



DEPARTMENT OF THE NAVY
NAVAL AIR STATION FALLON
4755 PASTURE ROAD
FALLON, NV 89496-5000

NASFINST 11103.3D
N9
14 Jan 2020

NASF INSTRUCTION 11103.3D

From: Commanding Officer, Naval Air Station Fallon

Subj: GEOGRAPHIC BACHELOR BERTHING POLICY

Ref: (a) CNIC M-11103.2
(b) Ser N00/ 15U354
(c) CNICINST 11103.14A
(d) OPNAVINST 1754.2F
(e) DoDI 1315.18 CH-3 of 28 October 2015
(f) OPNAVINST 7220.12 CH.1

Encl: (1) Geographic Bachelor Berthing Request

1. Purpose. To provide policy and guidance concerning Geographic Bachelors (GB) residing in Unaccompanied Housing (UH) as governed per references (a) through (e), onboard Naval Air Station Fallon (NASF).

2. Cancellation. NASFINST 11103.3C. This instruction is a complete revision and should be read in its entirety.

3. Background. Per reference (a), appendix B, a GB is a Service Member in receipt of Basic Allowance for Housing (BAH) at the with-dependent rate, who has executed permanent change of station (PCS) orders that authorized the movement of dependents and has elected to not be accompanied by their dependents. The Installation Commanding Officer (ICO) may provide no more than five percent of permanent party barracks bedrooms for use by GBs without Region approval.

4. Discussion. Per reference (b), NASF is designated a Critical Housing Area (CHA) allowing for an increase of GB capacity. GB requesting to reside in UH shall meet all the following criteria:

a. Must be permanent party members assigned to NASF or assigned to an activity/tenant command onboard NASF;

b. Receiving BAH at the "with family members rate,";

c. Transferred under PCS orders that allowed moving family members at government expense; and

d. Not currently accompanied by their family members.

5. Policy.

a. Per reference (c), NASF will establish an Unaccompanied Housing Assignment Review Board (UHARB) chartered to review all GB applications for UH.

b. Membership of the UHARB will include at a minimum:

- (1) The ICO, Executive Officer (XO), or Command Master Chief (CMC) as the Chair.
- (2) The Installation Housing Director.
- (3) The UH Manager.
- (4) The senior Resident Advisor (RA).
- (5) The Fleet and Family Readiness (N9) Personal Financial Manager (PFM).
- (6) The Exceptional Family Member Program (EFMP) Manager.

c. The PFM Manager, EFMP Manager and tenant command representatives will attend as necessary to address the requesting Service Member's situation. All other members will attend all meetings.

d. Separate waitlists will be maintained for all GB and UH. Assignment management when space is available (Space "A") shall be based on the following priorities:

(1) Priority 1. Service Members enrolled in EFMP as identified in reference (d), enclosure (2), as having assignment restrictions. Once assigned to Space "A", the member will be housed in a permanent party protected status for the duration of his/her tour.

(2) Priority 2. Service Members requesting UH space due to financial hardship. Once assigned to Space "A", the Service Member will be housed in a protected status for 180 days. The UHARB will re-evaluate the case 30 days before the residency period ends to determine if the hardship still exists and if protected status should continue. Re-evaluations will continue every 180 days until member departs the installation or the hardship no longer exists. Financial hardships claims include:

- (a) Inability of spouse to relocate due to employment
- (b) Lack of affordable housing at the new duty station due to natural disasters
- (c) non-EFMP medical expenses or caregiver responsibilities

(3) Priority 3. Service Members who have transferred under the Housing Flexibility during PCS policy as cited in reference (e), enclosure 3, procedure 10. Once the PCS orders are executed, the Service Member is limited to Space "A" UH for a period of 180 days, not to be re-evaluated. If dependents have not moved within this time, or will not move to the new permanent

duty station, the Service Member's status shall change to Priority 4.

(a) Service members eligible for housing flexibility options during the covered relocation period are those who:

1. Have a spouse who is gainfully employed full-time or enrolled in a degree, certificate, or license-granting program. Delayed Dependent Travel will not be approved for spouses that have started a new job or enrolled in a program less than six months from the PCS date unless the receipt of orders is less than six months from the PCS date and they were enrolled at the time orders were received.

2. Have one or more dependents attending an elementary or secondary school (K-12) at the time of PCS. This only applies if children were attending school 180 days from the PCS date.

3. are currently caring for an immediate family member with chronic or long-term illness.

(4) Priority 4. All other GB, to include E-5 and above. Those serving on an overseas unaccompanied tour are considered a UH requirement. Once assigned to Space "A", these Service Members will be given up to 30 but no less than 7 days' notice to vacate UH in order to accommodate housing for higher priorities as identified in reference (a), chapter 2.

d. All GBs shall be aware of the following:

(1) GB may be berthed at less than minimum sq./ft. room standards of adequacy for their pay grade, but not less than 72 square feet, if necessary, to maximize utilization.

