

CHECKLIST FOR GB APPLICATIONS

NAME/RATE	CMD
1. LETTER FROM SM REQUESTING GB STATUS AND LISTING DEPENDENTS, AGES AND CURRENT LOCATION	_____
2. 1 ST ENDORSEMENT FROM COMMAND	_____
3. SET OF MOST RECENT ORDERS	_____
4. COPY OF PAGE 2 (EMERGENCY FAMILY DATA)	_____
5. COMPUTERIZED MONTHLY BUDGET	_____
6. COPY OF LATEST LES	_____

SUBMITTED TO AR BOARD

DATE:

DISPOSITION: APPROVED/DISAPPROVED

SIGNATURE OF APPROVING OFFICIAL DATE;



DEPARTMENT OF THE NAVY

NAVAL STATION
2601 E PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NAVSTAGLAKESINST 11103.4C

10

14 November 2007

NAVAL STATION GREAT LAKES INSTRUCTION 11103.4C

Subj: GEOGRAPHICAL BACHELOR (GB) POLICY

Ref: (a) CNIC ltr 11103 Ser Of 24 Jan 06
(b) NAVMED P-5010, Chapter 2
(c) CNIC P-935, Navy Bachelor Housing Manual
(d) CNIC ltr 11103 Ser CNI/6U16068 of 13 OCT 06 and updated 11 SEP 07

Encl: (1) Application Checklist
(2) Template for Unaccompanied Married Personnel
(3) Sample Command Endorsement

1. Purpose. To issue policy for the Naval Station (NAVSTA), Great Lakes housing of Geographic Bachelors and procedures for an Assignment Review (AR) Board, to determine the entitlement of permanent party unaccompanied married personnel to Bachelor Housing (BH).

2. Cancellation. NAVSTAGLAKESINST 11103.4B. 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 Bachelor Housing for military and civilian are outlined in references (a) through (c). As directed by reference (a), installation commanders will establish procedures to process Bachelor Housing requests for unaccompanied married personnel and divorced/legally separated personnel drawing BAH at the "with dependents rate".

b. Geographical Bachelors are shore duty personnel who meet all of the following criteria:

(1) Military personnel of any pay grade or rank permanently assigned to an installation or to a unit supported by an installation located in CONUS or Hawaii.

(2) Receiving BAH at the "with dependents" rate.

(3) Transferred under Permanent Change of Station (PCS) orders that allowed for the movement of dependents at government expense.

(4) Member's dependents live outside a 60 mile radius of the member's permanent duty station.

c. Personnel in the following categories are not considered GB's and will be housed on a space required basis:

(1) E1-E3 personnel on Duty under Instruction (DUINS) or Temporary Duty.

(2) Unaccompanied E4 and above personnel on DUINS with training of 20 weeks or more.

(3) Members with Permanent Change of Station (PCS) unaccompanied orders.

(4) Personnel married to another military member, but geographically separated and **forfeiting BAH**.

(5) Divorced or legally separated personnel must provide legal divorce or separation documentation to verify what Basic Allowance for Housing (BAH) entitlements are being received.

d. Shore Duty Sailors with Exceptional Family Members (EFM): Per reference (c), Sailors 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, however, if the member is unaccompanied by those members, the member shall be billeted as Permanent Party Personnel.

4. Assignment Review (AR) Board.

a. At a minimum, the AR Board membership will consist of the following personnel:

(1) Installation Command Master Chief (CMDCM) (Board Chairman).

(2) The Installation Commander or his designated representative. His designated representative will usually be someone from the Bachelor Housing Staff.

(3) One tenant CMDCM representing all tenant commands supported by the installation.

(4) Command Personal Financial Counselor (PFC).

(5) BH Staff member to act as a recorder.

b. The installation BH Officer/Manager will provide administrative support to the AR Board and will act as an advisor to the AR Board as required.

c. The board will be responsible for the following:

(1) Oversight of BH Waiting List Policy implementation. The AR Board will establish the Waiting List Freeze Zone based on BH inventory and utilization. Based on inventory, the AR Board may freeze a certain number of names on the waiting list. These individuals cannot be bumped from the list for any reason, allowing the individual an approximate timeframe of when a room will be available. In addition, the AR Board will review requests to increase a Sailors' priority on a Waiting List, and make applicable adjustments below the Freeze Zone.

(2) Review and approve/disapprove initial GB requests and a review of GB status every 180 days.

d. The AR Board will be convened at the discretion of the AR Board Chairman (minimum of once monthly.) The charter of the AR Board will be to review GB applications for berthing and to determine basis for eligibility for GB berthing on a case-by-case basis. The Board will forward recommendations to the Executive Officer (XO) for approval or disapproval. If the Board approves the application; the applicant will be placed on a waiting list in one of the following categories:

- (1) E1 to E3 personnel
- (2) E4 to E6 personnel
- (3) E7 to E9 personnel

e. All Officer Packages will be reviewed by a board of Officers consisting of the BH Program Manager and the BH Director, who will forward recommendations to the Executive Officer (XO) for approval or disapproval. If the Board approves the application; the applicant will be assigned a GB room or placed on a waiting list.

f. The AR Board may adjust priorities outside the Freeze Zone.

