



DEPARTMENT OF THE NAVY

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

NAVSTAGLAKESINST 11103.4A

14

23 JUL 2002

NAVSTA GREAT LAKES INSTRUCTION 11103.4A

From: Commanding Officer, Naval Station, Great Lakes

Subj: GEOGRAPHICAL BACHELOR (GB) POLICY

Ref: (a) OPNAVINST 11103.1B
(b) CNO Washington DC msg 292300Z Mar 93

Encl: (1) Template for Unaccompanied Married Personnel
(2) Sample Command Endorsement
(3) Sample Request for Temporary Berthing While
Applying for Geographical Bachelor Berthing

1. Purpose. To issue policy for the Naval Station (NAVSTA), Great Lakes housing of GBs and procedures for a Geographical Bachelor Review Board (GBRB), to determine entitlement of permanent party unaccompanied married personnel and divorced or legally separated personnel (receiving Basic Allowance for Housing (BAH) at the "with dependents" rate) to Bachelor Housing (BH).

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

3. Background and guidance.

a. Guidelines for assignment, occupancy, and use of Navy BH and the priority of assignments to BH for military and civilian personnel are outlined in references (a) and (b). As directed by reference (b), installation commanders will establish procedures to process berthing requests by unaccompanied married personnel and divorced/legally separated personnel (without legal custody of dependents) drawing BAH at the "with dependents" rate based on documented hardships.

b. E1 to E4 married personnel are not considered GBs. Those E1 to E4 married personnel whose family members reside outside a 50 mile radius of the installation may reside in adequate BH on a space required basis.

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c. Personnel on Duty Under Instruction (DUINS) or Temporary Duty Under Instruction (TEM DUINS) assignments of less than 33 weeks, or members with unaccompanied orders, are not considered GBs and will be housed on a space required basis.

d. Personnel married to another military member, but geographically separated and forfeiting BAH, are not considered GBs and will be housed on a space required basis.

e. Prospective residents who claim divorced or legally separated status must provide documentation in the form of a copy of their Page 2 and latest Leave and Earnings Statement to verify that they are either drawing Basic Allowance for Housing (BAH) with Differential, in which case they are berthed as Bona Fide bachelors, or BAH with Dependents, in which case, if they are not accompanied by dependents, they are GBs.

f. GBs are members who do not meet any of the criteria in paragraphs 3.a. through 3.e. above, and meet all of the following criteria:

(1) Permanent party assigned to a command within a 50-mile radius of NAVSTA, Great Lakes.

(2) E5 or above.

(3) Receives BAH at the "with dependents" rate.

(4) Has incoming Permanent Change of Station (PCS) orders to allow for the transfer of dependents.

(5) Has applied for BH space and dependent family members live outside a 50-mile radius of NAVSTA, Great Lakes.

(6) Application for GB berthing indicates that service member will be separated from his/her dependents for greater than 60 days.

4. NAVSTA GBRB Composition. The presence of three of the voting members (indicated by an asterisk) constitutes a quorum for the conduct of business. The board is composed of the following members:

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- a. Chairman* - Naval Training Center (NTC) Command Master Chief (NTC CNOMC). Alternate Chairman is the NAVSTA Senior Enlisted Advisor.
- b. Member* - Executive Officer, NAVSTA Great Lakes
- c. Member* - Command Master Chief (CMC) NAVSTA, CMC Service School Command, CMC Recruit Training Command
- d. Member* - NAVSTA Command Managed Equal Opportunity Officer
- e. Member* - If the request is from a tenant command, an officer representative or the CMC from that command will be designated by the Commanding Officer/Officer in Charge of that command.
- f. Member* - Director or assistant director Bachelor Housing Division
- g. Member - Command Financial Specialist
- h. Recorder - Bachelor Enlisted Housing (BEH) Manager/Bachelor Officer Housing (BOH) Manager (or other designated BH staff member)

5. The charter of the NAVSTA GBRB will be to review GB applications for berthing and to determine if applicants meet the criteria for on-base housing. The NAVSTA GBRB will convene twice monthly, on dates established by the chairman, to screen requests for berthing eligibility. GBRB determination for berthing eligibility will be tailored to fit the individual case. The GBRB is empowered to approve GB status for cases the GBRB determines to meet GB requirements. In cases where the GBRB does not believe the applicant is qualified for GB status, the GBRB will forward a recommendation to CO, NAVSTA recommending the GB status be disapproved. Formal appeals for disapproved GB packages will be reviewed and judged by CO, NAVSTA Great Lakes.

6. Submission Procedures

- a. Format. Personnel requesting consideration by the NAVSTA GBRB will submit requests, via their chain-of-command, to Commanding Officer, NAVSTA using the template contained in enclosure (1). All requests must be endorsed by the parent

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command using enclosure (2). Command endorsements from tenant command personnel will be from the Commanding Officer/Officer in Charge. Command endorsements from NAVSTA Great Lakes personnel will be from the Department Head. All requests to appear before the NAVSTA Great Lakes GBRB must include a monthly budget statement filled out by the member. A list of required documents is described under enclosure (1). These documents should be used by the member and his/her command to ensure that the request is completed accurately prior to submission to the NAVSTA GBRB.

b. Personnel needing temporary berthing while their GB application is being processed will be required to submit enclosure (3). All temporary berthing will be provided on a space available basis for a maximum period of 45 days. This request may be submitted directly to the Supply Housing Department Head, NAVSTA Great Lakes.

c. Upon receipt of the completed package with all supporting documents, the GBRB Chairman will schedule the member for the next available NAVSTA GBRB and notify the member of the date. The member may be present at the board to answer questions.