(2) GB will not be charged rent.

(3) Housekeeping and linen/laundry services are not available to personnel in GB status.

e. Per reference (f), enclosure (4), authority to grant BAH based on dependent location resides with the ICO.

6. Actions.

a. ICO shall:

(1) Per reference (c), designate UHARB members.

(2) Ensure prompt action and disposition on applications for berthing requests.

(3) Ensure management of waitlists and assignment standards are in compliance with reference (c).

(4) Authorize requests for members requesting BAH entitlements at dependent location

(previous duty station).

(5) Be the final review/decision holder.

b. The NASF Housing Director shall:

(1) Establish and administer the UHARB to manage and oversee waitlists.

(2) Make recommendations on GB berthing requests to ICO, NASF via affiliated chain of command representatives.

(3) Ensure the UHARB are in compliance with instructions and policies.

c. The UHARB shall:

(1) At a minimum, meet quarterly

(2) Review and oversee waitlists established per reference (a).

(3) Consider Command requests to increase a Service Members' waitlist priority.

(4) Make assignment recommendations as UH management indicates Space "A".

(5) Execute in compliance with instructions and policies.

d. All members requesting GB berthing shall:

(1) Route enclosure (1) to the ICO via his/her Parent Command and NASF Housing Director.

(2) Include a Monthly Budget Statement from the CFM for documentation if claiming financial hardship.

(3) Provide supporting documentation as per reference (e) if transferring under the Housing Flexibility during PCS policy.

(4) Submit requests to maintain BAH entitlements at dependent location, if not done prior to checking onboard command. If submitted prior, include approval letter.

(5) Submit requests prior to checking onboard NASF. Submission after arrival is not automatic disapproval of request.

(6) Ensure compliance with instructions and policies.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1.

14 Jan 2020

8. Review and Effective Date. Per OPNAVINST 5215.17A, NASF will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



E. L. MORRISON

Release and Distribution:

This notice is cleared for public release and is available electronically only via CNIC website:
<https://g2.cnic.navy.mil/NASFALLONNV/Pages/Default.asp>

GEOGRAPHIC BACHELOR BERTHING REQUEST

Supporting Directive NASFINST 11103.3D

Type of Request

Select One. Initial Request 180 Day Evaluation

Section 1. General Information - To be completed by Service Member

a. Name (Last, First, Middle)		b. Rank/Rate
c. Duty Station transferring from	d. Command Transferring to	
e. Dates Unaccompanied Housing will be required: (ddmmmyyyy) From: _____ To: _____	f. Dependent location and household effects: (Street Address, City, State Zip)	

Section 2. Request Information - To be completed by Service Member

	Yes	No	NA
1. Claiming EFMP as Category Level IV or V per OPNAVINST 1754.2F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Claiming financial Hardship: spouse employment, non-EFMP medical expenses, relocation difficulty due to natural disaster per CNICINST11103.14A (must submit supporting documents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Claiming transfer under Housing Flexibility during PCS policy per DoDI 1315.18 (must submit supporting documents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I have submitted a request to maintain BAH entitlements at the previous duty station rate and provided a copy of my approval letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I have submitted a request to maintain BAH entitlements and the supporting documents are included with this package as required per base policy NASFINST 11103.3D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Signature:	Date:		

Section 3. Parent Command Endorsement

On the basis of all available information, I Recommend Do Not Recommend

CO/OIC Name and Rank:	CO/OIC Signature:	Date:
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Section 4. Unaccompanied Housing Assignment Review Board Recommendation

On the basis of all available information, I Recommend Do Not Recommend

UHARB Representative Name:	UHARB Signature:	Date:
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Section 5. Housing Director Recommendation - To be completed by the Housing Director (N9)

Priority 1: EFMP. GB in Exceptional Family Member (EFM) Program as a level IV or V. Once assigned to Space "A", you will be housed for the duration of your tour.

Priority 2: Financial Hardship. Once assigned to Space "A", you will be housed in a protected status for 180 days. 30 days before your residency ends, your hardship status shall be reevaluated to determine if protected status should continue. Reevaluations continue every 180 days while in UH residence. Expiration Date: / /

Priority 3: Housing Flexibility. You are limited to Space "A" UH for 180 days. You acknowledge that if your dependents do not move within 180 days from approval, your status will change to Priority 4 effective immediately.

Priority 4: Space "A". Once assigned, you will be given 30 but no less than 7 days notice to vacate UH in order to accommodate housing for higher priorities.

On the basis of all available information, I Recommend Do Not Recommend

Name of Housing Director:	Signature of Housing Director:	Date:
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Section 6. Commanding Officer NAS FALLON

Approved Denied

CO Name and Rank:	CO Signature:	Date:
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