5. Assignment considerations.

a. The maximum number of GBs allowed at Naval Station Great Lakes, per reference (d), is 200.

b. GBs will be assigned two to a room with the exception of E9, CWO4, and O4 and above who will be assigned to single rooms. GBs assigned two to a room will be grouped as follows:

- (1) E1-E3
- (2) E4-E6
- (3) E7-E8
- (4) CWO2-CWO3
- (5) O1-O3
- (6) E9, CWO4, O4 and above single room.

c. GBs may be housed at less than the criteria for their pay grade/rank. However, in no case will GBs be assigned to less than 72 square feet unless the local Preventive Medicine Unit provides clearance.

d. Per reference (a), GBs housed greater than the criteria for single permanent party members of the same pay grade/rank will forfeit their entitlement to BAH.

e. Once assigned to BH, a GB cannot be displaced during their tour except for military necessity.

f. GBs shall pay a Utility Fee for residing in BH.

g. The utility fee will be paid on a monthly basis to the BH Front Desk. Collected fees will be turned over to the comptroller's office, on a monthly basis, for deposit in the BH reimbursable account.

h. When approved by the BH Assignment Review Boards, GBs who have proven hardships, EFMs, special education or medical requirements that preclude the transfer of dependents to the members' locations, will be berthed in a permanent party protected-status basis for the duration of their tours. The host commander must authorize a GB who has an approved application to live in Bachelor Quarters (BQ).

(1) The BH Officer/Manager will ensure that BAH is not granted at the "without dependent" rate to accommodate GBs.

i. Personnel leaving the Great Lakes area for 90 or more consecutive days (Individual Augmentation Orders, Temporary Assigned Duty, ect.) must check out or pay GB fees in advance to ensure GB fees are kept current.

6. Submission Procedures. Personnel requesting consideration by the AR Board will submit requests, via their chain of command, to the Director of BE using enclosures (1) and (2). BH Manager will do an administrative review of the packet in preparation for its submission to the board. If this administrative review demonstrates that the packet is not complete or accurate, it will be returned to the applicant for correction/addition, etc., to ensure that only completed applications are referred to the board. All requests must be endorsed by the parent command using enclosure (3). Command endorsements will be from the Commanding Officer/Officer in Charge. All applications must include a monthly budget prepared by the applicant and reviewed by Command Financial Specialist in electronic format. A complete list of required documents is described under enclosure (1). These documents should be reviewed by the member and his/her command to ensure the request is completed accurately prior to submission to the BH Manager.

7. Basic Criteria.

a. Unaccompanied married member's request must show that the member has made every reasonable effort to procure alternative housing in the local community. Priority will be given to junior Sailors (E1-E6).

b. Supporting Statement. The following supporting statements will be included in the basic request, as applicable.

(1) If a family member illness is involved, a current statement is required from the attending physician. The statement must include both the diagnosis and prognosis and, if hospitalization is involved, probable length of the hospitalization and an estimate of when dependent family members could realistically be expected to move to the Great Lakes 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.

8. Termination of Occupancy. GBs may be required to vacate GB berthing contingent upon such matters as failure to pay monthly fee on time, destruction of government property, improper behavior and lack of cleanliness, or loss of space to Permanent Party.

a. GB fees are due by the 5th of each month. Any GB delinquent on a payment of 45 days or greater will be evicted.

b. GB fees can be paid by credit card, check, or cash.

9. Service Members Arriving DUINS/TEM DUINS. Personnel attending Basic Instruction and/or Recruit Division Commander (RDC) Course not on per diem, will not be berthed "space required" until they report to their permanent duty station. Once the service member reports to his/her permanent duty station and desires to become a GB they will be required to submit a formal GB application.

10. Notification. Applicants will be notified of the Assignment Review Board's decision regarding their case.



D. A. SCHNELL

Distribution:
NAVSTAGLAKESINST 5216.5
LISTS I and II

CHECKLIST FOR GB APPLICATIONS

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 most recent orders. _____
4. Copy of most recent Page 2 (Emergency Family Data). _____
5. Computerized FFSC Generated Monthly Budget Report obtained from the Command Financial Specialist (CFS). _____
6. Copy of most recent Leave & Earnings Statement (LES). _____

Date submitted to GB Assignment Review Board: _____

Disposition: Approved Disapproved Pending/Reason:

Approval with Hardship: _____

Comments: _____

Signature of Approving Official: _____

Date: _____

TEMPLATE FOR UNACCOMPANIED MARRIED PERSONNEL

Date:

From: (Applicant)
To: Commanding Officer, Naval Station, Great Lakes
Attn: Director, Bachelor Housing Division (Code 10)
Via: Commanding Officer/Officer in Charge (Parent Command)
Subj: REQUEST FOR GEOGRAPHICAL BACHELOR (GB) BERTHING IN
NAVAL STATION (NAVSTA), GREAT LAKES BACHELOR
HOUSING
Ref: (a) NAVSTAGLAKESINST 11103.4C
Encl: (1) Copy of PCS Orders
(2) Copy of Record of Emergency Data (NAVPERS 1070/602)
(3) Monthly Budget Statement
(4) Copy of Most Recent Leave and Earnings Statement (LES)
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to NAVSTA Great Lakes
Geographical Bachelor Housing for the following time period:
_____ to _____

2. Reason for requesting GB Housing.

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

4. Names & ages of dependents:

5. Location of dependents and household effects.

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

7. As required by reference (a), enclosures (1) through (5) forwarded
as supporting documents.

8. I acknowledge that, if approved for assignment, I will be required
to pay the required monthly payment to Disbursing on a timely basis. I
further acknowledge that I will be evicted due to any late or
nonpayment of fees.

Signature

Date

Enclosure (2)

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: Director, Bachelor Housing Division

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL
STATION (NAVSTA) GREAT LAKES BACHELOR 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. Applicant's personal data.
 - a. Date reported for duty: _____
 - b. EAOS: _____
 - c. PRD: _____
 - d. Work Phone: _____ Cell Phone: _____
 - e. Current E-mail address: _____

Signature Date