



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION GREAT LAKES
2601E PAUL JONES STREET
GREAT LAKES, IL 60088-2845

NSGLINST 11103.4G

N9

26 Nov 13

NAVAL STATION GREAT LAKES INSTRUCTION 11103.4G

From: Commanding Officer, Naval Station Great Lakes

Subj: GEOGRAPHIC BACHELOR POLICY

Ref: (a) CNIC ltr 11103 Ser CNIC/9U41178 of 10 Jul 09
(b) CNICINST 11103.5
(c) NAVADMIN 072/12
(d) NSGLINST 11103.14
(e) CNIC (N93) ltr Ser 11103 /13U87311 of 15 Apr 13
(f) Joint Federal Travel Regulations, Volume 1, Chapter 10

Encl: (1) Geographic Bachelor Short Term/Extension
(2) Request Geographic Bachelor Application
(3) Template for Unaccompanied Married Personnel
(4) Sample Command Endorsement
(5) Fleet and Family Services Financial Planning
Worksheet
(6) Local Housing Market Map
(7) Sample Eviction Warning
(8) Sample Eviction Notice

1. Purpose. To issue policy for Naval Station Great Lakes (NSGL) housing of Geographic Bachelors (GBs).

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

3. Background and Guidance.

a. Guidelines for assignment, occupancy, use, and the priority of assignments to Unaccompanied Housing (UH) for military are outlined in references (a) through (f). Per reference (d), the Unaccompanied Housing Assignment Review Board (UHARB) will administer and control the assignment process for GBs. The UHARB will review applications for GB housing and maintain the UH Wait List.

b. Reference (b) defines GBs as: Service members, in receipt of BAH at the "with dependents" rate and have executed Permanent Change of Station (PCS) orders that authorized movement of dependents, who for reasons other than the

availability of housing, elect not to be accompanied by the dependents.

c. Applications from GBs to reside in UH facilities are not automatically approved. The number of spaces authorized for use by GBs is limited. All GB personnel desiring a berth in UH must submit an application via the Admiral Boorda Hall Manager to the UHARB. Only those personnel who can demonstrate a hardship to the satisfaction of the UHARB will be recommended for approval.

d. Per references (b) and (c), NSGL will only program to house unaccompanied E1-E4 Sailors and no others. Housing will consist of a shared unit without a living room: Private bedroom with 90 NSF, bathroom shared with not more than one other, and a kitchenette.

4. The UHARB has the following responsibilities for GBs:

a. Oversight of GB Waiting List.

b. Review and recommend approval/disapproval of Enlisted GB application requests. The NSGL Executive Officer (XO) is the final approving authority.

c. Review UH Permanent Party utilization and recommend changes as appropriate to ensure sufficient space (3-5%) remains available for newly arriving single E1 through E4 personnel.

d. Ensure that BAH at the "without dependents" rate is not granted solely to provide space to accommodate GBs.

e. Forward recommendations pertaining to GB applications to the NSGL XO for approval or disapproval.

5. Geographic Bachelor Wait List. If a GB is approved to occupy government quarters, but no quarters are available, that GB is entered onto the wait list. The control date for that GB is the date the GB application is approved. Housing will be provided to personnel on the wait in sequence according to their control date.

6. Geographic Bachelors. In accordance with reference (b), NSGL CO has determined available unaccompanied housing assets may be used to house GBs on an "as available basis." Reference (e) is a waiver from CNIC that allows NSGL to house GBs in up to 20% of UH Inventory. However, due to limited space and the requirement to house bona fide bachelors, when occupancy in Permanent Party Housing exceeds 95% no more GBs

will be housed, and when occupancy reaches 97% GBs currently residing in UH will be asked to vacate.

a. For purposes of housing assignment, personnel with Exceptional Family Members (EFM) that are registered in Category III, IV, V, VI of the EFM program who have executed Permanent Change of Station (PCS) orders that authorized movement of dependents are not considered GBs. They are housed per reference (a) as bona fide bachelors, Category VI personnel.

b. Mobilized Reservists: The Commanding Officer, NSGL recognizes that Reservists mobilized for service can face significant financial hardship if forced to maintain a household at their home of record and at Naval Station Great Lakes. Every effort will be made to accommodate personnel in this category within the constraints of this instruction.

