approved in accordance with DoD Instruction 7040.4 (reference (ff)). Projects using nonappropriated funds shall be approved by the Head of the DoD Component, or designee, and reported in accordance with DoD Instruction 7700.18 (reference (hhh)).

7. Funding of the construction, acquisition, lease, operation, and maintenance of TLFs shall comply with DoD Directive 1015.6 (reference (eee)).

## CHAPTER 6

### ESTABLISHMENT OF CHARGES FOR RENTAL QUARTERS AND RELATED FACILITIES

#### A. GENERAL

1. This chapter:

a. Contains DoD procedures for implementing OMB Circular A-45 (reference (hh)) and for setting and administering rents for quarters and charges for related facilities supplied by the Department of Defense.

b. Encompasses civilian employees of the Federal Government, members of the Uniformed Services, foreign nationals occupying quarters under authorities other than the "Arms Export Control Act" (AECA) (Pub. L. No. 90-629 (1968), reference (iii)) (military and civilian), and all nongovernment personnel occupying DoD-owned or controlled housing located within the United States. It does not apply to Military Assistance Advisory Group (MAAG) quarters or foreign nationals occupying quarters under authority of the AECA (reference (iii)). Pricing requirements for DoD services, including quarters, which are provided under authority of the AECA (reference (iii)) are contained in Volume 15 of DoD 7000.14-R (reference (jjj)).

2. Rental rates for Government quarters and charges for other facilities made available in connection with the occupancy of quarters on a rental basis "shall be based on the reasonable value....., in the circumstances under which the quarters and facilities are provided, occupied, or made available." (See 5 U.S.C. 5911, reference (kkk)). Rents and other charges may not be set so as to provide a housing subsidy, serve as an inducement in the recruitment or retention of employees, or to encourage occupancy of existing Government housing. (See 5 U.S.C. 5536, reference (lll)).

3. Although quarters operated by DoD Components in foreign countries are not subject to OMB Circular A-45 (reference (hh)), fair economic charges for all housing rental units owned or controlled by the Department of Defense shall be established. The principle of comparability established by this chapter shall be followed in establishing housing rents and charges in foreign countries, where appropriate.

4. Rental quarters exclude the following:

a. Public quarters assigned to members of the Uniformed Services instead of a BAQ or to appropriated fund civilian employees in foreign countries instead of housing allowances. (See 5 U.S.C. 5912, reference (mmm)).

b. Quarters available for occupancy to personnel when forfeiture of a portion of per diem travel allowance is involved.

c. Privately-owned Wherry housing.



d. Parking facilities, including utility connections, provided to members of the Uniformed Services for house trailers and mobile homes not owned by the Government.

e. Guest houses, TLFs, and related facilities when used by active duty and retired military personnel and dependents, authorized civilian employees and dependents, and spouses or relatives of active duty personnel confined to hospitals. TLFs, guest houses, and related facilities are considered "rental quarters" when occupied by all others.

f. Unaccompanied personnel housing occupied by a member of the Uniformed Services on a permanent change of station (i.e., from time of official notification until arrival at new duty station to include time it takes to find permanent housing).

g. Unaccompanied personnel housing occupied by an active duty military member in a leave status and retired military personnel, at the discretion of the installation commander. (See Chapter 5, subparagraph A.3.h.(3), regarding length of stay for military members on leave.)

5. In accordance with OMB Circular A-45 (reference (hh)), this chapter does not apply in the following instances:

a. When employees attend training programs at Federal or private facilities and the cost of housing is factored into the program cost to the DoD Component concerned or through other means, so long as the per diem rate (or actual expense allowance) paid the employee is set to reflect the fact that the housing is provided at no cost to the employee. In other than training situations when employees are receiving per diem (or actual expense allowance) and occupying Government housing, the per diem paid the employees is set to reflect the fact that the housing is provided at no cost to the employee.

b. When employees are receiving a remote work site commuting allowance, in accordance with 5 U.S.C. 5942 (reference (nnn)), and housing is provided at no cost to the employees, the allowance paid shall consist of factors other than the housing cost portion of the allowance.

6. An employee or a member of the Uniformed Services shall not be required to occupy quarters on a rental basis, unless the DoD Component concerned determines that necessary service cannot be rendered or that property of the Government cannot be protected adequately otherwise. (See 5 U.S.C. 5911(e), reference (kkk)).

## **B. PROCEDURES**

### **1. Appraisals and Cyclical and Annual Adjustments**

a. The procedures for conducting an appraisal, determining rents and charges for rental quarters, and periodically adjusting charges for rental quarters and related facilities, including utilities and other services, shall be in accordance with OMB Circular A-45 (reference (hh)).

b. The DoD Components may either negotiate for and retain the services of professional contract appraisers or employ professional staff appraisers to establish rents and charges. To avoid potential conflicts of interest, do not assign occupants of rental quarters or their subordinates to perform appraisals or serve as members of regional survey teams used to recommend rents and other charges.

c. Utilities and other services do not include telephone service. Occupants are responsible for personal telephone service.

2. Family Housing Units Designated as Substandard. When family housing units designated as substandard are occupied by members of the Uniformed Services and their dependents, the amount of the fair market rental value of the housing unit shall be charged against the member's basic allowance for quarters except that such charge may not be in an amount in excess of 75 percent of the member's BAQ. (See 10 U.S.C. 2830, reference (oo).) Rental rates and other charges incident to the occupancy of substandard quarters on a rental basis by members of the Uniformed Services shall be established in accordance with procedures for those quarters in OMB Circular A-45 (reference (hh)). When substandard units are occupied by other than members of the Uniformed Services and their families, full rents and charges shall be collected from the occupants.

### 3. Instances of Hardship

a. When dependents of a member of the Armed Forces who dies in line of duty are occupying adequate Government family housing other than on a rental basis on the date of the member's death, they may be allowed to continue to occupy such housing without charge for a period of 90 days. (See 37 U.S.C. 403(l)(1), reference (t).)

b. When dependents of a member of the Armed Forces who dies in line of duty are occupying substandard Government family housing on the date of the member's death, they may be allowed to continue to occupy such housing at the same charge for a period of 90 days. (See 37 U.S.C. 403(l)(2), reference (t).)

c. In certain hardship cases when continued occupancy of public quarters by former Uniformed Service members and dependents is permitted, either an amount equivalent to the member's full BAQ and other housing allowances (i.e., variable housing allowance, etc.) or the reasonable value of the quarters shall be charged for such periods of time as property may be allowed in each particular case. Occupancy of quarters in such instances normally will not exceed 60 days. (See OMB Circular A-45, reference (hh).)

d. Former Federal employees (or other occupants) and dependents, or dependents of deceased Federal employees (or other occupants), may continue to occupy Government-furnished quarters for a period normally not to exceed 60 days. Such occupant shall continue to pay the established rental rate for those quarters. (See reference (hh).)

e. Occupancy of quarters beyond the 90 or 60 days mentioned above may be extended on a case-by-case basis, as determined by the installation commander. In such

instances, the occupant shall pay rents and charges in accordance with this Chapter and reference (hh).

f. From the date of separation, former members remaining in military family housing as a transition benefit shall pay rental charges equivalent to the VHA and the BAQ for that locality and their rank. In cases of hardship, installation commanders may, under regulations issued by the Secretaries of the Military Departments, waive all or any portion of such charge.

#### 4. Charges for Mobile Home Spaces

a. In accordance with 37 U.S.C. 403(k) (reference (t)), charges for mobile home spaces provided members of the Uniformed Services for mobile homes not owned by the Government shall be established in an amount sufficient to:

(1) Cover the cost of maintenance, services, and utilities. Utilities shall be prorated unless individually metered.

(2) Amortize the cost of construction of the facility over a 25-year period beginning with the completion of such construction by dividing the cost of construction by the number of spaces divided by 300.

(3) Amortize the cost of major repairs or improvements over 25 years, as above.

When the cost of construction or repair and improvements are amortized for 25 years, the charge shall be dropped.

b. When such facilities are provided to other than members of the Uniformed Services and their families, full rents and charges shall be collected from the occupants. (See OMB Circular A-45, reference (hh).)

5. Rental Rates and Charges for Foreign Nationals. Rental rates for quarters and charges for related facilities supplied by the Department of Defense to foreign nationals (military and civilian) under authority of the AECA shall be established in accordance with the pricing requirements of Volume 15 of DoD 7000.14-R (reference (jjj)). When quarters are provided under other legal authorities, rates shall be set in accordance with this Chapter unless the applicable authorizing legislation provides for an alternative pricing procedure. In that case, the providing DoD Component shall document the alternative legal pricing requirement, bill in accordance with it, and retain applicable documentation for audit.

6. Personnel on Leave. Personnel on leave shall continue to be charged for quarters and related facilities, unless permitted to vacate and make the quarters available for assignment to others.

7. Appraiser's Report and Certificate. A full record of the findings and recommendations of the appraiser or survey team, as well as documentation to justify administrative adjustments, should be retained locally by the installation for audit and review purposes.

8. Disposition of Collection for Rents and Charges. Receipts from rents and other charges imposed pursuant to this Chapter shall be credited to the following accounts:

<u>Type of Facility Rented</u>	<u>Account To Be Credited with Receipts</u>
a. Family Housing, including mobile home parking facilities.	Family Housing Management Account of DoD Component concerned (see 10 U.S.C. 2831, reference (ppp)).
b. Quarters not included in a., above (e.g., UOPH, UEPH), including quarters operated by welfare and recreation activities (see DoD Directive 1015.6, reference (eee)).	
(1) Shelter Rent	General Fund Proprietary Receipt Account 3210, "Defense Military Not Otherwise Classified," under a citation that includes the appropriate Military Department or DoD two-digit prefix symbol.
(2) Utilities and Related Services	Appropriation reimbursement to the operation and maintenance-type account financing the cost of utilities.
(3) Nonappropriated Fund Services Account	Applicable nonappropriated fund.

