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

NTCGLAKESINST 11101.7
N5A
JAN 31 2000

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11101.7

From: Commander, Naval Training Center, Great Lakes

Subj: ASSIGNMENT AND UTILIZATION OF NAVY-MANAGED MILITARY FAMILY HOUSING (MFH)

Ref: (a) DOD 4165.63M
(b) OPNAVINST 11101.13J
(c) NAVFAC P-930

Encl: (1) Eligibility Criteria
(2) Application Procedures
(3) Waiting List Placement
(4) Assignment to Quarters
(5) Termination of Housing Assignment
(6) Utilization

1. Purpose. To establish local policy and criteria for assignment, occupancy, utilization, and termination of MFH administered by the Commander, Naval Training Center, Great Lakes, Illinois (CNTC) to ensure equitable, responsive housing services for all eligible Department of Defense (DOD) personnel and their families.

2. Cancellation. PWCGLAKESINST 11101.5L.

3. Applicability. This instruction provides local assignment criteria applicable to all military personnel with accompanying family members who are eligible for MFH.

4. Scope. This instruction applies to the administration of all MFH under the managerial control of the Assistant Chief of Staff (ACOS) for Housing, the Housing Authority (HA), including MFH located at Fort Sheridan and Glenview, Illinois.

5. Policies. Assignment, occupancy, utilization and termination policies for MFH has been developed to provide the best opportunity for occupancy by the greatest number of eligible personnel. This instruction provides specific guidance for locally administered Navy controlled MFH in a manner which

allows service members to assess their prospects of obtaining housing for their family members prior to reporting to commands and activities in this geographic area. It also provides the flexibility to make exceptions to this specific guidance when it is determined that certain temporary or unique circumstances so warrant. It is essential, however, that these exceptions be minimized and handled in accordance with policies established in references (a) through (c). In all deliberations the paramount governing policy will be that of providing, to the maximum extent, an equal opportunity for all eligible personnel to obtain MFH. The intent is to improve the livability and acceptability of MFH by eliminating unreasonable restrictions, instituting effective administration, and establishing equitable and consistent assignment practices.

6. Action.

a. Commanding Officers and Officers-in-Charge of local commands and activities are requested to:

(1) Ensure all incoming personnel under their cognizance report to the Family Housing Office serving their command prior to making commitments for housing in the civilian community.

(2) Maintain contact with the Family Housing Office serving their command in order to provide inbound military personnel with the most accurate and current family housing information available.

b. Officers-in-Charge, Personnel Support Activity Detachments are requested to:

(1) Furnish to the Family Housing Office, on a monthly basis, a list of personnel scheduled to receive Permanent Change of Station (PCS) orders in the following 3 months, thereby permitting projections of government family housing availability to personnel currently on the family housing waiting list.

(2) Ensure that detachment orders pertaining to all personnel being transferred include all necessary information to allow a service member to qualify for MFH in accordance with the provisions of enclosure (2) of reference (b).

(3) Immediately notify the Family Housing Office of any change in PCS orders of personnel residing in MFH.

(4) Include the Family Housing Office on "check-in" and "check-out" sheets for all personnel who are either eligible for MFH or who may reside in the local civilian community.

c. The Director, Family Housing Department is charged with the responsibility for the day-to-day administration and management of MFH under the control of this command. As a part of these responsibilities, the Director, Family Housing Department will:

(1) Implement the policies established by references (a) through (c), and the contents of this instruction.

(2) Establish and implement policies and procedures for routine management of family housing functions and advise residents of these policies and procedures, including the determination of all exception to policy requests.