(1) Mobilized reservists in receipt of BAH will not be housed in government quarters until approved to do so by the NSGL CMC or XO. The permission must be coordinated via the Boorda Hall Manager by providing notification at least two working days in advance. Those personnel authorized to live in Boorda Hall prior to submission of their GB package must submit a GB package in accordance with the below paragraphs within seven days or risk loss of their BAH.

(2) Reservists on Active Duty for Special Work (ADSW) orders with less than 6 months in the area will not be required to submit a GB Package. The initial approval provided by the NSGL XO or CMC will suffice.

(3) Reservists on orders of 6 to 12 months must submit a Short Term Request for Housing see Enclosure (1).

(4) Reservists on orders greater than 12 months will be required to submit a GB package using enclosures (2) through (5).

c. Assignment considerations:

(1) GBs will be housed in Admiral Boorda Hall. Accommodations in Boorda Hall are consistent with Navy policy directed in references (b) and (c). They consist of 1+1 modules shared by two people. Each person has a private room and closet with a shared bath and service area. Rooms that currently exceed this standard will be reconfigured to meet current Navy policy.

(2) Personnel assigned to a shared module will be grouped as follows:

- (a) E1-E4
- (b) E5-E6
- (c) E7-E9
- (d) W1-W2
- (e) W3-W5
- (f) 01-02
- (g) 03-04
- (h) 05-06

(3) Per reference (b), GBs may be housed at less than the minimum privacy and space criteria for their pay grade/rank. However, in no case will GBs be assigned to less than 72 square feet unless Preventative Medicine provides clearance.

(4) Per reference (b) and (f), GBs housed at greater than the criteria for single permanent party members of the same pay grade/rank are subject to forfeit their entitlement to BAH and past BAH payments may be collected.

d. Once assigned a space, every effort will be made to avoid displacing GBs. However, GBs are housed on a space available basis. When NSGL CO determines space is necessary to house service members in accordance with reference (b), GBs will be directed to vacate their rooms. If GBs are directed to vacate their room, they will do so in order of most senior by grade first through most junior. When notified, GBs will have seven days to clear their quarters.

e. Personnel leaving the Great Lakes area for 90 or more consecutive days (Individual Augmentation Orders, Temporary Assigned Duty, etc.) must notify the ABH front desk no later than 5 working days prior to departure.

f. Submission Procedures:

(1) GBs requesting assignment to UH will submit requests, via their chain of command, to the Admiral Boorda Hall (ABH) Manager using Enclosures (2) through (5).

(a) The ABH Manager will review the packet. If the packet is not complete or accurate, it will be returned to the applicant for correction.

(b) All applications must include the Financial Planning Worksheet. The NSGL FFSC Financial Specialist will review the worksheet prior to submission.

(c) A representative from the Applicants Command must attend the UHARB meeting to answer questions and provide additional information to UHARB requests. If a command representative does not attend the meeting the GB package will not be considered. Commands will be notified of the review board location, date and time by email.

(2) The ABH Manager will forward packets for action per the criteria below:

(a) Applications from enlisted personnel will be evaluated by the UHARB. The UHARB will recommend either approval or disapproval. The NSGL XO will approve or disapprove the request. Approval will be based upon the length of request and/or as determined by the NSGL XO.

(b) Officer GB applications will be reviewed by the Unaccompanied Housing Program Manager, who will forward recommendations to the NSGL XO for approval or disapproval. Approval will be based upon the length of request and/or as determined by the NSGL XO.

(c) Upon approval, the applicant will be directed to report to Admiral Boorda Hall (B-30) Front Desk to be assigned a room. If occupancy is in excess of 95%, the applicant will be placed on the UH Wait List.

(d) Upon disapproval, the applicant will be directed to retrieve their application package from the Admiral Boorda Hall Front Desk. The package will be destroyed after 180 days. If currently residing in Admiral Boorda Hall, the applicant must contact the Admiral Boorda Hall Manager to arrange an agreed upon date to vacate quarters no later than 30 days after disapproval.