## APPENDIX A

### DEFINITIONS

1. Acceptable. Term used to describe community housing that satisfies criteria identified in Chapter 2, and UPH that satisfies criteria identified in Chapter 5. Acceptable community housing is countable as an asset in determining housing requirements. Acceptable permanent party UPH is reportable as adequate and assignable on a mandatory basis to junior enlisted personnel. Acceptable transient UPH is reportable as adequate and assignable on a mandatory basis (i.e., no per diem for private lodging) to TDY personnel.
2. Accessibility. A term used to describe buildings, facilities, programs, and activities that are accessible to and usable by persons with disabilities. Buildings and facilities that are accessible under the "Architectural Barriers Act of 1968," as amended (reference (s)), are those that comply with the Uniform Federal Accessibility Standards (reference (bb)). Programs and activities that are accessible under Section 504 of the "Rehabilitation Act of 1973," as amended (reference (aa)), are those to which persons with disabilities have reasonable access, either because the program or activity is conducted in an architecturally accessible facility and no other barriers to participation exist or because special arrangements are made to enable participation by persons with disabilities in spite of architectural barriers. Military family housing in which minimal architectural barriers exist may be considered accessible provided that such housing is easily modifiable to be accessible within 30 days upon request.
3. Adequate (Military) Family Housing. Military family housing that is specifically designated adequate and for which full housing allowances are withheld when assigned.
4. Adequate UPH. Unaccompanied personnel housing that meets minimum space, privacy, and environmental standards of acceptability.
5. Appraisal. Involves direct comparison of Government-furnished rental housing with individual private rental housing units.
6. Community Housing. Private housing in the vicinity of the installation.
7. CONUS. The 48 contiguous states and the District of Columbia.
8. Conversion. Permanent change in use of Government facilities that will change category code on real property inventory or to combine Government quarters.
9. Dependent. The sponsor's spouse, unmarried child, or parent who qualifies the sponsor for dependent-rate housing allowances. Section 401 of 37 U.S.C. (reference (t)) defines dependent, child and parent for purposes of allowances. (See attachment 1.) For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude noncustodial dependents. (See also "Family Member," definition 21., below.)

10. Discrimination. An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, religion, gender, national origin, handicap, or familial status.

11. Diversion. Temporary use of Government facilities for other than designated use. Does not change category code on real property inventory.

12. DoD Components. Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies. For the purpose of housing information requirements, Appendices C and D, the term shall include the Navy and the Marine Corps as separately reporting DoD Components.

13. DoD Family Housing. Adequate and substandard quarters provided for the families of DoD personnel instead of the payment of housing allowances or on a rental basis.

14. DoD Housing. Family and unaccompanied personnel housing that the Department of Defense owns, leases, obtains by permit, or otherwise acquires.

15. DoD Personnel. Includes both military and DoD civilian personnel, appropriated and nonappropriated.

16. DoD-Sponsored Civilian Personnel. Non-DoD civilians who are essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DoD Component (e.g., Red Cross personnel, contract technicians, bank managers and others as determined by the installation commander).

17. Domestic Leasing. Temporary leased military family housing in the 50 states, District of Columbia, Puerto Rico, and Guam.

18. Department of State Housing (DoS) Pool Location. A location where DoS handles all leasing actions and allocates housing units among the agencies requiring units, and the receiving agencies pay to DoS a pro rata share of the costs (known as foreign affairs administrative support) to run the pool. (See 10 U.S.C. 2834, reference (qqq)).

19. Essential Personnel. Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.

20. Family. Comprised of a member of the uniformed services (or DoD civilian or DoD-sponsored civilian) and dependents, or of a member married to a member. Families are eligible to occupy DoD family housing under guidelines in Chapter 2.

21. Family Member. Synonym for "dependent," as defined in definition 9, above; to be used as a preferred term when appropriate. In this Manual, a Service member's "family" comprises those who are family members (i.e., dependents).

22. Foreign. All areas outside the 50 states, the District of Columbia, and the U.S. possessions and territories.

23. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority. Includes special allowance household goods such as china, glassware, silver, table linen, cutlery and kitchen utensils (excluding small powered appliances). In foreign areas, includes equipment or appliances normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures.

24. Government Quarters. Family and unaccompanied personnel housing that the Department of Defense owns, leases, obtains by permit, or otherwise acquires.

25. Improvement. Alterations, additions, expansions, and extensions including rehabilitation of a housing unit.

26. Inactive Housing. DoD housing that has been placed in a caretaker status and is not available for occupancy for reasons other than routine maintenance and cleanup.

27. Initial Make-Ready Costs. Costs of any necessary alterations, repairs, and additions to foreign leased units to provide adequate living accommodations. Make-ready costs apply only when the unit is initially acquired.

28. Installation Commander (for the Purpose of Providing Furnishings). The commanding officer (grade 06 and above) of an installation having responsibility for that installation. The commander of a mobile or military unit or activity who does not otherwise have responsibility for land, buildings, and fixed improvements is not an installation commander. Commanding officers of tenant activities within the geographic jurisdiction of a military installation are not considered installation commanders for the purpose of the provision of furnishings.

29. Involuntarily Separated Personnel

a. Separation from Family

(1) Family Housing. Service member who is unaccompanied by dependents because of the lack of acceptable housing at the permanent duty location.

(2) UPH. Unaccompanied service member who has dependent(s) but qualifies for permanent (rather than space-available) occupancy of UPH because either or both of the following apply:

(a) Family housing is not programable for the member regardless of desire to be accompanied.

(b) Member is assigned to a location not in CONUS, Alaska, or Hawaii.

b. Separation from Service. Former Service member who was involuntarily separated, as defined in 10 U.S.C. 1141 (reference (rrr)), from active duty in one of the Services.

30. Leased Quarters. Public quarters under control of the Department of Defense obtained by a Government lease agreement.

31. Maintenance. The recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such condition that it may be effectively utilized for its designated purpose. Includes work undertaken to prevent deterioration or damage to a facility without which the facility would be more costly to restore.

32. Military Family Housing. DoD family housing.

33. Military Housing. DoD housing.

34. National Register of Historic Places. The listing of districts, sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that is maintained by the Secretary of the Interior.

35. Principal Military Attache. The senior attache from each Military Department at a foreign location.

36. Private Housing. Quarters not provided by the DoD Components.

37. Professional Contract Appraiser. A private citizen, preferably a resident of the area, who has at least the minimum qualification of an appraiser, grades 11 through 15, as set forth in Civil Service Standards, occupational series GS-1171.

38. Professional Staff Appraiser. An employee of a DoD Component or other Federal Agency who meets the same minimum qualifications as a professional contract appraiser.

39. Public Entertainment Area. That area in a set of quarters intended to accommodate public rather than private entertainment. Includes the entrance foyer, living room(s), dining room, and the stairways and hallways interconnecting these areas. Enclosed porches, dens, libraries, family rooms, upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other areas of the quarters normally are not considered as part of the public entertainment area. Guest bedrooms in quarters of Special Command Positions may be included if overnight accommodation of official visitors is required.

40. Quarters. All living accommodations.

41. Reasonable Value. What would be paid for comparable housing in the open market. Reasonable value for rental quarters is to be measured by the test of equivalence. Rental rates, including charges for related facilities, when appropriate, shall be based upon prevailing rates for comparable private housing located in the same general area, after taking into account those factors that reduce or increase the value of the housing to the tenant.



42. Related Facilities (for Rental Quarters). Equipment, supplies, and services made available in connection with the occupancy of quarters including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

43. Rental Quarters. Except as specifically excluded here or by statute, the term rental quarters includes all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or -controlled single family dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, permanent and semipermanent tents, and housekeeping and nonhousekeeping units. It also includes housing facilities designated as substandard family housing quarters.

44. Repair. The restoration of a real property facility to such condition that it may be effectively utilized for its designated purposes.

45. Restrictive Sanction List. Actions taken by the installation commander to prevent military personnel from entering into a rental, lease, or purchase arrangement with, or occupying housing of, an agent who has been found to have discriminated against military personnel or their dependents.

46. Special Command Position. A position designated by the Director of Administration and Management, Office of the Secretary of Defense, if incumbent is a general or flag officer, or civilian of equivalent rank, and if the public relations responsibilities require the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities. DoD Instruction 1100.12 (reference (q)) provides for the DA&M to maintain and publish a list of these positions.

47. Special Command Position Housing. DoD family housing specifically designated for occupancy by incumbents of a special command position.

48. Substandard Family Housing. DoD-controlled housing, specifically authorized by the Congress, that is not adequate and is occupied subject to a charge against a service member's BAQ for the fair market value of the quarters not to exceed 75 percent of the BAQ amount.

49. Substandard UPH (Upgradable). UPH that does not meet minimum acceptability standards for involuntary assignment but may be made acceptable economically through improvement.

50. Substandard UPH (Not Upgradable). UPH that does not meet minimum acceptability standards for involuntary assignment and cannot be upgraded economically to acceptable standards.