7. Special Requests, Waivers, and Appeals.

a. Service members either assigned or awaiting MFH may request exceptions to any policy contained in references (a) through (c) and this instruction. All such requests must be submitted, in writing, to the Director, Family Housing Department, along with an endorsement from the service member's command. Exceptions regarding MFH policies may be granted by the Director, Family Housing Department on a case-by-case basis where circumstances warrant special consideration. When exceptions are made, justification of the action will be documented and retained 3 years after the service member has vacated MFH.

b. Additionally, special requests regarding extended occupancy of MFH submitted by service members may be granted by the Director, Family Housing Department for a period normally not to exceed 30 days. Requests for additional periods of occupancy in MFH will be determined by the Director, Family Housing Department on a case-by-case basis.

8. Enclosures (1) through (6) outline specific policies and individual requirements.

G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II, (Case B) & III
NTCGLAKES (Code N5A) (500)
NROTCU Marquette University, Milwaukee, WI
NROTCU Northwestern University, Evanston, IL
I and I Staff, Marine Corps Reserve Training Center, Waukegan, IL
Navy Office of Information, Chicago, IL
USA Recruiting Battalion - Chicago, Highland Park, IL
DLA/DCMD, Defense Contract Management District
Navy Recruiting District, Chicago, IL
HQ U.S. MEPCOM, North Chicago, IL
Glenview Housing Office
Fort Sheridan Housing Office

ELIGIBILITY CRITERIA

1. General Eligibility. Military personnel, with accompanying family members who are expected to reside with the service member for a minimum of 9 consecutive months or more each year, are eligible for MFH. Service members must have a minimum of 6 months remaining during their tour of duty to be eligible for assignment to MFH. (The only exception authorized to this provision are military personnel in a student status assigned at Great Lakes. These personnel must have a minimum of 4 months remaining during their tour of duty to be eligible for MFH.)

2. Special Eligibility Criteria.

a. Single Military Member. An individual service member who is unmarried, divorced, separated or widowed, and who is accompanied by family members, is eligible for MFH. However, the family members must reside with the service member at least 9 or more consecutive months of a year to be authorized to live in MFH. A live-in aide may be authorized for single parent service members according to the criteria of enclosure (6), paragraph (5), of reference (b).

b. Divorced Military Member. Divorced military personnel with legal custody of family members who expect to reside with the service member for 9 or more consecutive months each year are eligible for MFH. Service members must provide proof of legal custody, i.e., final divorce decree documents prior to MFH assignment. Service members who have custody of their only family member(s) for less than 9 consecutive months a year are ineligible for MFH.

c. Exceptional Family Members (EFM). Military personnel with family member(s) enrolled in the EFM program must provide EFM enrollment/certification documents with their family housing application to substantiate their family member(s) classification as either Category IV or V for placement immediately below the 10 percent freeze zone on the Family Housing Waiting List.

d. Independent Duty Personnel Other Than Navy/Marine Corps. Independent duty personnel of other branches of U.S. Military Service will be granted Priority 2 status, as described in reference (b), when determining assignment to MFH.

e. DOD Civilian Employees in MFH. Civilian employees will be expected to rely on the surrounding civilian communities for housing support. Enclosure (1), paragraphs (4) (a) (1) through (3) (b) of reference (b), provides specific guidance regarding exceptions to this policy.

f. Single Pregnant Female Service Member. Per reference (a), unmarried pregnant service members, without any other verified immediate family members in their household, may apply for MFH, but will not be assigned to MFH until after the birth of the child.

g. Service Member Engaged to Be Married. Per reference (b), service members who are engaged to be married are ineligible for assignment to MFH unless other verified immediate family members are part of their household.

3. Bedroom Eligibility. Paygrade category or family size and composition determines the adequate MFH assignment waiting list on which the service member is placed.

a. Bedroom Eligibility Based on Grade. Bedroom entitlement based on paygrade is as follows:

(1) Senior officers (O6 and above) are eligible for a minimum of four bedrooms, where available.

(2) Field grade officers (O4 and O5) are eligible for a minimum of three bedrooms, where available.