(3) GBs currently residing in Admiral Boorda Hall who desire to extend the length of their approved request will follow the procedures below:

(a) Extensions of less than six months must submit a letter with command endorsement, to the Admiral Boorda Hall Manager, explaining the circumstances that require the extension. Include revised departure date and all supporting documentation. A maximum of two extension requests may be submitted. See enclosure (1).

(b) Extensions of 6 months or greater: Submit a new GB Application that will be processed in the same manner as a new GB Application. See enclosures (2) through (5).

(c) If a GB request for extension is disapproved, the resident will be notified by the ABH Manager to arrange an agreed upon date to vacate quarters. That date will be no more than 30 days from the date the extension request is disapproved, or the end date of the original request if it has not yet passed.

(4) Per references (b) and (d), a waitlist will be maintained by UH for GBs. The UHARB will review waitlist requests and make assignment recommendations when space is available (Space A), based upon the following priorities:

(a) Priority 1: Service members enrolled in the Exceptional Family Member (EFM) Program, as identified in reference (b). Once assigned Space A, they will be housed for the duration of their tour.

(b) Priority 2: Service members requesting housing due to financial hardship. Once assigned Space A, the Service member will be housed in a protected status for a period of 180 days. Thirty days before the residency period ends, the Board will re-evaluate the case to determine if the hardship still exists and if protected status should continue. Re-evaluations will continue every 180 days until the non-EFM GB departs the station or the financial hardship no longer exists. If the hardship no longer exists the service member must vacate within 30 days.

(c) Priority 3: All other GBs

7. Basic Criteria. GB packets will be evaluated using the following criteria:

a. Applicants may demonstrate to the UHARB that alternative living arrangements present an 'undue financial hardship'. Request must show the member has made every reasonable effort to procure alternative housing in the local community. See

Enclosure (6). Priority will be given to junior Sailors (E1-E6). Financial hardship for purposes of GB assignment is defined as either (1) or (2) below:

(1) If the applicant has a debt to income ratio of 30% or more. This calculation is based on Gross Monthly Family Income and monthly debt payments input Fleet and Family Service Center Financial Planning Worksheet. See enclosure (5).

(2) If the applicant has less than \$900 in surplus income taken from the bottom of page 4 of enclosure (5). Disposable income is calculated by subtracting debt (as defined above) and household maintenance costs from net family income after taxes. Allocations for savings, charitable/religious contributions, and retirement are considered as disposable income will not be considered as debt.

b. The following supporting documentation will be included in the basic request, as applicable all other criteria still apply:

(1) If a family member illness is involved, a current statement is required from the attending physician. If hospitalization is involved, probable length of the hospitalization and an estimate of when the dependent family members could realistically be expected to move to the Great Lake's area.

(2) If the hardship involves a non-legal separation or pending divorce, a current statement from the attorney involved must be attached to the request. All other criteria still apply.

(3) Other circumstances as applicable.

8. Termination of Occupancy. GBs may be required to vacate berthing contingent upon such matters as failure to comply with this policy and the Naval Station Policy for governance of the UH Program and Admiral Boorda Hall, or to create space if necessary to house Bona Fide Bachelors or other authorized personnel. Once assigned Space A, the Service member will be given no less than seven days' notice to vacate in order to provide housing for higher priorities identified in reference (b). Policy violations for eviction include, but are not limited to the below. Examples of eviction notices may be found in enclosures (7) and (8).

a. Destruction of government property.

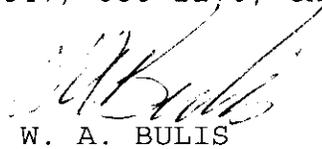
b. Failure to maintain quarters in a clean and sanitary manner, i.e. random room inspections.

c. Violation of rules, regulations, or improper behavior.

d. Failure to submit documentation for GB package re-evaluations every 180 days.

9. Notification. Applicants will be notified by the Admiral Boorda Hall Manager, via email, of the UHARB decision regarding their application.

10. Questions regarding this policy may be directed to the Admiral Boorda Hall Manager at (847) 688-2170, ext. 22.



W. A. BULIS

Distribution:
NAVSTAGLAKESINST 5216.5
Lists I and II

GEOGRAPHIC BACHELOR SHORT TERM/EXTENSION REQUEST

Rate/Name: _____

Command: _____

Phone (W): _____ Phone (C): _____

Email: _____

- _____ 1. Letter from Service Member (SM) requesting GB status.
- _____ 2. First Endorsement from Command.
- _____ 3. Supporting documentation.