51. Supplemental Furnishings. Furnishings provided in the entertainment areas of family housing to supplement personally owned furnishings of occupants who are required to accommodate or entertain visitors frequently as part of their official duties.
52. Temporary Lodging Facilities. Specifically identified interim housing facilities operated by the Military Services to provide short-term temporary housing accommodations. Include guest houses except transient quarters occupied by official visitors to the installation. TLFs do not include facilities used primarily for rest and recreation purposes, or UPH.
53. Unaccompanied Personnel. Personnel who either have no dependents or who are geographically separated from all dependents.
54. Unaccompanied Personnel Housing. Barracks, dormitories, unaccompanied enlisted personnel housing, and unaccompanied officer personnel housing provided by DoD Components. Includes transient quarters.
55. Uniformed Services. Refers to the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.
56. United States. The 50 states, the District of Columbia, and U.S. possessions and territories.
57. United States Armed Forces. All components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.
58. United States Overseas. Alaska, Hawaii, and U.S. possessions and territories.
59. U.S. Possessions and Territories. Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.
60. Voluntarily Separated Person
- a. Separation from Family
- (1) Family Housing. Service member who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by dependents.
- (2) UPH. Service member in CONUS, Hawaii, or Alaska, for whom family housing would otherwise be programable, who elected for any reason not to be accompanied.
- b. Separation from Service. Former member who was voluntarily separated from Service with benefits or incentives established in Chapter 59 of 10 U.S.C. (reference (sss)).
61. Worldwide. CONUS, U.S. overseas, and foreign combined.

DEFINITION OF DEPENDENT FOR PURPOSES OF ALLOWANCES <sup>1</sup>  
37 U.S.C. 401

"(a) **DEPENDENT DEFINED.**--In this chapter, the term 'dependent', with respect to a member of a uniformed service, means the following persons:

"(1) The spouse of the member.

"(2) An unmarried child of the member who--

"(A) is under 21 years of age;

"(B) is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support; or

"(C) is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned for purposes of this subparagraph, and is in fact dependent on the member for more than one-half of the child's support.

"(3) A parent of the member if--

"(A) the parent is in fact dependent on the member for more than one-half of the parent's support;

"(B) the parent has been so dependent for a period prescribed by the Secretary concerned or became so dependent due to change of circumstances arising after the member entered on active duty; and

"(C) the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned.

"(b) **OTHER DEFINITIONS.**--For purposes of subsection (a):

"(1) The term 'child' includes--

"(A) a stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);

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<sup>1</sup> For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude noncustodial dependents.

"(B) an adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption; and

"(C) an illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.

"(2) The term 'parent' means—

"(A) a natural parent of the member;

"(B) a stepparent of the member;

"(C) a parent of the member by adoption;

"(D) a parent, stepparent, or adopted parent of the spouse of the member;

and

"(E) any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age."

**APPENDIX B**

**HOUSING SERVICE FORMS**

STATUS OF HOUSING AVAILABILITY			
1. FROM: Family Housing Office a. Installation Name Military District of Washington		2. TO: Applicant's Name (Last, First, MI) Doe, Jane R.	
b. Phone (DSN) (Commercial) 226-3557/8 703-696-3557/8		3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE (Day, Mo, Yr, Hour) 16 July 1993	
4. YOU ARE ADVISED THAT: a. You can expect military family housing to be available			
<input type="checkbox"/> (1) Immediately upon your arrival		<input type="checkbox"/> (3) Within 12 months of your arrival	
<input type="checkbox"/> (2) Within approximately 30 days of your arrival		<input checked="" type="checkbox"/> (4) After 12 months or more, or not at all	
4b. Considering the availability of family housing you should make alternative housing arrangements that will be		<input type="checkbox"/> (1) Temp	
		<input type="checkbox"/> (2) Semi-Perm	
		<input checked="" type="checkbox"/> (3) Permanent	
c. Comments  <p align="center">P I</p>			
5. HOUSING AVAILABILITY IN THE COMMUNITY IS: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Limited			
6. YOU MUST CONTACT THE FAMILY HOUSING OFFICE (housing referral) UPON ARRIVAL BEFORE YOU MAKE HOUSING ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE ABOVE.			
7. SIGNATURE (Family Housing Office Representative) <i>J. M. House</i>		8. DATE (Day, Month, Year) 9 August 1993	

DD Form 1747, SEP 93

Previous editions are obsolete.

Figure B-1. DD Form 1747

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form read Privacy Act Statement and instructions on reverse)</small>				1. TYPE SERVICE DESIRED (X one or both)	
				<input checked="" type="checkbox"/> a MILITARY HOUSING	<input checked="" type="checkbox"/> b HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR (Last, First, Middle Initial) Doe, Jane R		3. PAY GRADE LTC	4. SSN 999-99-9999	5. DOD COMPONENT Army	
6. ADDRESS (Street, City, State, Zip Code) Visiting Officers Quarters Bldg T-49 Ft Myer, VA 22211		7. TELEPHONE NUMBER a HOME (Area Code) (703) 555-7094	b DUTY (DSN) 112-1547	8. STATUS OF APPLICANT (X one) <input checked="" type="checkbox"/> a MILITARY MEMBER <input type="checkbox"/> b MILITARY SPOUSE <input type="checkbox"/> c CIVILIAN <input type="checkbox"/> d FOREIGN NATIONAL	
		9. MARITAL STATUS Married	10. I AM SEPARATED FROM MY DEPENDENTS (X one) <input type="checkbox"/> a VOLUNTARILY <input type="checkbox"/> b INVOLUNTARILY		
11. I REQUEST HOUSING FOR (X one) <input type="checkbox"/> a SELF ONLY <input checked="" type="checkbox"/> b SELF AND DEPENDENTS			<b>SECTION II - MILITARY CAREER INFORMATION</b> (Continue slip to Form 15)		
12. INSTALLATION / ORGANIZATION TRANSFERRED FROM Fort Bragg			14. DATES (Enter in YYMMDD order)		
13. INSTALLATION / ORGANIZATION TRANSFERRED TO MDW/OASA (J, L&E)			a EFFECTIVE RANK/RATE DATE 910129		
			b ACTIVE DUTY SERVICE COMPUTATION DATE 760704		
			c TIME REMAINING ON ACTIVE DUTY 34		
			d EFFECTIVE CHANGE IN DUTY STATION 930716		
			e REPORT DATE 930802		
			f ESTIMATED FAMILY ARRIVAL DATE 930901		
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME (If more space is needed, continue on plain paper)					
a NAME (Last, First, Middle Initial)		b DATE OF BIRTH (YYMMDD)	c SEX	d RELATIONSHIP	e REMARKS (Handicap, health problems, expected additions to family, etc.)
Doe, John A		1570616	M	Spouse	
Doe, Dorothy J.		900229	F	Daughter	
<b>SECTION IV - HOUSING DATA</b>					
16. COMMUNITY HOUSING DESIRED (X as applicable)					
<input type="checkbox"/> a PURCHASE HOUSE	<input type="checkbox"/> d RENT HOUSE	<input type="checkbox"/> g RENT MOBILE HOME SPACE	<input type="checkbox"/> i ROOM AND BOARD		
<input type="checkbox"/> b PURCHASE CONDOMINIUM	<input type="checkbox"/> e RENT APARTMENT	<input type="checkbox"/> h SHARE	<input type="checkbox"/> k SUBLET		
<input type="checkbox"/> c PURCHASE MOBILE HOME	<input type="checkbox"/> f RENT MOBILE HOME	<input type="checkbox"/> j RENT ROOM	<input type="checkbox"/> l TRANSIENT		
17. AMENITIES DESIRED (X as applicable Write number in d and e)			18. DATE HOUSING NEEDED (YYMMDD)		19. PRICE RANGE (Community Housing)
<input type="checkbox"/> a FURNISHED	2	<input type="checkbox"/> e NO BATHS	ASAP		\$ 950 - 1150
<input checked="" type="checkbox"/> b UNFURNISHED		<input type="checkbox"/> f PETS (Allowed)			
<input checked="" type="checkbox"/> c AIR CONDITIONING		<input type="checkbox"/> g OTHER (Explain)			
<input checked="" type="checkbox"/> d NO BEDROOMS			20. LOCATION PREFERENCE (Community Housing)		
			Arlington, Falls Church or McLean		
21. REMARKS Prefer one year lease with option to renew.					
22. SIGNATURE OF APPLICANT Jane R. Doe				23. DATE SUBMITTED (YYMMDD) 930809	
<b>SECTION V - DISPOSITION (To be completed by Housing Office)</b>					
24. MILITARY HOUSING					
a APPLICATION RECEIVED (YYMMDD and time) 930809 0830		b APPLICATION EFFECTIVE (YYMMDD) 930716	c DD FORM 1747 PROVIDED (YYMMDD) 930809	d HOUSING AVAILABILITY (Boxes indicated on DD Form 1747) 4a(4), 4b(3), & good	
e APPLICANT PLACED ON WAITING LIST 3BR Field Grade		f EFFECTIVE PLACEMENT (YYMMDD) 930716	g BEDROOMS REQUIRED 2	h DATE UNIT ASSIGNED (YYMMDD)	
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT Jane R. Doe			26. DATE SIGNED (YYMMDD) 930809		

DD Form 1746, SEP 93

Previous editions may be used

Figure B-2. DD Form 1746

# APPLICATION FOR ASSIGNMENT TO HOUSING

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5911 & 5912.  
**PRINCIPAL PURPOSE:** To identify customer needs for assistance and housing requirements.  
**ROUTINE USE:** None  
**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in our inability to assist you

## GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. All items not listed are self-explanatory. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), and SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center

### 1. TYPE SERVICE DESIRED

**Military Applicants:** If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

**Civilian Applicants:** Mark the box "Housing Referral" services in Item 1b, and answer all questions.

## SECTION I - APPLICANT INFORMATION

### 5. DOD COMPONENT

Army, Navy, Air Force, etc.

### 6. ADDRESS

Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).