(3) Chief Warrant Officers (W1-W5); limited duty officers and those who received their commissions via other programs (e.g., Enlisted Commissioning Program (ECP), and who

had a minimum of 9 years enlisted active service at time of commissioning (O1E-O3E); and Senior Enlisted (E7-E9) may be assigned a minimum of three-bedrooms regardless of family size.

b. Bedroom Eligibility Based on Family Composition. The number of bedrooms for which a service member is eligible is based on the following:

(1) No more than two children should have to share a bedroom.

(2) A child 6 years of age or older should not have to share a bedroom with a child of the opposite sex.

(3) A child 10 years of age or older is eligible for a separate bedroom, where available.

c. Assignment to Quarters Lesser or Greater than Entitlement. If a service member requests to be placed on a waiting list with one bedroom less than entitlement, the date of request becomes the new control date. A service member may not be placed or remain on more than one waiting list for entitlement. Service members must agree in writing to accept less than their bedroom entitlement, and once assigned, will not request reassignment to larger quarters at a later date. Assignment of a service member to quarters with a lesser or greater bedroom entitlement will be documented and retained on file for the duration of the assignment. Any assignments to family housing units with more bedrooms than the entitlement allows will not be made unless necessary to achieve higher utilization of MFH assets.

APPLICATION PROCEDURES

1. Application Procedures.

a. Service members applying for MFH must complete a DD Form 1746 (Application for Assignment to Housing). A complete application packet includes a copy of the service member's assignment/transfer orders, Record of Emergency Data/Family Member Application (Page 2), NAVCOMPT 3067 (Detachment Endorsement), NAVCOMPT 3072 (Family Member Action Status), or DD Form 1172, Application for Uniformed Services Identification Card (DEERS Enrollment).

b. Application for assignment to MFH may be completed and submitted for any eligible service member by a designated representative possessing a valid power of attorney issued by the service member.

2. Effective Date of Application (Control Date). In order for service members to receive the detachment date from their last duty station as their MFH application control date, eligible personnel must report, or in instances where application for MFH was submitted in advance, confirm receipt of their application within 30 calendar days of the report date to their new Permanent Duty Station (PDS). In the event a service member fails to report to the Family Housing Office within 30 days after their report date, the application control date will then be the date the service member arrives at the Family Housing Office to either apply for or confirm receipt of their application for assignment to MFH.

3. Changes Affecting Eligibility/Entitlements of MFH. It is the responsibility of the service member to notify the Family Housing Office of any changes which affect their MFH eligibility and/or entitlements. Such changes include, promotions, divorce, change in address, telephone numbers (both work and home numbers), etc. Failure by service members in notifying the Family Housing Office of changes in their status while awaiting assignment to MFH could significantly delay their being offered available government quarters.

WAITING LIST

1. Assignment Waiting List. A MFH waiting list will be published on a monthly basis. The list will contain the names of those individuals awaiting assignment by bedroom requirements with the categories of family housing established for Naval Complex Great Lakes, Fort Sheridan, and Glenview.

2. Great Lakes Student MFH Waiting List. A separate family housing waiting list is maintained for assignment to designated student personnel eligible for MFH at Great Lakes. To be eligible for assignment to student housing, a student must have official "temporary duty under instruction" orders. Assignment to student housing is offered to service members with accompanying family members in a student status on a "first come," "first-served" basis, regardless of pay grade or rate. Furthermore, a minimum 4 months remaining on a student's tour of duty at Great Lakes is required for assignment to student housing. Assignment and termination procedures for student housing will be accomplished in accordance with all pertinent provisions contained in references (b), (c), and this instruction. Military family housing located at Fort Sheridan and Glenview **will not** be assigned to service members who are in a student status.