Date submitted to Assignment Review Board: _____

UHARB Chairman Recommendation: Approve Disapprove

Comments: _____

Approving Official Action: Approve Disapprove

Comments: _____

Signature of Approving Official:

_____ Date: _____

=====

Geographic Bachelor Expiration Date: _____

Signature of GB acknowledging Expiration Date:

_____ Date: _____

Rate/Name: _____

Command: _____

Phone (W): _____ Phone (C): _____

Email: _____

- ____ 1. Letter from Service Member (SM) requesting GB status.
- ____ 2. First Endorsement from Command.
- ____ 3. Copy of current orders.
- ____ 4. Copy of current Page 2 (Emergency Family Data).
- ____ 5. Computerized FFSC Financial Planning Worksheet
- ____ 6. Copy of current Leave & Earnings Statement (LES).

Date submitted to Assignment Review Board: _____

UHARB Chairman Recommendation: Approve Disapprove

Comments: _____

Approving Official Action: Approve Disapprove

Comments: _____

Signature of Approving Official: _____

Date: _____

=====

Geographic Bachelor Expiration Date: _____

Signature of GB acknowledging Expiration Date: _____

Date: _____

Enclosure (2)

Date:

From: (Applicant)

To: Commanding Officer, Naval Station Great Lakes
Attn: Unaccompanied Housing (N932)

Via: Commanding Officer/Officer in Charge (Parent Command)

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR (GB) BERTHING IN
NAVAL STATION GREAT LAKES (NSGL) UNACCOMPANIED HOUSING

Ref: (a) NSGLINST 11103.4G

Encl: (1) Copy of current PCS Orders
(2) Copy of Record Emergency Data (NAVPERS 1070/602)
(3) Fleet and Family Services Financial Planning
Worksheet
(4) Copy of Most Current Leave and Earnings Statement
(LES)
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to NSGL Great Lakes Geographical Bachelor Housing for the following time period: _____ to _____. I understand that if my tenure in UH goes beyond the date specified above, I must submit a request to extend my stay 30 days prior the end date. I acknowledge that if my application is approved for reasons of financial hardship, my status will be reviewed every 180 days and that I will re-submit this package again 30 days prior to that.

2. Reason for requesting GB Housing (explain all circumstances in detail).

3. Description of action taken to date: (Include whether alternative civilian off-base housing was investigated, and results).

4. Name & ages of dependents:

5. Location of dependents and household efforts.

Enclosure (3)

6. Medical data: (If applicable) provide physician's name, area code and phone number, and determination of Exceptional Family Member (EFM). Provide copy of EFM Letter with category level.

Signature

Date

SAMPLE COMMAND ENDORSEMENT

11103
Date

FIRST ENDORSEMENT (on letter-head)

From: Commanding Officer/Officer in Charge (Parent Command)
To: Commanding Officer, Naval Station, Great Lakes
ATTN: Unaccompanied Housing (N932)

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL
STATION GREAT LAKES (NSGL) UNACCOMPANIED HOUSING

1. Commanding Officer/Officer in Charge recommendation.
 2. CO/OIC synopsis of information provided thus far, and other pertinent information gained from a personal interview.
 3. Type of hardship (financial/other hardship): _____
 4. Insert amount of monthly surplus/deficit from the FFSC Financial Worksheet (bottom of page 4, Enclosure 5): _____
 5. Insert debt to income ratio from the FFSC Financial Worksheet (bottom of page 4, Enclosure 5): _____
 6. Applicant's personal data.
 - a. Date reported for duty: _____
 - b. EAOS: _____
 - c. PRD: _____
 - d. Work Phone: _____ Cell Phone: _____
 - e. Current E-mail address: _____
 - f. Command representative name and email: _____
-

