



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 12713.2  
N5A  
JAN 13 2000

NTC GREAT LAKES (COMPLEX) INSTRUCTION 12713.2

From: Commander, Naval Training Center, Great Lakes

Subj: EQUAL OPPORTUNITY IN OFF-BASE HOUSING

Ref: (a) DODINST 1100.16  
(b) OPNAVINST 5354.1D  
(c) NTCGLAKESINST 1620.1C

1. Purpose. To provide guidelines, implement procedures and assign responsibilities for carrying out the Navy's policy regarding equal opportunity in off-base housing and fair housing enforcement.
2. Cancellation. PWCGLAKESINST 12713.5B.
3. Policy. Discrimination is an act, policy or procedure that arbitrarily denies an individual or a group of individuals equal treatment in housing because of race, color, national origin, religion, sex or age. United States federal laws prohibit discrimination in housing. Equal opportunity for available housing is achieved when all personnel who meet the normal standards of character and financial responsibility are able to obtain off-base housing in the same manner as any other person in the area.
4. Complaint Procedures. The Equal Opportunity in Off-Base Housing (EEOBH) program, established by reference (a), is intended to eliminate discrimination against military personnel in obtaining suitable accommodations in local communities. All incoming personnel reporting to the Family Housing Office will receive a listing of restricted facilities. All applicants will be encouraged during the initial counseling session to report any form or hint of discrimination or other problems encountered during the applicant's search for housing. The accomplishment of the objectives of this instruction shall not be hampered by requiring the submission of a formal discrimination complaint.

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A suspected discriminatory act, with or without the filing of a formal complaint, is a valid basis for investigation. If discrimination is substantiated, the rebuttal procedures detailed in references (a), (b), and (c) will be implemented.

5. Action. Complaints of off-base housing discrimination must receive prompt attention. An inquiry into the complaint will begin as soon as possible, but no later than 3 working days after receipt of the complaint. The inquiry may be informal, but must be sufficiently detailed to indicate whether discrimination has occurred. Upon receipt of a discrimination complaint, the Director, Family Housing Department, Naval Training Center, Great Lakes, or a designated representative, will initiate the following actions:

a. Immediately notify the Assistant Chief of Staff (ACOS) for Housing, Naval Training Center, Great Lakes and the Head, Great Lakes Area Armed Forces Disciplinary Control Board.

b. Promptly interview the complainant to determine the circumstances of the alleged discriminatory act.

c. Advise the complainant of their right to pursue acts of housing discrimination through the use of government, local/state agencies as well as the availability of legal assistance in pursuing civil redress.

d. Immediately telephone or visit the facility or agent concerned if the complaint is received shortly after the time of the alleged act and it concerns the change in availability of a vacancy (such as "just rented"). Attempt to determine if a vacancy exists without making reference to the complaint received. Request the use of "verifiers," as necessary, in accordance with references (a) and (b).

e. Conduct a detailed investigation of the complaint in accordance with guidance provided in references (a) and (b). Document all actions for future reference and inform the ACOS for Housing, Naval Training Center, Great Lakes and the Head, Great Lakes Area Armed Forces Disciplinary Control Board of the results of the inquiry and actions taken. Requests for information regarding reports that have been referred to the

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Department of Housing and Urban Development, the Department of Justice or local/state agencies for action will be referred to the appropriate agency for response.

f. Submit a copy of each complaint and the investigative report substantiating an act of housing discrimination to the Chief of Naval Operations (CNO) not later than 20 days following the case completion date. Under normal circumstances, the required investigation and processing of complaints shall be completed within 45 days from the date the complaint is made. The CNO will summarize and make appropriate comments to include action taken in the case, and submit the report to the Office of the Secretary of Defense.

g. A copy of complaints and investigative reports that do not substantiate allegations of housing discrimination shall be retained on file for a period of 36 months. These reports normally will be forwarded to the CNO only when other government or civilian agencies have expressed an interest in a particular case. Discrimination complaints are to be recorded on the Community Housing Services Report (NAVFAC 11101/26).

  
G. L. GERARD  
Chief of Staff, Operations

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