3. Placement on MFH Waiting Lists

a. All applicants eligible for MFH will be placed on the appropriate family housing waiting list based upon their established control date. When two or more applicants have the same control date, seniority in military service of the applicant will govern their position on the waiting list.

b. Single parent, and husband and wife service members, will be placed on the waiting list and assigned to MFH in accordance to the provisions of enclosure (3) of reference (b).

c. While an applicant's name is on a waiting list for quarters of a particular size (bedroom entitlement), the applicant may request a change to a waiting list for quarters of a different size if the number of the applicant's family members

change, or if special circumstances justify such action. Placement on the new waiting list will be the same as the original control date, unless the applicant is requesting to be moved to a waiting list with a lesser number of bedrooms than entitled.

d. Service members who occupy quarters and request a change to larger quarters, or quarters within another category, must submit a written request to the Director, Family Housing Department. Reassignment will be considered if the applicant qualifies for larger quarters or quarters of a different category, and at least 6 months remain on the service member's current tour of duty (4 months if applicant is in a student status).

(1) Officers promoted to Captain/Colonel (pay grade 06) may submit a written request to the Director, Family Housing Department for reassignment to senior officer quarters (if at least 6 months remain on their current tour of duty).

(2) Pregnancy, that has been confirmed by appropriate medical personnel, which would increase a service member's bedroom entitlement while on a family housing waiting list, will be justification for an entitlement change, if the child, upon its birth, would qualify the family for larger quarters. Service members must verbally request to be changed to the appropriate waiting list, plus provide a written statement from the attending physician confirming the pregnancy and expected delivery date. Note: In the case of those families awaiting assignment to MFH, the original date of eligibility will continue to be used. For those families occupying MFH, the date of request will serve as the date of eligibility for assignment of larger quarters.

(3) The cost of a relocation based on a resident's personal written request must be defrayed by the resident.

e. Service members who have already been placed on a family housing waiting list at one location (Great Lakes, Fort Sheridan, or Glenview), but request that their name be removed from that particular list and placed on a waiting list

at another location, will be permitted to do so with the understanding that there will be a change in their control date. The control date after such requests will be the latest date of location preference, i.e., the most recent waiting list request date (not the original request/control date).

f. Occupancy of a service member's family at their last PDS will not prevent their being placed on the waiting list at the new PDS while still retaining the date of detachment from the last PDS as their control date.

g. Freeze Zone (FZ). The top 10 percent of military personnel on each family housing waiting list will be stabilized and not altered by placing new arrivals within the top 10 percent, regardless of rank/rate or duty assignment. The only exceptions are personnel identified in billets/positions as "key and essential" according to the criteria contained in reference (b). These service members are placed at the top of the FZ without displacing personnel who have received a firm commitment for MFH assignment. In cases where anticipated assignment to family housing of personnel on the family housing waiting list is scheduled to occur within 60 days, the FZ may be extended beyond the top 10 percent to include such personnel.

4. Categories of MFH. Family housing generally shall be occupied by military personnel and their family members within the pay grade category for whom they were programmed, constructed, or otherwise obtained.[1] The following categories are:

a.	FOQ (Flag Officer Quarters)	O7 through 010
b.	SOQ (Senior Officer Quarters)	06
c.	FGO (Field Grade Officers)	04-05, and W4-W5
d.	CGO (Company Grade Officers)	O1-O1E through O3-O3E, and W1-W3
e.	SEL (Senior Enlisted)	E7 through E9
f.	JEL (Junior Enlisted)	E1 through E6

[01] Assignment of MFH one grade above or below the rank/rate of a service member is permissible to ensure fullest utilization of MFH assets.

ASSIGNMENT TO QUARTERS

1. Assignment to MFH

a. Assignment of military personnel to MFH will be offered and accepted in writing. Acceptance may be made by either the service member or their designated representative (with a valid power of attorney).

b. Assignment to MFH should only be made when a service member has 6 months or more remaining on their tour of duty. In the case of service members in a student status, assignment to MFH student quarters will only be made when a student has a minimum of 4 months remaining on their tour of duty.

c. MFH units, other than those designated for key and essential service members, will not remain vacant for assignment to a specific individual. Quarters in any category will not be kept vacant for specific occupancy in excess of 3 months.

d. Service members will be allowed 24 hours to either accept or reject a MFH unit that has been offered. A verbal offer will be made, and upon acceptance, followed by a written confirmation of the offer. Verbal declination by the service member to accept quarters will be noted on the application by family housing assignment personnel. The 24-hour period begins when the person is first contacted, either in person or by telephone. Failure to respond within the 24-hour period upon notification of quarters availability will constitute a rejection of the quarters.