Signature

Date

MONTHLY INCOME					Page 2
ENTITLEMENTS	ACTUAL		PROJECTED		REMARKS
Base Pay	\$ 2,947.50		\$ -		
Basic Allowance for Housing (BAH I or II)	\$ 1,557.00				Select BAH from pulldown menu.
Overseas Housing Allowance (OHA)	\$ -		\$ -		
Basic Allowance for Subsistence (BAS)	\$ -	Standard	\$ -	Standard	Select F, P, R, N or C
Family Separation Allowance (FSA)	\$ -	No	\$ -	No	Select Y=Yes or N=No
Flight Pay/Diving Pay/Flight Deck Pay	\$ -		\$ -		
Submarine Pay	\$ -	None	\$ -	None	N=N/A or select qualified years
Other Hazardous Duty Pay	\$ -		\$ -		
Sea Pay	\$ -	None	\$ -	None	N=N/A or select qualified years
Taxable COLA	\$ -		\$ -		
Other (tax exempt/allowance eg. COLA/FSSA)	\$ -		\$ -		Non-tax, allowance line.
TOTAL MILITARY COMPENSATION (A)	\$ 4,504.50		\$ -		
Taxable pay ()	\$ 2,947.50		\$ -		Excludes pretax ded for TSP/MGIB
DEDUCTIONS: (Use CheckBox to include allotment in Spending Plan)					
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
ALLOTMENT	\$ -	<input type="checkbox"/>	\$ -	<input type="checkbox"/>	For/ends?
Meal Collection Deduction	\$ -		\$ -		
Family SGLI (For Spouses)	\$ -		\$ -		Amount from NetWorth Page
Servicemen's Group Life Insurance (SGLI)	\$ 1.00		\$ -		Amount from NetWorth Page
Uniform Services TSP	\$ -		\$ -		Amount from NetWorth Page
MGIB	\$ -		\$ -		Amount from NetWorth Page
FITW Filing Status Actual: Ma <input type="checkbox"/> 2 <input type="checkbox"/>	#NAME?		#NAME?		Proj Status: Ma <input type="checkbox"/> 2 <input type="checkbox"/>
FICA (Social Security)	\$ 182.75		\$ -		Base Pay only, Excludes MGIB
FICA (Medicare)	\$ 42.74		\$ -		Base Pay only, Excludes MGIB
State Income Tax	\$ -		\$ -		State Claimed:
AFRH (Armed Forces Retirement Home)	\$ 0.50		\$ -		
Tricare Dental Plan (TDP)	\$ -	Single	\$ -	Single	None, Single, or Family.
Advance Payments					Ends:
Over Payments					Ends:
TOTAL DEDUCTIONS (B)	#NAME?		#NAME?		
CALCULATE NET INCOME Hide Add Backs					
Servicemember's Take Home Pay (A-B)	#NAME?	<input type="checkbox"/>	#NAME?	<input type="checkbox"/>	Divide by 2 for Payday amount.
Servicemember's Other Earnings (less taxes)	\$ -		\$ -		
Spouse's Earnings (less taxes)	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
ALLOTMENT	\$ -		\$ -		
Meal Collection Deduction	\$ -		\$ -		
Family SGLI (For Spouses)	\$ -		\$ -		
Servicemen's Group Life Insurance (SGLI)	\$ 1.00		\$ -		
Uniform Services TSP	\$ -		\$ -		
MGIB	\$ -		\$ -		
Tricare Dental Plan (TDP)	\$ -		\$ -		
Advance Payments	\$ -		\$ -		
Over Payments	\$ -		\$ -		
Child Support/Alimony (Received/Income)	\$ -		\$ -		
Other Income (e.g. SSI, Rental Income)	\$ -		\$ -		
TOTAL NET MONTHLY INCOME	#NAME?		#NAME?		