### 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

### 13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

## SECTION II - MILITARY CAREER INFORMATION

### 14. DATES (Military Applications/Military Spouse Only)

Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time (in months) that you have remaining on active duty.

d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.

e. Enter your official report date (from your PCS orders).

f. Enter your estimated arrival date.

## SECTION III - DEPENDENT DATA

### 15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.

## SECTION IV - HOUSING DATA

16. - 21. Self-explanatory.

### 22. SIGNATURE

The applicant must sign the DD Form 1746.

### 23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

## SECTION V - DISPOSITION (To be completed by the Housing Office)

### 24. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. **Application Effective.** Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. **Date Unit Assigned.** Enter the date the unit was assigned.

## APPENDIX C

### FAMILY HOUSING INFORMATION REQUIREMENTS

#### A. INSTRUCTIONS FOR REPORTING FAMILY HOUSING INVENTORY, DD FORMS 1410 AND 1411, RCSA&T(A)1081

##### 1. General Instructions

a. This report provides annual information on the inventory and occupancy of DoD family housing units as of September 30.

b. The DoD Components shall submit summary (worldwide, CONUS, U.S. overseas, foreign) reports on family housing inventory and occupancy each year, December 15 following the September 30 report date, to the Assistant Deputy Under Secretary of Defense (Conservation and Installations). After submission of the summary reports, the DoD Components shall provide installation-level data as required to the Office of the ADUSD(CI), normally by facsimile within 8 duty hours.

c. DoD Components shall report all units controlled by the DoD Component including those loaned to or occupied by personnel of other DoD Components or Government agencies. Do not include units borrowed from other DoD Components or Government agencies. Exclude military Assistance Advisory Group (MAAG) housing units whose cost is borne by Military Assistance Program (MAP) funds either directly or through reimbursement to the DoD Component's appropriated funds.

d. Adequate inventory data reported on DD Form 1410 (item 18 column (d) less item 23 column (d)) shall match the total active adequate units reported on DD Form 1411 (item 16 column (j)). Substandard total inventory reported on DD Form 1410 (item 18 column (e) less item 23 column (e)) shall match the substandard total reported on item 16 column (k) of DD Form 1411.

##### 2. Header Items, DD Forms 1410 and 1411

a. Item 1, Report Period. The last day of the report period (for example, 940930).

b. Item 2, Installation Name. The complete installation name. If report is sent by an installation for the first or last time, mark the Item "First Report" or "Last Report" as appropriate. For major command or DoD Component area summaries, leave blank.

c. Item 3, Major Command/EFD. The official short title for the major command or engineering field division ( ). For DoD Component area summary reports, leave blank.



1. REPORT PERIOD (7/1/1960)		REPORT CONTROL SYMBOL		Form Approved OMB No. 0704-0188	
900930					
Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.					
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.					
2. INSTALLATION NAME AIR FORCE WORLDWIDE SUMMARY		3. MAJOR COMMAND/EFD		6. INSTALLATION STATUS	
7. STATE		9. REAL PROPERTY INVENTORY CODE (NPG)		5. TYPE OF REPORT	
10. COUNTRY		11. DOD COMPONENT DEPARTMENT OF AIR FORCE		a. INDIVIDUAL	
				b. SUMMARY	
				c. EXCESS	
				d. DOD SPONSORED	
				(a)	
				(b)	
				(c)	
				(d)	
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FAMILY HOUSING INVENTORY DESIGNATION AND ASSIGNMENT										1. REPORT PERIOD (YYMMDD)		REPORT CONTROL SYMBOL		Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.										900930					
2. INSTALLATION NAME AIR FORCE WORLDWIDE SUMMARY										3. MAJOR COMMAND/EPD		4. AREA		5. TYPE REPORT	
6. STATE		7. ZIP CODE		8. REAL PROPERTY INVENTORY CODE (RPRC)		9. COUNTRY		10. DOD COMPONENT DEPARTMENT OF AIR FORCE		a COMUS		b US OVERSEAS		c INDIVIDUAL	
										c FOREIGN		d WORLDWIDE		X SUMMARY	
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										e4-e4 (a)		e4-e4 (b)		e4-e4 (c)	
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d. Item 4, Area. Enter an "X" on the appropriate line to show the area in which the reporting installation is located or the type of summary report. The "worldwide" item is used only for DoD Component summary reports; for major command/EFD summaries, leave blank.

e. Item 5, Type of Report. Enter an "X" on the "Individual" item to show report of a single installation. Use "Summary" item to show a major command or DoD Component area summary report.

f. Item 6 DD Form 1410, Installation Status. Enter an "X" on the appropriate line to show whether the reporting installation is active, inactive, or excess.

g. Item 7 DD Form 1410, Item 6 DD Form 1411, State. Name of state (or District of Columbia). If the reporting installation is not in the United States, leave blank. For summary reports, leave blank.

h. Item 8 DD Form 1410, Item 7 DD Form 1411, Zip Code. The installation's 9-digit zip code. For summary reports, leave blank.

i. Item 9 DD Form 1410, Item 8 DD Form 1411, Real Property Inventory Code (RPIC). The RPIC for the reporting installation. For summary reports, leave blank. RPICS are derived as follows:

(1) Army: The five-character real property installation number preceded by "A."

(2) Navy: The five-character unit identification code (UIC) preceded by "N."

(3) Air Force: The four-character geographic location code (GECLOC) preceded by "F."

(4) Marine Corps: The five-character UIC preceded by "M."

(5) Defense Logistics Agency: The locality identifier (5 characters or less) preceded by "S."

j. Item 10 DD Form 1410, Item 9 DD Form 1411, Country. The name of the country where the installation is. If the installation is in the United States, enter "U.S." If the installation is in a U.S. possession (such as Guam, Midway Island, etc.), enter the name of the possession. For summary reports, leave blank.

k. Item 11 DD Form 1410, Item 10 DD Form: 1411, DoD Component. The name of the responsible DoD Component.

### 3. Family Housing Inventory and Occupancy Data, DD Form 1410

#### a. Columns--Inventory and Vacancy Information

(1) Column (a), Leased. Leased housing generally shall be confined to privately owned units obtained by the U.S. Government for use as military public quarters, including leased housing constructed in foreign countries as rental guaranty units. Military public quarters owned by HUD shall also be considered. When one DoD Component acts as executive agent and leases units for use by another, the executive agent shall report such units in its inventory. When a non-DoD U.S. Government agency leases privately owned units for use by DoD personnel, they shall be reported as leased units (e.g., when the State Department leases for a Military Department, the Military Department reports the units).

(2) Column (b), Appropriated Fund - Prior FY 1950 Appropriation. Housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated before the FY 1950 appropriation. Include adequate foreign source units built before 1950, e.g., Royal Air Force. Include units owned by a foreign government and used by the DoD Component under international agreement.

(3) Column (c), All Other Adequate. All other adequate Government-owned housing units. Include Government of Japan (GOJ) housing provided to the United States under the Japanese Facilities Improvements Program (JFIP), housing provided by the Republic of Korea (ROK) under the ROK Force Improvement Plan (FIP), and adequate foreign source units built 1950 and after. Include: appropriated fund housing, FY 1950 and after; appropriated fund relocatable housing; and adequate Capehart, Wherry-acquired, surplus commodity, and permit housing.

(4) Column (d), Total Adequate. In items 12 through 30, the sum of columns (a), (b), and (c).

(5) Column (e), Total Substandard. Units designated substandard. Also include substandard foreign source units, regardless of how operated, and Government-owned mobile homes.

(6) Column (f), Adequate and Substandard. In items 12 through 30, the sum of columns (d) and (e).

(7) Column (g), Mobile Home Spaces. Government-owned mobile home spaces. Exclude spaces occupied by Government-owned mobile homes included in column (f).

(8) Column (h), DoD Sponsored. Domestic rental guarantee units.

b. Lines--Inventory and Vacancy Information.

(1) Item 12, Previous Total. In each column, total units (active plus inactive) under the control of the reporting installation (occupied for any reason, or vacant) as of the last day of the preceding report period. These data should be the same as the "Present Total" of the preceding report period. Any corrections to previously reported inventory shall be explained in a keyed footnote on an attached sheet.

(2) Item 13, New Adds. Units acquired other than by conversion during the report period.

(3) Item 14, Conversion Gains. Units added by conversion, improvement or other action that caused a change in status during the report period; include both those that cause change from substandard to adequate, as well as those that create new DoD family housing facilities. Conversions shall be reported as done as of the beneficial occupancy date.

(4) Item 15, Conversion Losses. Units permanently lost by conversion or other action that caused a change in status during the report period; include both actions which upgrade family housing as well as those which convert them to non-family uses.

(5) Item 16, Disposals. Units disposed of and lease cancellations, except for permanent conversions which occurred for any reason during the report period. Disposals shall be reported as effective the date the units are removed from the Defense Family Housing Property Account of the respective DoD Components by transfer, demolition, sale, or other conveyance. A report of excess houses to the General Services Administration (GSA) is not considered a disposal until the property is accepted by GSA.

(6) Item 17, Other Losses. Units lost due to damage or destroyed by fire, natural causes, etc., during the report period.

(7) Item 18, Present Total. In each column, total units (active plus inactive) in the inventory the last day of the report period. This item is the sum of items 12 through 17; i.e.,  $12 + 13 + 14 - 15 - 16 - 17 = 18$ .

(8) Item 19, Previous Inactive and Diverted Total. In each column the inactive and diverted units in the inventory as of the last day of the preceding report period. These data should be the same as the "Present Inactive Total" of the preceding report period. Any corrections to previously reported inventory shall be explained in a keyed footnote on an attached sheet.

