



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11103.4A  
N52

OCT 15 1998

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11103.4A

From: Commander, Naval Training Center, Great Lakes

Subj: GEOGRAPHICAL BACHELOR (GB) POLICY

Ref: (a) OPNAVINST 11103.1B  
(b) CNO Washington DC msg 292300Z Mar 93

Encl: (1) Template for Unaccompanied Married Personnel  
(2) Addendum for Divorced/Legally Separated Personnel  
(3) Sample Command Endorsement  
(4) Sample Request for Temporary Berthing While Applying  
for Geographical Bachelor Berthing

1. Purpose. To issue policy for the Naval Training Center, Great Lakes (NTC) housing of GBs and procedures for a Geographical Bachelor Review Board (GBRB), to determine entitlement of permanent party unaccompanied married personnel and divorced or legally separated personnel (receiving BAH at the "with dependents" rate) to Bachelor Housing (BH).

2. Cancellation: NTCGLAKESINST 11103.4. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background and guidance

a. Guidelines for assignment, occupancy and use of Navy BHQ and the priority of assignments to BH for military and civilian personnel are outlined in references (a) and (b). As directed by reference (b), installation commanders will establish procedures to process berthing requests by unaccompanied married personnel and divorced/legally separated personnel (without legal custody of dependents) drawing BAH at the "with dependents" rate based on documented hardships.

b. E1 to E3 married personnel are not considered GBs. Those E1 to E3 married personnel whose family members reside outside a 50 mile radius of the installation may reside in adequate BH on a space required basis.

c. Personnel on Duty Under Instruction (DUINS) or Temporary Duty Under Instruction (TEM DUINS) assignments of less than 33 weeks, or those members with unaccompanied orders are not considered GBs and will be housed on a space required basis.

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d. Personnel married to another military member but geographically separated and forfeiting BAH are not considered GBs and will be housed on a space required basis.

e. Members who are divorced or legally separated by court order without legal custody of dependents are not considered GBs and will be housed on a space required basis.

f. GBs are members who do not meet any of the criteria in paragraphs 2.a. through 2.e. above, and meet all of the following criteria:

- (1) Permanent party assigned to the Great Lakes geographical area.
- (2) E4 or above.
- (3) Receives BAH at the "with dependents" rate.
- (4) Has PCS orders to allow for the transfer of dependents.
- (5) Has applied for BH space and the dependents live elsewhere.

4. NTC GBRB Composition. The presence of three of the voting members (indicated by an asterisk) constitutes a quorum for the conduct of business. The board is composed of the following members:

- Chairman\* - Director, BH Department
- Member\* - Chief of Staff (COS) or Assistant Chief of Staff (ACOS)
- Member\* - Command Master Chief (CMC), NTC
- Member\* - Command Master Chief (CMC), NTC Simplex
- Member\* - NTC Command Managed Equal Opportunity Officer
- Member\* - If the request is from a tenant command, an officer representative or the CMC from that command will be designated by the Commanding Officer/Officer in Charge of that command
- Member - Command Financial Specialist
- Recorder - BH Department Secretary

5. Action. The charter of the NTC GBRB will be to review GB applications for berthing and to determine if applicants meet the criteria in need of on-base quarters. The NTC GBRB will convene monthly, on dates established by the chairman, to screen requests for berthing eligibility. GBRB determinations for berthing eligibility will be tailored to fit the individual case. Formal appeals will be reviewed and judged by the Commander, Naval Training Center, Great Lakes (CNTC).

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a. If the board approves an application for those GBs who do not have a truly demonstrated hardship, the GB will be berthed on a space required basis and protected from displacement for a period of 180 days while looking for permanent housing. At the end of 180 days, the member may request reevaluation by the board if berthing is still needed; however, personnel in this category will then be housed on a space available basis and will be subject to displacement for personnel of higher priority.

b. If the board approves the application based on a truly demonstrated hardship (i.e., special educational or medical requirements for dependents which precluded their transfer with the member) as determined by CNTC, the GB will be berthed on a space required basis and protected from displacement for the length of their tour.

## 6. Submission Procedures

a. Format. Personnel requesting consideration by the NTC GBRB will submit requests via their chain-of-command to CNTC using the template contained in enclosure (1). Divorced or legally court ordered separated personnel must include enclosure (2) with their request. All requests must be endorsed by the parent command using enclosure (3). Command endorsements from tenant command personnel will be from the Commanding Officer/Officer in Charge. Command endorsements from NTC personnel will be from the Department Head. All requests to appear before the NTC GBRB must include a monthly budget statement filled out by the member. A list of required documents is described under enclosure (1). These documents should be used by the member and their command to ensure that the request is completed accurately prior to submission to the NTC GBRB.

b. Personnel needing temporary berthing while their GB application is being processed will be required to submit enclosure (4). All temporary berthing will be provided on a space available basis for a maximum period of 45 days. Note this request may be submitted directly to the Director, BH Department NTC, Code N52, Building 30.

c. Upon receipt of the completed package with all supporting documents, the GBRB Chairman will schedule the member for the next available NTC GBRB and notify the member of the date. The member must be present at the board to answer questions.

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7. Basic Criteria

a. The unaccompanied married member's request must clearly show that the hardship meets the following criteria for eligibility to reside in NTC BH:

(1) A proven hardship exists, not normally encountered by other members of the Naval Service.