2. Non-Acceptance of MFH Offered. Service members may refuse the first unit offered without adversely affecting their position on the waiting list. The second refusal will result in the member being removed from the waiting list for a minimum 30-day period. Service members may then reapply for family housing after the 30-day period has elapsed. Only one reapplication will be accepted during a member's tour of duty regarding MFH assignment at Great Lakes, Fort Sheridan, or

Glenview. The most current reapplication date will become the service member's new control date for placement on the appropriate family housing waiting list.

3. Designated Senior Officer and Command Master Chief Quarters. The following quarters are designated for Flag Officer (pay grade O7-O10) and Senior Officer (pay grade O6) assignments: Quarters AA Flag Officer; Quarters A through K, 63, 64, 201H, 202H, and 203H, 4017, 4019, 4021, 4023, 4025, and 4027 are reserved for senior officer assignments only. At Fort Sheridan, Quarters 858, 859, 861, 862, and 863 are reserved for senior officer assignments only. Additionally, Quarters 71 is designated for assignment to the Command Master Chief, Naval Training Center, Great Lakes.

TERMINATION OF OCCUPANCY

1. Conditions of Termination. Termination of assignment to government family quarters is required by references (b) and (c) under the following conditions:

a. Objectionable or unprovoked personal behavior of the service member, their immediate family members, or guests.

b. Unacceptable care or destruction of the family housing unit or related property to which assigned.

c. When the service member has been officially declared a deserter.

d. When required to preserve military discipline.

e. When the service member is released from active duty, separated from military service, transferred to the Fleet Reserve, retired, or transferred to the Temporary Disability Retired List.

f. When family members no longer permanently reside with the service member for a minimum of 9 consecutive months or more each year, or vice-versa, for any reason, including voluntary separation, legal divorce, legal separation, or court order. Eligibility for MFH expires on the effective date of the voluntary separation, legal divorce, legal separation, or court order.

g. When the service member is separated from family members for more than 90 consecutive days (excluding temporary duty or similar service oriented authorized separations).

h. Officers occupying command or billet quarters who receive orders to duty in the same area must vacate those quarters upon detachment.

i. When the service member, in an act of apparent abandonment, and/or as a result of voluntary action, ceases to reside in MFH.

2. Vacating Quarters. Service members are required to furnish the Family Housing Office a **minimum** of 30 days advance written notice (Family Housing Vacate Notice/Clearance Certificate N16001A) of their intent to terminate occupancy. No one whose occupancy terminates under the prescribed conditions on a Saturday, Sunday or holiday is required to terminate assignment prior to normal working hours on the next regular workday. Service members are responsible for returning their quarters in the same condition as assigned, less normal wear and tear. The Director, Family Housing Department may continue MFH assignment for unsatisfactory termination notice of quarters causing continued withholding of BAH up to the date of detachment of the service member.

3. Exceptions to Termination.

a. If special circumstances warrant, and upon written request, residents of MFH **may be** permitted to remain in their assigned quarters temporarily following their intended vacate date in accordance with criteria contained in references (a) and (b). The Director, Family Housing Department will determine the length of time family members may remain in MFH (normally not to exceed 30 days) and will retain documentation with respect to exceptions on file for 3 years thereafter.

b. Death of a Service Member. The Director, Family Housing Department will permit the family to remain in assigned MFH for up to 180 days after the death of the service member without charge. However, if an extension beyond 180 days is granted, a fair market rental rate, normally equivalent to the deceased service member's full housing allowances (BAH), will be charged.