(9) Item 20, Reactivations. Units reactivated during the report period. Also include the return of diverted units to family housing use.

(10) Item 21, Inactivations. Units inactivated during the report period. Also included new diversions.

(11) Item 22, Inventory Losses. Inactive units dropped from the Defense Family Housing Property Account during the report period. This includes permanent conversion losses, disposals and all other losses of inactive units.

(12) Item 23, Present Inactive Total. Units that were inactive and diverted the last day of the report period. This item is the sum of items 19 through 22; i.e.,  $19 - 20 + 21 - 22 = 23$ .

(13) Item 24, Moves Out. The number of times units were vacated during the report period, regardless of the reason and regardless of whether or not reoccupied.

(14) Item 25, Moves In. The number of times units were moved into during the report period.

(15) Item 26, Gross Available Occupancy Days. Gross number of unit days available for occupancy in the report period. Gross days is the number of active housing units multiplied by the days available in the report period (365 or 366 days in 12 months). Gross unit days are counted for each day after the beneficial occupancy date of an active unit. Individual computation shall be made for units not available for occupancy the entire report period.

(16) Item 27, Vacant - Repair/Improvement. The number of days active units were vacant for major rehabilitation, repair, improvement, alteration, or conversion work.

(17) Item 28, Net Available Occupancy Days. Item 26 minus item 27.

(18) Item 29, Vacant - Maintenance. The number of days active units were vacant incident to routine change of occupancy maintenance.

(19) Item 30, Vacant - Available. The number of days active units were vacant other than for major repair or minor maintenance.

(20) Item 31, Net Vacancy Percent. Divide the sum of items 29 and 30 by item 28. Convert the result to a percentage and round to two decimal places (e.g., 1.95%).

c. Item 32, Inactive Units to be Excessed. Inactive units reported above which will be excessed to the General Services Administration before the next report. On item 32a, enter inactive adequate units to be excessed of those reported on item 23 column (d). On item 32b enter inactive substandard units to be excessed of those reported on item 23 column (e).

d. Items 33 through 37, Adequate Inactive, columns (a), (b) and (c). Number of adequate inactive units by bedroom type and grade designation (officer, E9-4, E3-E1), which are included in column (d) of item 23.

e. Items 38 through 41, Waiting List Data.

(1) Column (a), Families On Waiting Lists - Adequate. On each line, the number of families on all waiting lists for adequate housing as of the last day of the report period. Each family shall be counted only once regardless of the number of waiting lists they may be on.

(2) Column (b), Families on Waiting Lists - Substandard. On each line, the number of families on all waiting lists for substandard housing as of the last day of the report period. Each family shall be counted only once.

(c) Column (c), Waiting Time for Adequate Units. On each line, the average number of months a family must wait for adequate quarters. Entries should be made in increments of whole months; e.g., two weeks or more should be entered as one month, less than two weeks as zero.

(d) Column (d), Waiting Time for Substandard Units. On each line, the average number of months a family must wait for substandard quarters.

4. Family Housing Inventory Designation and Assignment Data, DD Form 1411. Report only active family housing units on DD Form 1411.

a. Grade Designation of Adequate Quarters. The headings of columns (a) through (j) reflect the grade designation of the quarters, not the pay grade of the current occupants.

b. Quarters Designated for Combined Grade Groups. All active adequate units, and assigned occupants, shall be reported in specific grade designation columns. If units are permanently designated for a combination of grade groups, distribute the units to the grade columns on a reasonable basis such as current occupant grade ratios or long-range programming, or use the column reflecting the more senior of the combined groups.

c. Columns. Column (e) is the total of columns (a) through (d). Column (i) is the total of columns (f), (g), and (h). Column (j) is the total of columns (e) and (i). In column (k), report inventory and assignment of all active units designated substandard; also include substandard foreign source units, regardless of how operated, and Government-owned mobile homes.

d. Items 11 through 15, Inventory by Bedroom Category. In each column, inventory distributed to items 11 through 15 by bedroom category.

e. Item 16, Total Inventory. In each column, sum of items 11 through 15. Data must match DD Forms 1410 data as follows:

<u>Item 16, DD Form 1411</u>		<u>DD Form 1410</u>
Column (j)	=	Item 18 minus item 23 (in column (d))
Column (k)	=	Item 18 minus item 23 (in column (e))

f. Units Assigned, items 17 through 29

(1) Items 17 through 23: In each quarters column, the number of sponsors of occupants, listed on lines corresponding to the sponsors' pay grades. Includes sponsors who are members of other Services, unaccompanied families (families authorized to remain in quarters while sponsor is absent (e.g., on an unaccompanied tour)), and civilians (on lines by grade equivalency, Table 2-1).

(2) Non-Add () Items, 24 through 28: On these lines, numbers of families are listed in appropriate quarters columns without regard to sponsors' pay grades. As they report families who are also included in items 17 through 23, items 24 through 28 are not included in the computation of total occupancy.

(a) Items 24 through 26c (Other Service). Annotate the left column to show the applicable military services, one line per service, but not the host service identified in Item 10. On appropriate items, 24 through 26c, report the numbers of service families.

(b) Item 27 (Unaccompanied Family). Unaccompanied families (families authorized to remain in quarters while sponsor is absent (e.g., on an unaccompanied tour)).

(c) Item 28, (Civilian). Civilian families assigned.

(3) Item 29, Total Occupied. In each column, the total of items 17 through 23. (Items 24 through 28 are not to be added; their data are included in items 17 through 23).

g. Item 30, Total Vacant. In each column, the number of active units that are vacant.

h. Item 31, Total Active Adequate. In each column: the sum of item 29 plus item 30; should equal item 16.

5. Component Options. The Head of the DoD Component concerned, or designee, may opt, on a Component-wide basis, not to use any or all of items 19 through 22 ("Previous Inactive Total" through "Inventory Losses") and 25 through 31 ("Moves In" through "Net Vacancy Percent") on DD Form 1410. With appropriate advance notice, the ADUSD(CI) may suspend those options.



MILITARY FAMILY HOUSING JUSTIFICATION				1. DATE OF REPORT (YYMMDD) 880915		2. FISCAL YEAR 1990		REPORT CONTROL SYMBOL					
3. DOD COMPONENT Navy		4. REPORTING INSTALLATION a. NAME PWC San Francisco				b. LOCATION California							
5. DATE AS OF 31 January 1988		ANALYSIS OF REQUIREMENTS AND ASSETS											
		CURRENT				PROJECTED							
		OFFICER (a)	E9-E4 (b)	E3-E1 (c)	TOTAL (d)	OFFICER (a)	E9-E4 (b)	E3-E1 (c)	TOTAL (d)				
6. TOTAL PERSONNEL STRENGTH		2360	12544	6388	21292	2070	12718	6346	21134				
7. PERMANENT PARTY PERSONNEL		1914	11583	5959	19456	1945	12000	6039	19984				
8. GROSS FAMILY HOUSING REQUIREMENTS		1288	7280	1287	9855	1312	7389	1231	9932				
9. TOTAL UNACCEPTABLY HOUSED (a + b + c)		265	2348	639	3252								
a. INVOLUNTARILY SEPARATED		29	342	147	518								
b. IN MILITARY HOUSING TO BE DISPOSED/REPLACED		0	0	0	0								
c. UNACCEPTABLY HOUSED - IN COMMUNITY		236	2006	492	2734								
10. VOLUNTARY SEPARATIONS		79	1137	273	1489	80	1153	261	1494				
11. EFFECTIVE HOUSING REQUIREMENTS		1209	6143	1014	8366	1232	6236	970	8438				
12. HOUSING ASSETS (a + b)		960	5824	382	5166	994	5033	502	6529				
a. UNDER MILITARY CONTROL		462	2238	0	2700	462	3282	0	3744				
(1) Housed in Existing DOD Owned / Controlled		448	2212	0	2660	462	2238	0	2700				
(2) Under Contract / Approved						0	1044	0	1044				
(3) Vacant		14	26	0	40								
(4) Inactive		0	0	0	0								
b. PRIVATE HOUSING		498	1586	382	2466					532	1751	502	2785
(1) Acceptably Housed		496	1583	375	2454								
(2) Acceptable Vacant Rental		2	3	7	12								
13. EFFECTIVE HOUSING DEFICIT		249	2319	632	3200	338	1203	468	1909				
14. PROPOSED PROJECT							344	0	344				
15. REMARKS (Specify item number)		<p>[This sample is not a replica. The data above are from the original, but comments and numbers below were created to illustrate current instructions.]</p> <p>Items 9c and 12b(2). Families looking for housing in the community face problems almost unparalleled in the Navy. Housing costs are the highest in CONUS, with average 2-bedroom units renting for \$800 plus utilities. The exceptionally high number of families who are unacceptably housed and the miniscule vacancy market are measures of the problem. Local officials, federal regional offices, and residential property management organizations reviewed and concurred with the data and the need for this project.</p> <p>Line 13. The projected 2-bedroom deficit for junior enlisted (E4-E6) is 918 units.</p> <p>Line 14. The proposed project is composed of 344 2-bedroom units for junior enlisted (E4-E6). It will replace 3 adequate and 10 substandard units, all of which are now vacant.</p>											

DD Form 1523, NOV 90

Previous editions are obsolete

11 324

Figure C-3. DD Form 1523

**B. INSTRUCTIONS FOR COMPLETING MILITARY FAMILY HOUSING JUSTIFICATION, DD FORM 1523, RCS DD-A&T(AR)1716**

The requirement for family housing at each installation or installation complex of the DoD Components shall be determined on the basis of current family housing conditions, projected long-range family housing requirements, consultations with Government agencies and other organizations knowledgeable of local housing conditions, and the results of a market analysis.

