



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 11101.6
N5A
AUG 20 1999

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11101.6

From: Commander, Naval Training Center, Great Lakes

Subj: VACATING FROM FAMILY HOUSING QUARTERS AND MOBILE HOME PARK SPACES

Ref: (a) OPNAVINST 11101.13J
(b) NAVFAC P-930

Encl: (1) Cleaning Guidelines When Vacating Military Family Housing
(2) Cleaning Guidelines When Vacating Mobile Home Spaces
(3) Termination of Occupancy
(4) Vacating Notice

1. Purpose. To implement the policies of references (a) and (b), and to furnish residents of Naval Training Center, Great Lakes controlled Navy Family Housing a guide covering procedures and standards for vacating family housing.

2. Cancellation. PWCGLAKESINST 11101.10E. This instruction has been replaced by subject instruction.

3. Responsibilities. Each resident must properly clean and vacate quarters upon termination of occupancy. The resident's Commanding Officer has primary responsibility for ensuring the resident has properly vacated government quarters prior to detachment and for assisting the Housing Authority with resolution of any conflicts.

4. Scope. The vacating standards in enclosure (1) apply to residents of family housing, including residents located at Fort Sheridan and Glenview locations. The standards in enclosure (2) apply to residents of the mobile home park. The housing area manager responsible for the mobile home park may impose requirements beyond those in enclosure (2) on a case-by-case basis. These additional requirements may include, but are not limited to, requiring the vacating resident to make repairs to his/her mobile home or to remove certain items from the

assigned space before the vacating resident can sell the mobile home on the space.

5. Termination of Occupancy. Residents must furnish a minimum of 30 days notice prior to vacating the unit. Failure to do so may result in continued Basic Allowance for Housing (BAH) forfeiture for 30 days from the date a vacate notice is received in the Family Housing Office. An exception may be made when the military member receives "short fuse" orders and must transfer or is released from active duty in less than 30 days after receipt of orders. Residents will not be required to vacate quarters on Saturday, Sunday or a holiday. The Housing Authority may involuntarily terminate a military member's assignment to quarters under those conditions stated in references (a) and (b), and as noted in enclosure (3).

6. Filing Vacate Notice. Residents must complete enclosure (4), stating the date the quarters will be returned to the Family Housing Office clean and ready for immediate reassignment. This date is used to schedule any unusual maintenance or painting, and to provide the incoming resident with a firm date when he/she may occupy the quarters. Changes to the vacate date, once established, are normally not permitted.

7. Occupant Representation during Vacating and Checkout Procedures. Occupant(s) or resident(s), as used in this instruction, is the military member to whom the unit is assigned. This individual must be present during inspections connected with clearing quarters. Exceptions may be made when approval has been granted for the military member to leave his/her family in quarters while on an unaccompanied tour elsewhere or when the military member is incapacitated.

8. Pretermination Inspection. This inspection will be scheduled at the time the resident files the vacate notice. The purpose of the inspection is to explain checkout procedures and to determine maintenance requirements to ready the unit for the next resident. Residents may expect to have maintenance performed on their unit prior to their departure, thus permitting the new resident to move into the unit at the earliest possible date. Painting and major maintenance items, however, will not commence until the unit is vacant.

9. Cleaning of Quarters for Checkout. The resident may elect to clean the unit or contract with others for such cleaning. The resident must, however, attend the final inspection and is responsible for returning the unit at an acceptable level of cleanliness.

10. Self-Help Clearance. A Self-help store clearance form must be signed by Self-help Store personnel, and furnished to the area housing manager prior to final inspection. All equipment must be returned and all charges paid to the Housing Collection Agent, before a Self-help Store clearance form is signed. Failure to clear the Self-help Store will delay your reinstatement of BAH.

11. Final Checkout Inspection. The housing area manager, in company with the resident, will perform this inspection. Upon satisfactory completion of this inspection, the housing area manager will accept possession of the unit and initiate reinstatement of the member's BAH.