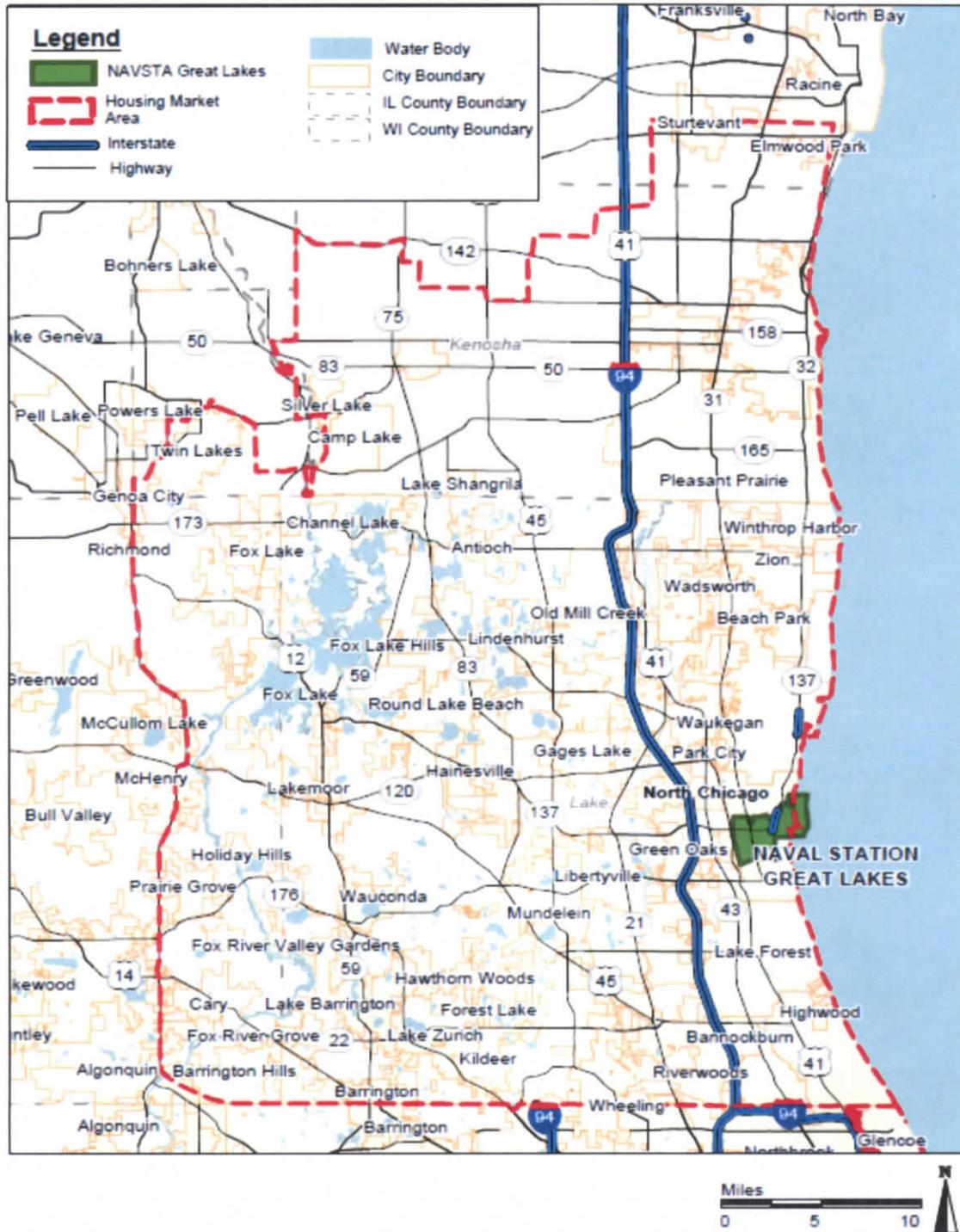
MONTHLY SAVINGS AND LIVING EXPENSES				Page 3
Note: Actual or Projected Figures are carried forward to spending plan.				
SAVINGS		ACTUAL	PROJECTED	REMARKS
SAVINGS 10% Minimum Actual Projected	Emergency Fund (1-3 Months)			Monthly Contribution Amount
	Reserve Fund			Monthly Contribution Amount
	'Goal Getter' Fund			Monthly Contribution Amount
	Investments/IRAs/etc.			Monthly Contribution Amount
#NAME? #NAME?	TSP			
TOTAL SAVINGS AND INVESTMENTS (10%)				Actual:
LIVING EXPENSES		ACTUAL	PROJECTED	REMARKS
HOUSEHOLD	Furnishings			
	Maintenance/Repairs			
	Mortgage/Rent			
	Taxes/Fees			
FOOD	Dining Out			
	Groceries			
	Lunches			Include school lunches and lunches at work
	Vending Machines			
	Meal Deductions			
UTILITIES	Cable/Satellite TV			
	Cellular/Pagers/Phone Cards			
	Electricity			
	Internet Service			
	Natural Gas/Propane			
	Telephone			Local = \$ Long Distance = \$
	Water/Garbage/Sewage			
CHILD CARE	Allowances			
	Daycare			
	Support			Include Other Dependant Care
AUTOMOBILE	Gasoline			
	Maintenance/Repairs			
	Other			
CLOTHING	Laundry/Dry Cleaning			
	Purchases (\$50 Monthly per Person)			
INSURANCE	Automobile			
	Health/Life			Add additional insurance costs here.
	Homeowners/Renters			
	SGLI/FSGLI	\$1.00		Both service member and Family SGLI
	Tricare Dental			
HEALTHCARE	Dental			
	Eye care			
	Hospital/Physician			
	Prescriptions			
EDUCATION	Books			
	Fees (Other/Room & Board)			
	Tuition			
	MGIB			Montgomery GI Bill (MGiB)
CONTRIBUTIONS	Charities (CFC/NMCRS)			
	Club Dues/Association Fees			
	Religious			