1. DD Form 1523 shall be used to justify family housing construction and acquisition programs to OSD and Congress.

2. Related Forms: Components shall establish procedures to accumulate and calculate data summarized on DD Form 1523. Continuation of established procedures shall be subject to ADUSD(CI) oversight.

a. DD Form 1376 ("Family Housing Questionnaire"), DD Form 1377 ("Tabulation of Family Housing Survey"), DD Form 1378 ("Determination of Housing Requirements and Project Composition"), and DD Form 1379 (Narrative on Family Housing) may be used to calculate and display data summarized on DD Form 1523. Those shall be issued and updated by memoranda as needed. To ensure uniformity in the use of the forms, the Department of Navy shall manage the development of refinements and delineate procedures to be used.

b. Information based on other DoD forms and reports (including forms in this Manual) or non-DoD forms and related procedures may be used to complete DD Form 1523. DoD Components using these alternate sources to develop justification of military family housing shall be responsible for procedures ensuring that data and calculations (current and projected) are timely, representative, and otherwise statistically valid.

3. Market analysis and all other documentation supporting reported current and projected data shall be kept for at least three years.

4. Chapter 2 requires the housing office to verify Service members' reports of unacceptable housing and involuntary separation. The following are alternatives to direct, individual verifications and inspections:

a. (Unacceptable Housing). Procedures that (1) provide members an opportunity to affirm their overall housing situations are acceptable (e.g., "Do you feel the housing you live in is suitable or unsuitable?  Suitable  Unsuitable"), and (2) count as assets the housing of all members who affirm theirs is acceptable (unless in locations detrimental to mission requirements).

b. (Involuntary Separation). Procedures that estimate understatement of voluntary separation and correct it with aggregate adjustments from involuntary separation (item 9a) to voluntary separation (item 10).

5. Item Instructions for Completing DD Form 1523

- a. Item 1, Date of Report. Date report completed.
- b. Item 2, Fiscal Year. Fiscal year that authorization will be requested for proposed project.
- c. Item 3, DoD Component. Military Service or Defense Agency.
- d. Item 4, Reporting Installation. Name and location of installation.
- e. Item 5, Data as of. The as-of date of the information reported.
- f. Item 6, Total Personnel Strength (Current). The following personnel assigned to the installation on the as-of date (Item 5), including assigned personnel of tenant units from other Services:
  - (1) Permanent party military personnel assigned on the as-of date (Item 5) on permanent change of station orders, including PCS students (assigned to courses of 20 or more weeks).
  - (2) Civilians as authorized: key and essential; U.S. citizen civilian employees provided DoD housing in foreign countries per Chapter 1 and DoD Directive 1400.6 (reference (f)). Civilians included in personnel data shall be grouped with military personnel based on grade equivalence per Table 2-1.
  - (3) Transients, including students assigned for less than 20 weeks, rotationals, and hospital patients (from other installations).
- g. Item 7, Permanent Party Personnel (current). Item 6 minus transients.
- h. Items 6 and 7, Projected. Long range total personnel strength and permanent party personnel based on the Service's latest approved long range planning documents available as of the report completion date (Item 1). If the projected permanent party strength is an increase of ten percent or more over the current permanent party strength shown in item 7, explain in Item 15, giving the approximate time when all, or the major part of, the buildup will be done.
- i. Item 8, Gross Family Housing Requirements
  - (1) Unadjusted gross requirement. From item 7, subtract civilians without dependents and permanent party military personnel who are not eligible for dependent-rate BAQ. The unadjusted gross requirement should reflect applicable guidance in Section D, Chapter 2, of this Manual.

(2) Adjusted gross requirement. The gross family housing requirements reported on item 8 should include the following adjustments to the unadjusted gross requirement:

(a) Add the number of families who retain family housing, while their sponsors are on unaccompanied short tours, per section E. of Chapter 2. (Current unaccompanied families are reported on item 27 of DD Form 1410.) Projections of those families (adjustments in columns (e) through (h)) should reflect projected changes in family housing inventory and Component guidance based on expected changes in total force deployments to dependent-restricted areas. Pending such guidance, the numbers added into the projected columns shall reflect the same percentage of item 12a as those in the current columns.

(b) Net adjustments (plus or minus) for military members married to other assigned military members. If the needed prior-year data are available, projections of that adjustment should be based on a 3-year trend analysis. If prior-year data are not available, the projected adjustment of gross requirement shall be proportional to the current adjustment.

(3) Personnel-based housing data on all following lines shall be limited to persons reportable per the criteria for line 8.

j. Item 9, Total Unacceptably Housed. Items 9a + 9b + 9c. (Items 9a, 9b, 9c, 10, 12a(1), and 12b(1) reflect the current status of--and their total equals--the current families reported on item 8.)

(1) Item 9a, Involuntarily Separated. Data based on criteria in subparagraph D2e, Chapter 2 of this Manual.

(2) Item 9b, In Military Housing to be Disposed/Replaced. If service members are living in units (whether designated adequate or substandard) to be replaced by a new construction project in the proposed legislative program for the upcoming fiscal year, or the year (s) of a 2-year budget book, report them in columns based on the members' grades. If no occupied units are being replaced, enter zero (0).

(3) Item 9c, Unacceptably Housed--In Community. Families occupying private housing unacceptable per subparagraph D2f, Chapter 2 of this Manual.

k. Item 10, Voluntary Separations. Data based on criteria in subparagraph D2g, Chapter 2 of this Manual. If the needed prior-year data are available, projections of voluntary separation by grade shall be calculated against 3-year experience and gross requirement in the same manner that the latter is projected against permanent party personnel. If prior year data are not available, the ratio of the projected columns to current columns shall be the same as in item 8.

l. Item 11, Effective Housing Requirements. Item 8 minus item 10. Personnel-based housing data on following items shall be limited to persons with a housing requirement reportable on item 11.

m. Item 12, Housing Assets. Items 12a + 12b.

(1) Item 12a, Under Military Control. Total family housing under military control, equal to subtotal items: 12a(1) + 12a(2) + 12a(3) + 12a(4), in applicable columns. This and the subtotal items include units designated substandard, but exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(a) Item 12a(1), Housed in Existing DoD Owned/Controlled

1 Columns (a) through (d), Current: Families occupying military family housing, in columns based on the grades of occupying Service members. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

2 Columns (e) through (h), Projected: Existing military family housing, including currently vacant and inactive, by designated/planned grade category. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s). Column (h) should be equal to column (d) in item 12a, current "Under Military Control," less any current short-term domestic leases.

(b) Item 12a(2), Under Contract/Approved. All public quarters under construction; construction, foreign leasing, and long-term domestic leasing authorized and approved and pending authorization and appropriation, as well as all rental guarantee units under contract or approved for development. Private housing leased as public quarters pending new construction shall not be charged as assets in projecting the long-range situation.

(c) Item 12a(3), Vacant. Vacant military family housing. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(d) Item 12a(4), Inactive. Military family housing units that have been temporarily diverted, or placed in a caretaker status for reasons other than routine maintenance and cleanup, and are not available for family occupancy. Exclude units (regardless of adequacy) that are being replaced by a new construction project in the proposed legislative program for the upcoming fiscal year(s).

(2) Item 12b, Private Housing. To support a proposed project, private housing data shall be based on the guidance in Chapter 2 ("Community Housing Acceptability Criteria," and "Housing Market Analysis"), the instructions in the following subparagraphs, and supplemental procedures. Rental and ownership markets should be separately determined, as

should grade and bedroom requirements and assets, before they are combined in this section. The proportion of private housing projected to be available should reflect adjustments for economic factors of pay, rental rate, and housing price trends.

(a) Current. Items 12b(1) + 12b(2).

1 Item 12b(1), Acceptably Housed. Families occupying private housing acceptable per paragraph D3, Chapter 2 of this Manual. Equal to item 8 minus item 9 minus item 10 minus item 12a(1).

2 Item 12b(2), Acceptable Vacant Rental. From total rental housing, find out the percentage of market penetration by military personnel. Get vacancy information from local officials, real estate organizations, planning commissions or other reliable sources. Multiply the market penetration rate (percentage) by the vacancies. Surplus vacancies may be omitted from this item and reported in item 15. Surplus vacancies are those that are not suitable to reduce any of the remaining subcategory deficits (e.g., a deficit of three-bedroom units for E-4s).

(b) Projected. Optimum number of families, from item 11, projected to occupy acceptable private housing.

n. Item 13, Effective Housing Deficit. Number of families unacceptably housed after optimum distribution of housing assets against effective housing requirements.

o. Item 14, Proposed Project. The number of units proposed for the fiscal year shown in Item 2. Shall not exceed 90 percent of the deficit projected on item 13.

p. Item 15, Remarks. Comments on specified items. Identify each comment by the item number of the data to which it applies. Explain briefly the need for the project; include (1) the planned project composition by grade groups (O10-O6, O5-O4, O3-W1, E9-E7, E6-E4, E3-E1) and by bedroom composition within grade groups, and (2) the corresponding (grade/bedroom) composition of the deficits supporting the project. If a proposed new construction project will replace existing family housing units, state the total to be replaced; the total includes occupied units reported in item 9b, plus vacant units to be replaced. Cite any concurrence in the need by local chambers of commerce, realtors, FHA field office director, etc. Installation criteria that are major deviations from the standard should be explained (e.g., designating a community within a one-hour commute unacceptable because of a drawbridge that would routinely cause the commute time to extend to two hours). Provide information on adjustments in gross family housing requirements.