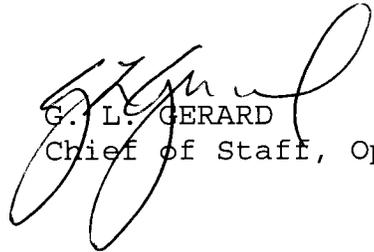
12. Occupant Alterations and Damage. The resident must remove all alterations, except noted below, and repair any damages caused by negligence or abuse during his/her occupancy. The resident may personally make the repairs or contract with others to accomplish the repairs. An additional alternative is for the government to make the repairs and the resident agree to a pay checkage to cover the costs involved. An involuntary pay checkage will be initiated by the Family Housing Office if the resident fails to satisfactorily repair damages, other than normal wear and tear, or remove resident-installed alterations, when directed. An incoming resident may elect to accept a unit with alterations made by the vacating resident. The Housing Authority or his/her authorized representative must make this acceptance using forms provided by the Family Housing Office. The new resident is then responsible for maintaining/removing the alterations at the discretion of the Housing Authority.

13. Action

a. Employees of the Family Housing Office will administer the established polices and conduct all inspections as uniformly as possible.

b. Vacating residents will comply with these procedures, and return their unit to the Family Housing Office clean and ready for immediate reassignment, normal wear and tear excepted.

c. Commanding Officers are requested to support the Housing Authority by providing adequate time for vacating residents to complete termination of family housing assignment requirements and to establish checkout procedures that will ensure members complete family housing responsibilities prior to detachment. Family Housing Office personnel will request command assistance when problems are encountered, on a case-by-case basis.


G. L. GERARD
Chief of Staff, Operations

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CLEANING GUIDELINES
WHEN VACATING MILITARY
FAMILY HOUSING

1. It is the policy at this command to establish cleaning of quarters requirements consistent with the standards applied in the civilian community. Unreasonable "white glove" inspections will not be permitted. However, residents should expect to move into clean and pleasant quarters. Therefore, departing residents must be prepared to vacate their units in the same condition.

2. Specific and detailed requirements covering all matters relating to cleaning of quarters is neither possible nor desirable. Certain generally accepted standards are possible to identify and are included herein for guidance.

a. Kitchen. Stoves, including ovens, will be clean of debris, including grease. Discolored burner splash pans will be replaced, using assets from the Self-help store. The range top will be raised and grease and other debris removed from the area. Refrigerators and other equipment, and all cabinets, sinks and kitchen floors and ceilings will be clean, with all trash and debris removed from the area. All surface areas will be ready for painting, if required.

b. Living/Dining/Bedrooms. Windows, walls and ceilings will be clean of grease, crayon and other markings. All debris and personal items will be removed. All holes in walls or ceilings must be repaired. Floors will be swept and clean. All surface areas will be ready for painting, if required.

c. Halls/Stairways. All walls, ceilings and floors, including steps on stairways, will be clean and free of markings and debris. All surface areas will be ready for painting, if required.

d. Bathrooms. All sinks/vanities, commodes, tubs, showers, tiles, windows, fans, mirrors, walls, floors and ceilings will be clean and free of grime and mildew.

e. Garage/Carports. All garages and carports will be clean and free of debris. Excessive grease and grease stains will be removed from floors.

f. Grounds/Exterior. All grounds will be clean, with grass neatly cut, and sidewalk/curbs trimmed. All debris, including animal feces, will be removed. All holes, or other damages will be corrected. Shrubbery will be neatly trimmed. The exterior of the unit will be clear of graffiti and all tenant-caused damages corrected.

CLEANING GUIDELINES
WHEN VACATING MILITARY
MOBILE HOME SPACES

1. Pulling off the Space

a. The final inspection is normally conducted the day after the mobile home has been moved.

b. The lawn will be cut and free of litter. Any bare spots will be re-seeded. All ruts will be filled and seeded.

c. The patio and driveway areas will be clean and swept. All oil stains will be removed.

d. The pad will be raked smooth and free of debris.

e. Trash will be disposed of in an appropriate dumpster. Any concrete blocks will be stacked neatly and left parallel with the curb.

f. The vacating resident must present a signed clearance certificate from the Self-Help Store.

2. Selling on the Space

a. The seller and buyer must be present for the final inspection.

b. Transfer of ownership documents must be on file at the Family Housing Office.

c. The interior and exterior (including skirting) of the mobile home must be in a good state of repair. All discrepancies noted during the predetermination inspection must be corrected.

d. The vacating tenant must present a signed certificate from the Self-Help store.