7. Basic Criteria.

a. Unaccompanied married member's request must show that the hardship meets the following criteria for eligibility to reside in NAVSTA BH:

(1) A proven hardship exists.

(2) Member has made every reasonable effort to procure alternative civilian housing in the local community.

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

(1) If dependent family member illness is involved, a current (within two months) 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.

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(2) If the hardship involves a non-legal separation or pending divorce, a current statement from the attorney involved and a copy of all separation/divorce proceedings documents must be attached to the request.

c. Tenant Fee for Services. A monthly fee of \$90.00 or \$60.00 (depending on BEQ) will be charged for services provided. This fee will be collected at the time of check-in for the first and last months of the stay. For stays greater than 60 days the resident must pay the next month's fee by the third of each month. This fee will be prorated to accommodate check-in only for a partial month.

8. Berthing Criteria. Personnel with an approved GB berthing request may be berthed at less than adequate criteria established by reference (a).

9. Termination of Occupancy will be contingent upon such matters as failure to pay monthly fee, destruction of government property, improper behavior, and cleanliness.

10. Multiple occupancy of a room or space may occur based on space utilization but will not fall below minimum space requirement.

11. Service members arriving DUINS/TEM DUINS to attend Basic Instruction (BIT) and/or Recruit Division Commander (RDC) Course not on per diem, will 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.

12. Notification. Applicants for GB assignment to BH berthing will be notified in writing of the board's decision regarding their case. Individuals from tenant commands will be notified via their Commanding Officer/Officer in Charge.


G. E. HART

Distribution:
NAVSTAGLAKESINST 5216.5
Lists I and II

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TEMPLATE FOR UNACCOMPANIED MARRIED PERSONNEL

Date:

From: (Applicant)
To: Commanding Officer, Naval Station, Great Lakes
Attn: Supply Housing Department Head (Code 14)
Via: Commanding Officer/Officer in Charge/Department Head
(Parent Command)

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

Ref: (a) NAVSTAGLAKESINST 11103.4A

Encl: (1) Copy of Record of Emergency Data (NAVPERS 1070/602)
(2) Copy of History of Assignments (NAVPERS 1070/605)
(3) Copy of most recent Leave and Earnings Statement
(LES)
(4) Monthly Budget Statement
(5) Other supporting documents as deemed necessary

1. Per reference (a), I request assignment to/extension of
berthing in the NAVSTA, Great Lakes Bachelor Housing for the
following time period:

_____ to _____ .

2. Complete with "detailed" description of the hardship.
3. Description of action taken to date: (Include whether
alternative civilian off-base housing was investigated, and
results.)
4. Names, addresses, and ages of dependents.
5. Location of dependents and household effects.
6. Medical data (if applicable) with physician's name, area
code and phone number, and determination of Exceptional Family
Member (EFM) Program status:
7. As required by reference (a), enclosures (1) through (5) are
forwarded as supporting documents.

Enclosure (1)

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8. I acknowledge that, if approved for assignment, I will be requested to pay a monthly fee of 60 or 90 dollars for services provided (depending on which building I am assigned).

Signature

Date

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SAMPLE COMMAND ENDORSEMENT

11103

Date

FIRST ENDORSEMENT on(letter)

From: Commanding Officer/Officer in Charge/Department Head

To: Commanding Officer, Naval Station, Great Lakes

ATTN: Supply Housing Department Head (Code 14)

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING IN NAVAL
STATION (NAVSTA), GREAT LAKES BACHELOR HOUSING

Ref: (a) NAVSTAGLAKESINST 11103.4A

1. Commanding Officer (CO)/Officer in Charge (OIC)/Department
Head recommendation.

2. CO/OIC/Department Head synopsis of information provided thus
far, and other pertinent information gained from a personal
interview.

3. Applicant's personal data (obtained from service record).

a. Date reported for duty: _____

b. EAOS: _____

c. PRD: _____

4. Per reference (a), _____ is
designated a temporary member of the NAVSTA Geographical
Bachelor Review Board to review this case.

Signature

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SAMPLE REQUEST FOR TEMPORARY BERTHING

From: _____
To: Supply Housing Department Head, NAVSTA Great Lakes
Subj: REQUEST FOR TEMPORARY BERTHING WHILE APPLYING FOR
GEOGRAPHICAL BACHELOR BERTHING
Ref: (a) NAVSTAGLAKESINST 11103.4A

1. Per reference (a), I request temporary berthing in the Naval Station, Great Lakes Bachelor Housing while I submit my package for consideration by the Geographical Bachelor Review Board.

2. I hereby agree to the following items (please initial each item):

_____ I understand that I am being berthed at my personal cost in transient housing on a space available basis while my request for Geographical Bachelor berthing is being considered for approval.

_____ I agree to pay the daily room charge indicated on my registration form, and I also understand that I will not receive any reimbursement for this payment.

_____ I agree to voluntary pay checkage in accordance with the DOD Pay Manual if I do not pay in full any service charges due prior to my check out from these quarters.

_____ I have read and understand my responsibilities as outlined.

Signature

Date