GENERAL AND FLAG OFFICER QUARTERS MANAGEMENT REPORT		REPORT CONTROL SYMBOL
1. REPORT DATE 30 September 1992		2. REAL PROPERTY INVENTORY CODE (RPIC) M60050
3. INSTALLATION DATA		
a. NAME MCAS El Toro		b. MAJOR COMMAND/ENGINEERING FIELD DIVISION
c. STATE CA	d. ZIP CODE 92709-5001	e. COUNTRY U.S.
4. QUARTERS DATA		
a. QUARTERS IDENTIFICATION CODE (QIC) DE		b. LOCAL QUARTERS IDENTIFICATION Qtrs B
c. NET FLOOR AREA (Sq. Ft.) 2,542	d. YEAR BUILT 1943	e. HISTORIC REGISTER No
5. MANAGEMENT DATA (Enter whole dollar amounts only)		
a. TOTAL OPERATIONS AND MAINTENANCE ((1) + (2) + (3) + (4))		\$ 13,407
(1) OPERATIONS	\$ 2,559	
(2) UTILITIES	\$ 2,000	
(3) LEASE	\$	
(4) MAINTENANCE AND REPAIR	\$ 8,848	
b. IMPROVEMENTS		\$ 0
c. CONGRESSIONALLY APPROVED AMOUNT FOR MAINTENANCE AND REPAIR	\$ N/A	
6. REMARKS		

DD Form 2405, OCT 92

PREVIOUS EDITION IS OBSOLETE

Figure C-4. DD Form 2405

C. INSTRUCTIONS FOR COMPLETING GENERAL AND FLAG OFFICER QUARTERS (G&FOQ) MANAGEMENT REPORT, DD FORM 2405, RCS DD-A&T(AR)1706

1. General Instructions

a. Reporting Requirements. Chapter 2 requires the DoD Components to maintain, for each general and flag officer quarters, information on obligations occurring during each fiscal year. This shall include quarters which, for any portion of the year, are occupied by or intended for occupancy by an officer of General or Flag rank or civilian equivalent. The DoD Components may use DD Form 2405 to maintain and report this information.

b. Report Frequency. The DoD Components shall submit information on G&FOQ annual obligations, as required, to the Assistant Deputy Under Secretary of Defense (Conservation and Installations). Information shall be available, for submission as required, after December 15 following the fiscal year, and shall be for a full year and as of the last day of each fiscal year.

2. Instructions for Completing Items 1 through 5

a. Item 1, Report Date. Last date of the fiscal year.

b. Item 2, Real Property Inventory Code, (RPIC). See instructions for DD Forms 1410 and 1411, RPIC item, this appendix. (Summary report: leave blank.)

c. Installation Data, Item 3

(1) Item 3a, Name. Installation name. Whenever reports are submitted for the first time or last time, Item 3a shall be marked "First Report" or "Last Report" as appropriate. (Summary Report: DoD Component plus "Worldwide"; e.g., "Army Worldwide.")

(2) Item 3b, Major Command/EFD. Official short title for the major command or engineering field division (EFD). (Summary Report: Leave blank.)

(3) Item 3c, State. For installations in the United States, the name of the state or the District of Columbia. If not in the United States, leave blank. (Summary report: Leave blank.)

(4) Item 3d, ZIP Code. The nine-character hyphenated postal ZIP code of the reporting installation. (Summary report: Leave blank.)

(5) Item 3e, Country. Installations in the United States, enter "US." Installations in a foreign country, the name of the country. (Summary report: Leave blank.)

d. Item 4, Quarters Data



(1) Item 4a, Quarters Identification Code. The QIC provided by the Component headquarters. (Summary report: Leave blank.)

(2) Item 4b, Local Quarters Identification. The local quarters number, facility number, or street address used by the installation. (Summary report: Leave blank.)

(3) Item 4c, Net Floor Area. Net floor area in square feet. (Summary Report: Two entries: (a) Total for all G&FOQ; (b) Leased area included in total.)

(4) Item 4d, Year Built. Year the unit was constructed. (Summary Report: Year representing the average age of all G&FOQ, excluding leased.)

(5) Item 4e, Historic Register. Enter an X in the on the left side of the Item if the set of quarters is on the historic register; on the right if it is not. (Summary Report: On the left, the number of G&FOQ on the historic register; on the right, the number of G&FOQ not on the register. The two numbers, added, equal the DoD Component's worldwide total of all G&FOQ.)

e. Management Data. Each entry in the management data items shall be expressed in whole dollars.

(1) Item 5a, Total Operation & Maintenance. The sum of subtotal items 5a(1), 5a(2), 5a(3), and 5a(4) below. (Summary Report: Total of same items.)

(a) Item 5a(1), Operations. Operations obligations, less leasing and utilities, for the fiscal year. (Summary Report: Total for all G&FOQ except leased units.)

(b) Item 5a(2), Utilities. Utilities obligations for the fiscal year. (Summary Report: Total for all G&FOQ except leased units.)

(c) Item 5a(3), Lease. Amount obligated for leasing for the fiscal year. (Summary Report: Total operation and maintenance (item 5a) for all leased G&FOQ. Between "Lease" and the obligation data item, enter the total number of leased G&FOQ.)

(d) Item 5a(4), Maintenance and Repair. Total maintenance and repair obligations for the fiscal year, including incidental improvements. (Summary Report: Total for all G&FOQ except leased units.)

(2) Item 5b, Improvements. Total improvements (post acquisition construction) obligations for the fiscal year. (Summary Report: Total for all G&FOQ.)

(3) Item 5c, Congressionally Approved Amount for Maintenance and Repair. Congressionally approved amount, if applicable. (Summary Report: Leave blank.)

## APPENDIX D

### UPH INVENTORY AND UTILIZATION DATA, RCS DD-A&T(A)1470 INSTRUCTIONS FOR COMPLETING DD FORM 2085

#### 1. General Instructions

##### a. Reporting Requirements

(1) This report provides information on the quantity and adequacy of UPH assets, for both permanent party and transient personnel, and on the use of Government-owned UPH by officer and enlisted personnel.

(2) Inventory data shall reflect the total number of officer UPH rooms and enlisted spaces. All UPH shall be reported as they are, regardless of plans to modernize, convert, divert, or dispose. Significant changes from the previous year's report shall be explained on a separate page in numbers of gains or losses due to new construction or disposal reclassifications of adequacy, changes in DoD adequacy standards, upgrades/modernizations, conversions to or from UPH use, and re-designation to or from other grade categories.

(3) Pending any DoD Component-wide guidance issued under subparagraph 1.d, "Component Options":

(a) Data reported in items 11 through 33 of DD Form 2085 shall be the daily average for the twelve months ending September 30. (An average of 12 monthly calculations of daily average is acceptable.) All average numbers (excluding utilization percentages) shall be rounded and entered as whole numbers, adjusted as necessary for arithmetic consistency.

(b) The items reporting personnel housed shall include the average daily number of eligible personnel residing in (or assigned to) UPH. Report each occupant under the section heading that matches the occupant's permanent party or transient status, and under the column heading that matches the occupant's rank or civilian equivalent.

(c) Open bay assets and occupants shall be reported only in the open bay section of the form, items 23 and 24.

b. Report Frequency. The DoD Components shall submit summary (worldwide, CONUS, U.S. overseas, foreign) reports each year, February 1 following the September 30 report date, to the Assistant Deputy Under Secretary of Defense (Conservation and Installations). After submission of the summary reports, the DoD Components shall provide installation-level data as required to the Office of the ADUSD(CI), normally by facsimile within 8 duty hours.

UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY AND UTILIZATION DATA					REPORT CONTROL SYMBOL	Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. <b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.</b>									
1. DOD COMPONENT Marine Corps			2. REAL PROPERTY INVENTORY CODE (RPC)			3. REPORT DATE (YYMMDD) 920930			
4. INSTALLATION NAME					5. MAJOR COMMAND / CLAIMANT				
6. STATE			7. ZIP CODE		8. COUNTRY				
9. AREA (X one)			10. TYPE REPORT (X one)			a. INDIVIDUAL <input checked="" type="checkbox"/>			b. SUMMARY
a. CONUS		b. U.S. OVERSEAS		PERMANENT PARTY					
c. FOREIGN <input checked="" type="checkbox"/>		d. WORLDWIDE		ENLISTED			OFFICER		
		ADEQUATE		SUBST'D	TOTAL	ADEQUATE	SUBST'D	TOTAL	
		E1-E4 (a)	E5-E6 (b)	E7-E9 (c)	(d)	(e)	(f)	(g)	(h)
11. SPACES		62082	19449	2094	10328	93953	1980	680	2660
12. DIVERTED SPACES		359	87	9	349	804	80	15	95
13. NET SPACES		61723	19362	2085	9979	93149	1900	665	2565
14. OCCUPANT CAPACITY		61723	12908	695	9428	84754	1900	665	2565
15. PERSONNEL HOUSED		51490	8316	447	7447	67700	1720	421	2141
16. UTILIZATION %		83%	64%	64%	79%	80%	91%	63%	84%
TRANSIENT									
17. SPACES		3670	842	561	454	5527	791	447	1238
18. DIVERTED SPACES		3	2	3	4	12	37	0	37
19. NET SPACES		3667	840	558	450	5515	754	447	1201
20. OCCUPANT CAPACITY		3667	560	186	335	4748			
21. PERSONNEL HOUSED		3146	480	160	182	3968	607	274	881
22. UTILIZATION %		86%	86%	86%	54%	84%	81%	61%	73%
OPEN BAY									
		PERMANENT PARTY			RECRUIT		TRANSIENT		
		Adequate	Substandard	Adequate	Substandard	Adequate	Substandard	Adequate	Substandard
23. SPACES (GROSS)		900	800	17269	10165	881	10490		
24. PERSONNEL HOUSED		800	700	11037	6686	479	5395		
SUPPLEMENTAL DATA									
PERMANENT PARTY					TRANSIENT PERSONNEL				
		Enlisted (a)		Officer (b)			Enlisted (a)	Officer (b)	
25. VOLUNTARY SEPARATED IN UPH		2223		572	30. NON-DUTY IN UPH		676	1275	
26. IN LEASED UPH		76		0	31. IN LEASED UPH		0		
27. OFF BASE WITH BAQ (all ranks)		3326		1323	32. IN CONTRACT QUARTERS		1	1	
28. E1 - E5 OFF BASE WITH BAQ		2420			33. OFF BASE ON PER DIEM		382	493	
29. E1 - E5 OFF BASE WITHOUT BAQ		157							

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Previous editions are obsolete.