3. The Family Housing Office representative during the predetermination inspection will provide detailed, specific requirements covering all matters relating to cleaning of quarters.

TERMINATION OF OCCUPANCY

1. Navy family housing assets are assigned directly to a military member permanently assigned to a command in the Great Lakes and Fort Sheridan areas for occupancy by the military member and his/her family members. In general, when the military member or his/her family members no longer reside in the unit, including mobile home park residents, the military member loses eligibility for military family housing, and must immediately vacate quarters. An occupant is required to vacate quarters:

a. Upon detachment from the military member's local command because of transfer by Permanent Change of Station (PCS) orders to a command outside the Great Lakes or Fort Sheridan area.

b. No later than the date of the military member's separation from active duty, through retirement, or any other reason.

c. Immediately, if the military member fails to physically reside in the quarters or if his/her family members fail to physically reside in the quarters on a permanent basis. Eligibility for family housing expires immediately upon voluntary separation or upon the effective date of legal separation, divorce, or court order. Acceptance of a space assignment in bachelor quarters will normally be considered as intent by the occupant to no longer physically reside in family quarters.

d. If the family member(s) leave for more than 90 consecutive days. If unique conditions warrant, a written request for an exception to policy may be submitted.

e. When the occupant has been directed to vacate by the Housing Authority for cause. This may occur because of unacceptable or wanton behavior of the occupant or dependents; conduct destructive to morale; failure to comply with local rules and regulations; unacceptable care or destruction of the assigned quarters and grounds or as required to preserve military discipline.

FAMILY HOUSING VACATING NOTICE/CLEARANCE CERTIFICATE

PWC-GL-11101/37(Rev. 6-94) N16001A

SIGN & DATE

NAME		SSN	RT/RK
ADDRESS		W/L CATG.	TYPE HSG #BDRMS
COMMAND	UC	WORK PHONE	HOME PHONE
PERMANENT ADDRESS		NEW DUTY STATION	
REASON FOR VACATING: <input type="checkbox"/> SEPARATE <input type="checkbox"/> OTHER: <input type="checkbox"/> TRANSFER <input type="checkbox"/> RETIRE <input type="checkbox"/> VOLUNTARY DATE:			
INTENDED VACATE DATE	WERE YOU ASSIGNED A GARAGE? _____ DID YOU APPLY FOR A GARAGE? _____		
SIGNATURE/DATE			
INSPECTIONS SCHEDULED			
PRELIMINARY	DATE/TIME:		
FINAL	DATE/TIME:		
Tenant has complied with requirements for use and maintenance of quarters assigned and where applicable has paid in full all obligations to the U.S. Government incurred by occupancy.			
TERMINATION DATE		SIGNATURE OF PROJECT MANAGER	
REQUIRED COMPLETION	AVAILABLE	CA	

I hereby provide notice that I intend to vacate quarters and will have completed all cleaning and vacating requirements for a final checkout inspection to be conducted on the date indicated. I will be present at all scheduled inspections unless otherwise approved in writing. I have been provided with a copy of PWCGLAKESINST 11101.10 and will comply with the vacating procedures and standards. I understand that the quarters will be assigned to a new tenant with an occupancy date based upon my specified vacate date.

PRIVACY ACT STATEMENT FOR PWC-GL 11101/37, FAMILY HOUSING VACATING NOTICE/CLEARANCE CERTIFICATE.
 Authority : 5 U.S.C. 301, Departmental Regulations.
 Principal Purpose(s): To obtain information to determine new tenant occupancy date of military family housing based upon the established vacate date.
 Routine Use(s): The information supplied is analyzed by the Family Housing Office of the installation to provide new applicants for Navy family housing an anticipated occupancy date.
 Mandatory or Voluntary Disclosure: Voluntary . However, nondisclosure of the information would make it difficult, if not impossible, to assist new applicants in obtaining family housing.
 Disclosure of the SSN is voluntary; however, its disclosure will assist the Housing Office in reinstatement of Basic Allowance for Quarters, where applicable.

REMARKS:
 Resident's home & duty phone number may be divulged to prospective tenants in order that they may make an appointment. Occupant understands that prospective tenants must be allowed to view the unit between 0800 and 1700 for 48 hours following the offering of the unit. Failure to provide telephone numbers may result in unannounced visits to the unit.