4. Command Responsibilities/Endorsements Regarding Written Requests for Exceptions to Termination of MFH. Commanding Officers, or their designated representatives, who endorse a service member's request regarding exceptions to termination of MFH, will remain responsible for all actions and be the point of contact regarding handling of family member issues during the continued occupancy of the family in MFH.

5. Involuntary Termination of Assignment of MFH. Assignment of MFH is a privilege provided military personnel and their family members with the understanding of their abiding by the rules and regulations which govern their assignment to MFH. When service members, or their family members, continuously fail to comply with established rules, regulations, and instructions, or violate the conditions of the occupancy agreement while residing in MFH, a Letter of Intent to Terminate Assignment will be initiated by the Housing Authority. In a case where there is substantial evidence of misconduct, the following offenses may result in the administrative processing action of termination of the service member's eligibility for assignment to MFH:

a. Illegal possession, use, or sale of a controlled substance by the service member, member(s) of their immediate family, or guests.

b. Sexual assault or abuse.

c. Illegal possession or use of a registered or unregistered firearm.

d. Domestic disputes and/or violence.

e. Destruction of government property, personal property of residents occupying MFH, and privately owned property of civilians and other military personnel employed or visiting specific areas associated to Naval Training Center, Great Lakes.

f. Assault with or without battery.

g. Breaking and entering.

h. Unauthorized use of government property (i.e. unauthorized guest in quarters, illegal operation of a business, etc.).

6. Eviction. Evictions are required when conditions for termination of occupancy exist and residents do not voluntarily vacate MFH. If eviction of a resident becomes necessary, justification for this action will be documented and retained in the local files for 3 years after the service member is evicted.

Service members must vacate MFH within a maximum of 30 days after receipt of the eviction notice. The Assistant Chief of Staff (ACOS) for Housing (Housing Authority) has the authority to evict any service member from MFH, and also will determine the length of any eviction period. The offenses as indicated in paragraph 5 (a) through (h) are the most common infractions of misconduct encountered involving residents occupying MFH.

a. Additional Incidents of Misconduct. Other incidents of misconduct not listed that are presented to the Family Housing Office for investigation will be reviewed and/or considered for similar eviction administrative processing action, as deemed appropriate by the Housing Authority.

b. Appeal of Eviction Action. Should a service member desire to appeal their eviction notice, a Letter of Appeal, addressed to the Chief of Staff, Operations, Naval Training Center (NTC), Great Lakes, will be submitted to the ACOS for Housing, with endorsement via the service member's commanding officer, and must be received by the ACOS for Housing not later than close of business a maximum of 7 calendar days from the date of the service member's eviction notice. Upon receipt of the service member's Letter of Appeal, the ACOS for Housing must forward the appeal within 7 calendar days to Chief of Staff, Operations, NTC, Great Lakes, for a decision regarding the appeal of the service member's Involuntary Termination of Assignment to MFH.

7. Voluntary Separation under the Special Separation Benefit (SSB) Program. Upon written request, service members who have elected voluntary separation under the SSB Program may be permitted to temporarily remain in assigned quarters following separation. Request to remain in MFH must be made in writing to the Director, Family Housing Department, via the service members commanding officer, within 30 days prior to separation from military service. The Director, Family Housing Department will determine the length of time (normally not to exceed 30 days) and will retain documentation concerning the exception for 3 years thereafter. A fair market rental charge, normally equivalent to the service member's full allowances (BAH), will be assessed and paid in advance, by money order or certified check made out to the **U.S. Treasury**, for the period of continued occupancy in MFH.

UTILIZATION

1. Utilization. Military family housing under control of the Navy will be managed to maintain maximum utilization. A Navy-wide occupancy standard of 98 percent is established for adequate MFH. Attainment of this overall standard will mean that, under normal circumstances, Great Lakes Family Housing Department must achieve an occupancy rate of 99 percent for MFH in order to compensate for quarters which may be out of service while undergoing major repairs, improvements, or extended change-of-occupancy work.