Figure D-1. DD Form 2085

c. UPH Inventory Categories. For inventory reporting, UPH shall be classified in the appropriate category defined below:

(1) Adequate. UPH currently considered acceptable for involuntary assignment for any one personnel category.

(2) Substandard. UPH that does not meet minimum criteria of acceptability for involuntary assignment. UPH shall not be classified as substandard based on present occupancy if it would be considered acceptable for a lower grade of personnel.

(3) Leased. Occupancy of UPH obtained in the community by lease arrangements shall be reported in item 26 for permanent party personnel and item 31 for transient personnel. On installation and summary reports (items 11 through 22, 25, and 30), entries that include leased UPH data shall be footnoted and the included leased UPH data shall be listed separately on an addendum in a format identifying the data by item and column. Temporary housing obtained during ship's overhaul for permanent party personnel normally housed aboard ship will not be counted for this report.

(4) Contract Quarters. UPH obtained in the community by contract arrangements for use by transient personnel on an as-needed basis.

d. Component Options. As authorized by the ADUSD(CI), a DoD Component may use implementing instructions that vary from the standard instructions in this Appendix. The variances shall be compatible with policies in this Manual and provide data that show the scope of the UPH inventory and the personnel accommodated.

## 2. Header Items

a. Item 1, DoD Component. Military Service or Defense Agency.

b. Item 2, Real Property Inventory Code (RPIC). See Appendix C, instruction for DD Forms 1410 & 1411 RPIC item.

c. Item 3, Report Date. Last date of the reporting period, e.g., 940930.

d. Items 4 through 8, Installation Name, Major Command/Claimant, State, Zip Code, and Country. For installation reports, enter self-explanatory information.

e. Item 9, Area. Enter an "X" to show the area of the reporting installation or summary report. The "worldwide" Item is used only for DoD Component summary reports.

f. Item 10, Type of Report. Enter an "X" to show individual installation or summary report.

3. Items 11 through 24. For all Items except 16 and 24, columns (a) plus (b) equal (c), and columns (d) plus (e) equal (f).

4. Permanent Party UPH as of September 30 (Items 11 through 16)

a. Spaces, Item 11. All spaces and officer rooms/suites in the inventory of permanent party UPH rooms, including diverted and inactive units.

(1) Enlisted columns. Increments of 90 square feet of net living area in enlisted rooms. The maximum space count in any room is four.

(2) Officer columns. Officer rooms/suites.

b. Diverted Spaces, Item 12. Spaces that are inactive, or not available for use due to renovation or major maintenance, or in use for any purpose other than unaccompanied living space.

c. Net Spaces, Item 13. Item 11 minus Item 12.

d. Occupant Capacity, Item 14. Maximum number of personnel who could be housed in net spaces, based on allocation of UPH to grade categories, and space and privacy standards in Table 5-1. Shall not exceed Item 13.

e. Personnel Housed, Item 15. Permanent party personnel residing in (or assigned to) UPH.

f. Utilization %, Item 16. Item 15 divided by Item 14.

5. Transient UPH as of September 30 (Items 17 through 21)

a. Spaces, Item 17. All spaces and officer rooms/suites in the inventory of transient UPH rooms, including diverted and inactive units.

(1) Enlisted columns. Increments of 90 square feet of net living area in enlisted rooms. The maximum space count in any room is four.

(2) Officer columns. Officer rooms/suites.

b. Diverted Spaces, Item 18. Spaces that are inactive, or not available for use due to renovation or major maintenance, or in use for any purpose other than unaccompanied living space.

c. Net Spaces, Item 19. Item 17 minus Item 18.

d. Occupant Capacity, Item 20. Maximum number of transient enlisted personnel who could be housed in enlisted net spaces, based on allocation of UPH to grade categories, and space and privacy standards in Table 5-1. Shall not exceed Item 19.

e. Personnel Housed, Item 21. Transient personnel (excluding accompanying dependents) occupying UPH.

f. Average Utilization %, Item 22. Item 21 divided by Item 20 (enlisted) or Item 19 (officer).

6. Open Bay

a. Spaces (Gross), Item 23. Increments of 72 square feet of net living area within recruit open bay, and increments of 90 square feet of net living area in all other open bay. Include inactive and diverted.

b. Personnel Housed, Item 24. Personnel residing in (or assigned to) open bay.

7. Supplemental Data (Items 25 through 33)

a. General. Fill out all data items, entering zeroes where applicable. Enter permanent party data on Items 25 through 29 and enter transient data on Items 30 through 33.

b. Voluntarily Separated in UPH, Item 25. The number of personnel voluntarily separated and living in UPH. These personnel are included on Item 15 and for UPH are defined as Service members in CONUS, Hawaii, or Alaska, for whom family housing would otherwise be programmable, who chose for any reason not to be accompanied.

c. In Leased UPH, Item 26. Self-explanatory.

d. Off Base With BAQ (all ranks), Item 27. Single personnel residing off base and receiving BAQ at the without-dependent rate.

e. E1-E5 Off Base With BAQ, Item 28. Single E1-E5 personnel residing off base and receiving BAQ at the without-dependent rate; included on Item 27.

f. E1-E5 Off Base Without BAQ, Item 29. E1-E5 personnel without dependents, residing off base, for whom adequate Government quarters are assigned or available.

g. Non-Duty in UPH, Item 30. Persons (included on Item 21) whose use of transient UPH under Chapter 5, above, was, as follows:

(1) Based on space-available eligibility; or

(2) Conditional on nonavailability of TLF.

- h. In Leased UPH, Item 31. Self-explanatory.
- i. In Contract Quarters, Item 32. Self-explanatory.
- j. Off Base On Per Diem, Item 33. Personnel receiving per diem allowances based on non-availability of quarters.

**APPENDIX E**

**HIGH COST FOREIGN LEASE FORM**

HIGH COST FOREIGN LEASE			
1. EFFECTIVE DATE 13 Dec 93	2. LEASE NUMBER 01	3. QUARTERS ID CODE DIRCTRJS	
SECTION I - POSITION DATA			
4. POSITION NORMALLY ASSIGNED TO UNIT Director, Center for Joint Studies		5. NORMAL GRADE FOR POSITION SES 5	
SECTION II - PRESENT INCUMBENT			
6. NAME Dr. John Doe	7. GRADE SES 5	8. SCHEDULED ARRIVAL DATE In country	
9. DATE TOUR ENDS Sep 96	10. ORGANIZATION ASSIGNMENT Dir, Center for Joint Studies	11. GENDER AND AGE OF DEPENDENTS (Except spouse) None	
SECTION III - COMPONENT LEASING UNIT			
12. DOD COMPONENT Army		13. EXECUTIVE AGENT (Insti/MACOM administering lease agreement) USAREUR	
14. REASON FOR LEASE (Check one)			
<input type="checkbox"/> a. SPECIAL COMMAND POSITION	<input checked="" type="checkbox"/> b. COUNTRY REQUIREMENT	<input type="checkbox"/> c. ATTACHE SYSTEM	
<input type="checkbox"/> d. UNDUE HARDSHIP (Explain in Item 36)	<input type="checkbox"/> e. OTHER (Explain)		
SECTION IV - LEASE DATA			
15. ADDRESS (include Apt No., City, State, Country and 9-Digit ZIP Code) (street address) (city, state) Germany		16. GROSS SQUARE FEET 2,660	17. NET SQUARE FEET 1,945
		18. NUMBER OF BEDROOMS 3	19. NUMBER OF FULL BATHS 2
		20. NUMBER OF HALF BATHS 0	21. LAND SQUARE FOOTAGE 9,720
22. UNIT TYPE (Check one)		<input checked="" type="checkbox"/> a. DETACHED	<input type="checkbox"/> b. HIGH RISE
		<input type="checkbox"/> c. DUPLEX, ETC.	
23. DISTANCE FROM WORK SITE:		a. MILES 2	b. MINUTES 5
SECTION V - LEASE TERMS			
24. FROM (YYMMDD) 931013	25. TO (YYMMDD) 961012	26. OPTION TO RENEW No	27. OPTION TO CANCEL Yes
SECTION VI - ANNUAL COSTS			
28. BASIC RENT \$ 32,727	29. ESTIMATED UTILITIES \$ 3,636	30. ESTIMATED MAINTENANCE \$ 1,515	31. OTHER ANNUAL COSTS \$ 1,454
32. TOTAL ANNUAL COSTS \$ 39,332		33. ONE-TIME COSTS \$ 9,681	34. AUTOMATIC COST INCREASE \$ No
35. CURRENT LEASE CAP FOR COUNTRY IN ITEM 15			\$ 24,970
36. REMARKS 14e - No other suitable quarters available 33 - Initial make ready cost			

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Figure E-1. DD Form 2643