

MEMORANDUM:

FROM: DIRECTOR, FAMILY HOUSING DIVISION
TO: APPLICANTS FOR FAMILY HOUSING

Subj: FAMILY HOUSING WAITING LIST

1. Now that you are on the waiting list for Marine Corps Family Housing, you may find the following information necessary as well as helpful when making housing plans. It is **ESSENTIAL** that the Family Housing Office be made aware of all changes in your assignment status. You may prevent delays in the processing of your application, or even its *cancellation*, by reading "**YOUR APPLICATION HAS BEEN CANCELLED**" section which lists some of the more common mistakes to avoid. It is our sincere purpose to make available to you adequate quarters as quickly and trouble free as possible. Should there be anything in this information sheet or the assignment process you do not fully understand, your counselor will be glad to answer any questions and discuss it with you.

2. **WAITING PERIOD:** Waiting times quoted to you are **ESTIMATES**. They are based on how long it has taken the number one applicant on the list to be assigned quarters.

3. **FROZEN OR STABILIZED PORTION OF THE WAITING LIST:** The top ten percent or top three applications, whichever is greater, of any waiting list is the stabilized or *frozen zone*. Once your name has been placed in this zone, new applicants will not be placed ahead of you, with the exception of criteria identified by Chapter 2, paragraph 6 of B.O. P11101.31A (priority assignment). Until you reach the stabilized portion of the waiting list, you may be bumped - other applicants with an earlier control date may go ahead of you on the list. (For example, if a Service Member detaches, takes 30 days leave and then reports to the Housing Office within 30 days after checking into (his/her) new unit, the application control date will be the date of detachment from (his/her) last permanent duty station.)

4. **INACTIVE WAITING LIST:** If you will not be able to accept quarters during a certain period, you may want to place your application inactive. This means your name will be removed from the active waiting list you are on and held in a separate file until the end of the period you specified.

TO BE PLACED INACTIVE, the following is required:

- Advance written request to the Director, Family Housing.
- Request must state reason and period of time to be inactive. **Maximum allowed time is one year.**
- Approval may be granted for operational requirements, health, off-base rental lease commitment, or family not in area. Documentation is required such as commanding officer verification, copy of lease, Naval Hospital verification, and must accompany the request.

- Your application will be activated at the end of the period approved to be inactive.
- Your name will then be placed back on the appropriate waiting list by your application control date below the stabilized portion of the waiting list.
- When called for assignment to quarters, you must either accept or cancel. **You cannot request to go inactive at this point.**

5. **ASSIGNMENT TO QUARTERS:** When your name is number one on the waiting list, you will be offered quarters that will become available within the next 30-45 days.

Inability to view the quarters does not warrant a delay as to your decision to accept or refuse quarter's assignment.

If you refuse the quarters, your application will be cancelled.

If you accept the quarters, you will be notified when the house is available for occupancy. You and your family must occupy your quarters within 7 days of the available date. **You will forfeit All Basic Allowance for Housing (BAH) EFFECTIVE THE DATE QUARTERS ARE AVAILABLE FOR ASSIGNMENT. (House keys in hand).**

"YOUR APPLICATION HAS BEEN CANCELLED" ! ! !

THIS COULD HAPPEN TO YOU! OR COULD IT ?????

When quarters are available for you, will Family Housing be able to locate you:

{You changed military units and we cannot find you).
Your Application is cancelled.

{You are deployed, TAD, or on leave without requesting
To go inactive or notifying us, and we cannot find you).
Your Application is cancelled.

{You are obligated to a lease and cannot accept quarters
At this time, and you did not request to be placed inactive.)
Your Application is cancelled.

Don't let his happen to you. Every reasonable effort will be made to locate you when quarters are available but we need your help.

6. **IT IS YOUR RESPONSIBILITY TO KEEP YOUR APPLICATION CURRENT.**
Notify Family Housing if there has been a change in any of the following since you applied:

{Military address and/or telephone number & work email)

{Civilian address and/or telephone number & civilian email)

{Rank, change in dependents, Terminal Leave, EAS, PCS.)

Contact us prior to deployment, TAD, or leave. Do you want to be placed inactive? Have your spouse accept quarters for you? Or call you or your spouse? These are just a few of the options available to you. Tell us of your particular situation, then we can tell you what is possible or not possible and offer alternative suggestions.

7. **Pet Owners - Incoming Personnel.**

a. Incoming residents are authorized a maximum allowance of two pets (cats or dogs). (Rottweiler, Pit Bull, Wolf Hybrid are **NOT AUTHORIZED.**)

b. Residents must register their pet(s) on base at the Animal Control Office located on mainside at the Piney Green Road inspection building #979. The hours of operation are: 0800-1100 Monday-Friday. The Animal Control phone number is (910) 451-5143.

c. Residents must take their pet(s), current shot record, proof of microchip, to the Animal Control Office **AFTER** they get an on base address or FIVE days after they receive house keys.

d. After you register your pet at the Animal Control Office, you will need to bring the verification registration document back to the Military Housing Office to receive your pet decal for your on base house.

e. For more information about pets aboard MCB Camp Lejeune, please review the following link at: [www.lejeune.usmc.mil/family housing](http://www.lejeune.usmc.mil/family_housing). MCO P11000.22, Chapter 5, "Domestic Animal Control" and BO 10570.1D w/Ch1 "Domestic Animal Control."

f. Failure to provide proof of inoculations/microchip device or pet registration may result in revocation of pet privileges or eviction proceedings from privatized quarters.

8. **The last thing we want to do is cancel your application when you want quarters. So talk to us. We are here to help!**

Your **Family Housing Counselor** is _____
Telephone number is (910) 450-1627 ext _____



N. M. McBROOM
Director,
Family Housing Division