LEISURE	Athletic Events/Sporting Goods			Include Spectator Sports
	Books & Magazines			
	Computer Products (Software/Hardware)			
	DVD/VHS & Video Games Rentals			
	DVD's & CD's			
	Entertaining			
	Lessons			Dance, Music, Self-Defense, Tutor, etc.
	Toys & Games			
	Travel/Lodging			
GIFTS	Holidays			
	Birthdays/Anniversaries			
PERSONAL CARE	Barber/Beauty Shop			
	Beer/Liquor/Wine			ABC, Package Store, etc.
	Other			
	Tobacco Products			
PET CARE	Food/Supplies			
	Veterinarian/Service (Boarding/Grooming)			
JOB EXPENSE	Non-Reimbursed			
	Reimbursed			
MISCELLANEOUS	ATM Fees/Stamps/etc...			
	Other			Recommend \$50-\$150 Buffer
TOTAL MONTHLY LIVING EXPENSES (70%)		\$1.00		Actual

INDEBTEDNESS (20%)							Page 4
	CREDITOR (ACCOUNT #/PHONE #)	PURPOSE	MO. PYMT	BALANCE	PROJ.PMT	REMARKS (MOS. BEHIND, PAID BY ALLOTMENT, APR (%))	
1			\$ -		\$ -	Automatic Deduction	
2			\$ -		\$ -	Automatic Deduction	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
TOTAL			\$ -	\$ -	\$ -		

	ACTUAL	PROJECTED
NET INCOME (Bottom of Page 2)	#NAME?	#NAME?
SAVINGS AND INVESTMENTS (Near Top of Page 3)		
LIVING EXPENSES (Bottom of Page 3)	\$1.00	
AMOUNT LEFT TO PAY DEBTS	#NAME?	#NAME?
DEBTS (Bottom of Page 4)		
SURPLUS OR DEFICIT	#NAME?	#NAME?
DEBT TO INCOME RATIO		

Figure 1. Great Lakes Naval Station Housing Market Area



SAMPLE EVICTION WARNING NOTICE

11103

Date

From: Unaccompanied Housing Program Manager

To: (Name of Resident)

Subj: EVICTION WARNING NOTICE

Ref: (a) NSGLINST 11103.4G ASSIGNMENT REVIEW BOARD AND
GEOGRAPHICAL BACHELOR (GB) POLICY

1. Per reference (a), this letter serves notice of an eviction warning for the below listed reasons.
2. (Detail of infractions leading to notice)
3. If this behavior indicated above is not corrected by _____, or if it happens again, your GB status will be revoked and you will be evicted from the premises.

UH PROGRAM MANAGER

Enclosure (7)

SAMPLE EVICTION NOTICE

11103
Date

From: Commanding Officer
To: (Name of Resident)

SUBJ: EVICTION NOTICE

Ref: (a) NSGLINST 11103.4G ASSIGNMENT REVIEW BOARD AND
GEOGRAPHICAL BACHELOR (GB) POLICY
(b) Eviction Warning Notice dated _____.

1. Per references (a) and (b) you are being evicted from the premises.
2. (Detail of infractions)
3. You have until _____ to remove your personal belongings from your room.

W. A. BULIS