2. Occupancy of MFH by Foster Children. The Navy has no objections to housing foster children, as long as the living accommodations (including space and sanitary conditions) which result, are within reason. Monetary compensation may be accepted as recompense for the nurture and care of the child while residing in government family quarters. Service members desiring to house a foster child must submit a written request to the Director, Family Housing Department in advance of receiving the child into the home. The request must state the name, social security number, date of birth, and sex of the child, and must include all particulars, including the anticipated length the foster child will be living with the service member. Service members are reminded that foster children **will not** be considered when determining the number of bedrooms authorized for eligible family members regarding MFH assignment and/or occupancy.

3. Occupancy of MFH by More Than One Family and/or Visitor(s). Social visits by service members, their family members, or by civilians as guests of persons who are assigned MFH, should not exceed 3 weeks. Such visits will not effect or change the status of the resident's quarters allowance. Service members having guests or visitors that desire to reside with the service member for more than 3 weeks must request, in writing, to the Director, Family Housing Department, for permission for such extended visits. The request must include the name(s) of the guest(s), date(s) of birth, relationship(s) to service member, social security number(s) of guest(s), anticipated length of visit, and a statement acknowledging that the service member

assumes full responsibility for the conduct of their guest(s). Note: **Subleasing of government quarters is not authorized under any circumstances**.

4. Live-in Aide. The Director, Family Housing Department may authorize a live-in aide to reside in a family housing unit under the following conditions:

a. The service member must provide a written request, including documentation substantiating the need for such an arrangement. Exceptional and confirmed child or health care needs are examples of valid reasons for a live-in aide. Home maintenance or cleaning responsibilities are not valid justification for a live-in aide.

b. The requirement for a live-in aide should be for a minimum of 6 months (exceptions to this requirement may be granted, if warranted). A written request to the Director, Family Housing Department is required if an exception to the minimum 6 months requirement is deemed necessary by the service member.

c. The service member does not accept monetary compensation from the employee (accepting compensation is grounds for termination of quarters).

d. The policy does not disrupt morale or otherwise adversely impact the family housing area.

e. The increased bedroom requirement can be accommodated, when available. (The bedroom entitlement may be increased by one, if warranted.)

f. The request and approval or denial for a live-in aide must be in writing. The service member is responsible for all actions of the live-in aide, including any damages to quarters. The approval by the Director, Family Housing Department shall be retained in resident files and reviewed annually.

g. The following procedures will apply when such a request is approved:

(1) The Director, Family Housing Department, Naval Training Center, Great Lakes will:

(a) Approve the request, and advise the service member, in writing, that the service member is still ultimately responsible for the quarters and the actions of the live-in aide.

(b) Advise the service member that no monetary compensation can be accepted for the shelter provided to the live-in aide, and that the acceptance of such compensation will result in immediate termination of the assignment to MFH.

(c) Require the service member to notify the Director, Family Housing Department in the event of a change in circumstances which would affect the retention of the live-in aide, i.e., remarriage, termination of custody of the children, change in service member's working hours, termination of employment, etc.

(d) Ensure that the rights of all service members, and their family members, to the use and quiet enjoyment of MFH are not compromised by the residence of the live-in aide.

(e) Provide the service member with MFH having the appropriate number of bedrooms for separate lodging of the live-in aide (the service member's bedroom entitlement <u>may</u> increase by one) in accordance with the guidelines contained in enclosure (5) of reference (b).

(2) This approval will:

(a) Be retained in the Family Housing Office files as long as the applicant occupies family housing as a result of the approval.

(b) Be reviewed by the Director, Family Housing Department annually to ensure the requirement continues to exist.

(c) Authorization may be rescinded in the event the circumstances change and retention of the live-in aide is no longer necessary. The service member's eligibility will then revert to that existing before the live-in aide was hired. The Director, Family Housing Department may reassign the service member to a family housing unit meeting with the service member's bedroom eligibility criteria, if required to maintain equitable distribution of quarters.