(2) Member has made every reasonable effort to procure alternative civilian housing.

(3) In addition to the criteria above, a divorced or legally separated member (with legal custody of dependents) must prove they are paying support in an amount equal to, or more than, their monthly entitlement to BAH to their ex-spouse/dependents.

b. Supporting Statements. The following supporting statements will be included in the basic request, as applicable:

(1) If dependent illness is involved, a current (within two months) statement is required from the attending physician. The statement must include both the diagnosis and prognosis and, if hospitalization is involved, probable length of the hospitalization and an estimate of when dependents could realistically be expected to move to the Great Lakes area.

(2) If the hardship involves a non-legal separation or pending divorce, a current statement from the attorney involved and a copy of all separation/divorce proceedings documents must be attached to the request.

8. Berthing Criteria. Personnel with an approved GB berthing request may be berthed at less than adequate criteria, but not less than 90 square feet established by reference (a), nor more than two to a room.

9. Notification. Applicants for GB assignments to BH berthing will be notified in writing of the board's decision on their case. Individuals from tenant commands will be notified via their Commanding Officer/Officer in Charge.



C. B. MARTIN  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
List I, II (Case A)

NTCGLAKESINST 11103.4A  
DATE

TEMPLATE FOR UNACCOMPANIED MARRIED PERSONNEL

From: (Applicant)  
To: Commander, Naval Training Center, Great Lakes  
Attn: Code N52  
Via: Commanding Officer/Officer in Charge/Department Head  
(Parent Command)  
Subj: REQUEST FOR GEOGRAPHICAL BACHELOR (GB) BERTHING IN NAVAL  
TRAINING CENTER (NTC), GREAT LAKES BACHELOR QUARTERS  
Ref: (a) NTCGLAKESINST 11103.4A  
Encl: (1) Copy of Record of Emergency Data (NAVPERS 1070/602)  
(2) Copy of History of Assignments (NAVPERS 1070/605)  
(3) Copy of Most Recent Leave and Earnings Statement (LES)  
(4) Monthly Budget Statement  
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to/extension of  
berthing in the NTC, Great Lakes Bachelor Quarters for the  
following time period:

\_\_\_\_\_ to \_\_\_\_\_.

2. Complete and meaningful description of the hardship:
3. Description of action taken to date: (include whether  
alternative civilian housing was investigated, and results).
4. Names, addresses and ages of dependents;
5. Location of dependents and household effects:
6. Medical data (if applicable) with physician's name, area code  
and phone number.
7. As required by reference (a), enclosures (1) through (5) are  
forwarded as supporting documents.

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SIGNATURE

Enclosure (1)

ADDENDUM FOR DIVORCED/LEGALLY SEPARATED PERSONNEL

1. Name: \_\_\_\_\_
2. Rate: \_\_\_\_\_
3. Duty Station: \_\_\_\_\_
4. SSN: \_\_\_\_\_
5. Name, address and phone number of dependents where monetary support is sent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Amount paid per month in support: \_\_\_\_\_
7. Your monthly BAH entitlement: \_\_\_\_\_
8. Method of payment for support (i.e., canceled checks, money order receipts, allotment form, LES, etc.). Attach copies of proof of payment for at least three months:  
\_\_\_\_\_  
\_\_\_\_\_
9. I hereby certify that the above information is true and correct to the best of my knowledge, and that I will immediately notify the Bachelor Housing Officer of any changes.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Enclosure (2)

SAMPLE COMMAND ENDORSEMENT

FIRST ENDORSEMENT on (letter)

From: Commanding Officer/Officer in Charge/Department Head  
To: Commander, Naval Training Center, Great Lakes  
Attn: Code N52

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL  
TRAINING CENTER, GREAT LAKES BACHELOR QUARTERS

Ref: (a) NTCGLAKESINST 11103.4A

1. Commanding Officer/Officer in Charge Department Head recommendation.
2. CO/OIC/Dept Head synopsis of information provided thus far, and other pertinent information gained from a personal interview.
3. Applicant's personal data. (Obtained from service record)
  - a. Date reported for duty;
  - b. EAOS:
  - c. PRD:
4. Per reference (a), \_\_\_\_\_ is designated as a temporary member of the NTC Geographical Bachelor Review Board to review this case.

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SIGNATURE

Enclosure (3)

REQUEST FOR TEMPORARY BERTHING

From: \_\_\_\_\_

To: Director, Bachelor Quarters Department, Naval Training Center, Great Lakes

Subj: REQUEST FOR TEMPORARY BERTHING WHILE APPLYING FOR GEOGRAPHICAL BACHELOR BERTHING

Ref: (a) NTCGLAKESINST 11103.4A

1. Per reference (a), I request temporary berthing in the Naval Training Center, Great Lakes Bachelor Quarters while I submit my package for consideration by the Geographical Bachelor Review Board.

2. I hereby agree to the following items (initial each):

\_\_\_\_\_ I understand that I am being berthed in the cost Transient Quarters on a space available basis while my request for GB berthing is being considered for approval.

\_\_\_\_\_ I agree to pay the daily room charge indicated on my registration form, and I also understand that I will not receive any reimbursement for this payment.

\_\_\_\_\_ I agree to voluntary pay checkage in accordance with the DOD Pay Manual if I do not pay in full any service charges due prior to my check out from these quarters.

\_\_\_\_\_ I have read and understand my responsibilities as outlined.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE