



REPUBLIC OF SIERRA LEONE ARMED FORCES

ACCOMMODATION POLICY

By Command of the
Defence Policy Committee

October, 2010

MINISTRY OF DEFENCE
TOWER HILL
FREETOWN



REPUBLIC OF SIERRA LEONE

ARMED FORCES

ACCOMMODATION POLICY

2010

CONTENTS

	<u>Page</u>
Title Page	i
Amendments	ii
Contents	iii

ACCOMMODATION POLICY

Introduction	1
Responsibilities	1
Eligibility	2
Allocation of Quarters	3
Type and Standard of Married Quarters	4
March-in and March-out Procedures	5
Vacation of Married Quarters on Termination of Licence to Occupy	5
Repair and Maintenance Procedures	6
Right of Entry	7
Lodging Allowance	7
Audit of Married Quarter Allocations and Occupation	7

ANNEXES

- A. Married Quarter Application Form.
- B. Licence to Occupy Married Quarter.
- C. Procedures for the Vacation of Married Quarters.
 - Appendix 1 – Warning Notice to Vacate Married Quarter – Notice 1.
 - Appendix 2 – Vacation of Married Quarter – Form No A11.
 - Appendix 3 – Warning Notice to Vacate Married Quarter – Change of Married Quarter – Inappropriate Grade.
 - Appendix 4 – Warning Notice to Vacate Married Quarter – Irregular Occupant – Discharge/Retirement.
 - Appendix 5 – Warning Notice to Vacate Married Quarter – Illegal Occupation.
 - Appendix 6 – Warning Notice to Vacate Married Quarter – Illegal Occupation – Discharged.
- D. Repair and Maintenance Request Form.



REPUBLIC OF SIERRA LEONE
ARMED FORCES

ACCOMMODATION POLICY

INTRODUCTION

1. The following policy details the procedures applicable to the allocation and occupation of single soldier's and service family's accommodation with the Republic of Sierra Leone Armed Forces (RSLAF). It details the responsibilities of all parties involved in the process, as well as the entitlement to which members of RSLAF will be eligible.

RESPONSIBILITIES

2. Armed Forces Housing Committee (AFHC). The Chairman of the Armed Forces Housing Committee (AFHC) is responsible for the implementation of Service accommodation policy on behalf of the Chief of Defence Staff (CDS). The full composition of the AFHC is as follows:

D Def Pers	- Chairman
Bde/Gar Comds (if required)	
DD Def Est	
CO-AFPC	
JFC DCOS	
CO BSMU	
SO2 Pol/Plans – D Def Pers	- Secretary

3. Defence Estates. The Director of Defence Estates is responsible for the provision, repair, maintenance and development of both barracks accommodation and Married Quarters across the RSLAF Estates. He is also responsible for delivering, within budget, an affordable, fit-for-purpose military estate, which will support the future requirements of RSLAF.

4. Armed Forces Housing Admin Office (AFHAO). The AFHAO, co-located with HQ 3 Bde, is responsible for the control, administration and allocation of housing to Service personnel within the Western Bde AOR. The AFHAO is also responsible for maintaining a database of all RSLAF domestic accommodation and is to provide oversight of the 4 and 5 Bde Housing Sub-Offices.

5. Brigade Housing Sub-Office (HSO). 4 and 5 Brigade Commanders are responsible for the allocation and administration of Service housing within their boundaries. This responsibility will be exercised through Brigade Housing Sub-Offices (HSO), with responsibilities as follows:

Bde Comd	Overall Responsibility
Bn COs	Responsible for allocation within their Bn
Bde DCOS	Management of HSO

RESTRICTED

Bde/Bn QMs

Day to day running of HSO and allocation of accommodation

a. Relationship between AFHC and AFHAO/Bde HSO's. Notwithstanding that the AFHAO and Bde HSO's are responsible for the allocation of MQs that fall within their respective area of responsibility, all allocations are to be forwarded to the AFHAO for co-ordination of the main RSLAF housing database. AFHC will provide oversight and direction as required by the AFHAO.

6. Commanding Officers and Officers Commanding. COs (and OCs of minor units) are responsible for approving an individual's applications for a MQs. They are also responsible for notifying all changes in the circumstances of an officer or soldier, which affect his eligibility to Service housing, to the AFHAO/Bde HSO.

7. Licensee/Occupant. The licensee/occupant is responsible for complying with the terms of their Licence to Occupy.

ELIGIBILITY

8. Married Personnel. Only married officers and soldiers will normally be eligible for a married quarter (MQ), subject to the production of an authentic marriage certificate and the following criteria:

a. Officers. The minimum rank of Capt (Army) or equivalent rank in the other Services must be held, unless the individual has been reduced to Lt for disciplinary reasons. Officers commissioned direct from cadet school must also have completed a minimum of 4 years service. Specialist Officers likewise must have served a minimum of 4 years service and attained the rank of Capt. Officers commissioned from the ranks who were occupying a soldier's MQ before commissioning will be immediately eligible to apply to move to an officer's MQ.

b. Soldiers. Soldiers must have a minimum of 5 years service.

9. Single Personnel. With the exception of the following personnel, who will also be entitled to a MQ, single soldiers and married personnel who are ineligible for a MQ will be allocated single accommodation by unit QMs, as available:

a. Officers of the rank of Lt Col (or equivalent) and above.

b. Warrant Officers.

10. Married Couples. Married couples are only eligible to occupy one MQ. When the husband and wife are both eligible and they are serving in different locations, one of them will be allocated a MQ and the other will be allocated single accommodation. If one of them is in a command appointment, or is RSM of a major unit, then he/she will be allocated the MQ in that location.

11. Definition of Family. For the purposes of eligibility and allocation of MQs, the definition of a family has been determined to be a married man/woman and one wife/husband and a maximum of 4 children.

12. Arrangements for Postings and Attachments. The following conditions apply to personnel who are eligible for a MQ, who are on either posted, or attached strength:

RESTRICTED

- a. Postings. On posting from one unit/Bn to another, personnel will be required to move into a MQ at the new duty station. Retention of the MQ at the previous duty station will be allowed until a suitable MQ is available at the new duty station. If the licence holder has dependant children at a fee paying school he/she may retain the previous MQ until the end of the academic year in which the posting occurs. In the meantime, he/she may occupy single accommodation at the new duty station.
- b. Attachments. Personnel on attachment for 12 months or less will be allowed to retain the MQ at their normal duty station. Where attachments are in excess of this period, a MQ will be allocated at the new duty station and that at their previous duty station must be released.
13. Change in Circumstances affecting Eligibility. All personnel are required to report changes to their personal status (ie divorce, re-marriage, death of spouse/children) that would affect their entitlement to a MQ to the AFPC via Unit Admin Office as soon as practicable. Failure to do so will render the entitlement to a MQ void. Upon notification of any change to an individual's personal status, the AFHAO will re-assess the entitlement to a MQ. Likewise, the JFC DCOS, as the JFC representative on the AFHC, is to report all BOI decisions and CO AFPC will report all AWOL, death in service and posting information in order that eligibility can be re-assessed.

ALLOCATION OF QUARTERS

14. Single accommodation. Single accommodation will be allocated by unit QMs, as available.
15. Application for MQ. An officer or soldier wishing to occupy a MQ should complete the application form at Annex A and submit this to his/her CO. Completed forms are to be forwarded, by units, to the HSC Secretary.
16. Allocation Procedure. MQs will be allocated by the AFHAO/HSO, in priority order. Where no empty MQs are available at a duty station, the AFHAO/HSO will implement a fixed Allocation List, detailing which MQs are to be allocated to which personnel, over the coming 3 months. New applicants will join the bottom of the Allocation List, in priority order, from the Waiting List.
17. Waiting List. Applicants will initially be placed on the Waiting List, in accordance with their points total. This total is calculated using the following system:
- a. Rank/Length of Service. Rank/Length of Service points are to be assessed by multiplying the number of years service by the rank points detailed below:

Rank	Points per year of service
Brigadier	7
Colonel	6
Lieutenant Colonel	5
Major	4
Captain	3
Warrant Officer Class 1	7
Warrant Officer Class 2	6
Staff Sergeant	5
Sergeant	4

RESTRICTED

Corporal	3
Lance Corporal/Private	2

b. Children. Five additional points are awarded for each dependant child (up to age 21) living with the family, subject to a maximum of 4 children.

c. Waiting Period. One additional point is awarded for each month that has elapsed since the application was authorised.

18. Allocation List. In order to avoid disappointment and hardship to the individuals near the top of the Waiting List, who might be displaced by new applicants, the HSC will maintain a fixed Allocation List, which will be operated as follows:

a. The Allocation List will be maintained in the order by which applicants join the List, with MQs allocated in sequence from the top of the list. The vacancies created on the Allocation List, through the allocation of MQs, are to be filled, in accordance with their points total, by those heading the Waiting List. On transferring from the Waiting List to the Allocation List, applicants will join at the bottom of the Allocation List, irrespective of their points score.

b. The size of the Allocation List will be determined by the HSC, in relation to the turnover of MQs. Personnel on the Allocation List are to be allocated a MQ within a period of 3 months.

c. Details of the allocation of MQs, along with the position of applicants who are on the Allocations List, are to be published monthly.

19. Interim Arrangements. Prior to the delivery of an affordable fit-for-purpose military Estate, the following interim arrangements will apply:

a. Personnel of units in 4 and 5 Brigades are not entitled to retain a MQ in the Freetown area once a MQ is allocated to them at their duty station. As an exception, they may apply for their move to be delayed until the end of the current academic year, but only if they have dependent children at fee paying schools in the Freetown area.

b. Multiple occupancy. In view of the acute shortage of MQ, the AFHAO/HSO may offer two applicants the opportunity to share one MQ. In this case both occupants will be fully responsible for complying with the terms of the license. Any breaches of the licence concerning shared parts of the MQ will be investigated by a Board of Enquiry and the Board's report forwarded to the AFHAO/HSO.

TYPE AND STANDARD OF MARRIED QUARTERS

20. Types of MQ. The types of MQs to which officers and soldiers are normally entitled, are as follows:

MQ Type	Army Ranks (or equivalent)	Scale
A	Col and above	Parlour + 4 rooms + 3 toilets + boy's quarter
B	Lt Col and Maj	Parlour + 3 rooms + 2 toilets
C	Capt and below	Parlour + 2 rooms + 1 toilet

RESTRICTED

D	WO	Parlour + 3 rooms + 2 toilets
E	SSgt and Sgt	Parlour + 2 rooms + 1 toilet
F	Cpl and below	Parlour + 2 rooms + access to shared toilets

21. Standard of MQs. The structures of MQs are to be weatherproof, and occupants should expect a good standard of internal decoration. Where provided, and within the control of the MOD, occupants should expect utilities to function correctly.

MARCH-IN AND MARCH OUT PROCEDURES

22. Notification of Allocation by AFHAO/HSO. The proceedings of the AFHAO/HSO will be notified to units. Unit QMs are responsible for informing Unit personnel of the allocation of a MQ, via their chain of command.

23. Co-ordination of March-In. The co-ordination of March-In timings is to be carried out by Unit QM. This is to be promulgated to the prospective occupant, as well as the officer responsible for issuing the MQ and the person responsible for recording the inventory.

24. March-In Process. The AFHAO is responsible for the March-In process for all housing located within the Freetown area. A MQ is allocated to an officer or soldier on licence, the terms of which are at Annex B. This licence is to be completed by the issuing officer and prospective occupant, upon March-In. It details the inventory and general condition of the MQ, and will be used to determine if a licensee has been negligent during his occupation of a MQ. A copy of the licence is to be retained by the licensee.

25. March-Out Process. On notification of posting or attachment for a period of over 12 months, the licensee is to liaise with the Unit QM, to book a March-Out. The QM will then liaise with the officer responsible for issuing the MQ and the person responsible for recording the inventory. During the March-Out, the MQ will be inspected and, in the event of culpable damage or deficiencies in inventory, charges will be levied against the licensee. As previously stated, retention of the MQ at the previous duty station will be allowed until a suitable MQ is available at the new duty station.

VACATION OF MARRIED QUARTERS ON TERMINATION OF LICENCE TO OCCUPY

26. The administrative procedures for the termination of a Licence to Occupy and vacation of a MQ are given at Annex C.

27. Normal Retirement. The MQ is normally to be vacated on or before the occupants last day of service. However, with the OC's approval, a period of 90 days may be granted commencing from the date of discharge of the MQ occupant to make suitable provision to re-house himself and his family. The individual concerned is to be interviewed by his OC 6 months prior to his discharge to discuss his future accommodation plans and HSC requested to issue Warning Notice to Vacate No 1. (Appendix 1 to Annex C).

28. Change of Marital Status. Estrangement occurs when a husband and wife agree to live apart on a permanent basis, or when either party deserts the other. It is not dependent upon the entering into a formal separation agreement by the parties or divorce. Estrangement is a matter of fact, which may or may not be demonstrated by a subsequent legal order. Before an individual changes his marital status the Commanding Officer (CO) is to be satisfied, on the basis of the available information, that the change is permanent. A 'cooling off' period of up to 90 Days is to

RESTRICTED

be allowed to assist in the possible reconciliation. However, in cases where the officer or soldier retains sole custody of any child/children, he may be granted permission to continue to occupy the MQ, only for so long that he has full parental responsibility for his child/children. Where an officer or soldier is required to change his marital status as a result of an unavoidable estrangement, he or she forfeits their right to occupy MQ. In these cases the following action is to be taken:

a. Commanding Officer. The CO is to:

- (1) Advise the officer or soldier that it is his responsibility to make every effort to arrange alternative accommodation for his or her family and that he or she will remain responsible for the security of the MQ throughout the period of his or her notice to terminate the licence.
- (2) Notify the AFPC and HSC of the change of marital status.
- (3) Arrange with the HSC for a preliminary check of the MQ to be carried out.

b. HSC. Arrange for the repossession of the MQ in accordance with the procedures at Annex C

29. Absence Without Leave (AWOL). When the authorised occupant of a MQ goes AWOL for more than 21 days the family should be served with the Warning Notice to Vacate No 1, but only after a Board of Enquiry (BOE) has been concluded. The family is to vacate the married quarter within 60 days of the issue of the notice.

30. Dismissal for Disciplinary Reasons. Where the authorised occupant of a MQ leaves the Service for disciplinary reasons, the married quarter is to be vacated on or before the date of dismissal, resignation or release.

31. Death of Licence Holder. A licence is granted personally to a serving officer or soldier, and as such it is terminated on the date of his or her death. However, his/her widow(er) is permitted to occupy the married quarter on the same terms for a period of up to 90 days from the date of death. A Notice to Vacate is to be served to the widow(er). A further dispensation applies specifically to widow(er)s of personnel Killed In Action (KIA). In the case of KIA, the permission to occupy the MQ will expire 90 days after the date that full benefits are received or 180 days from the date of death whichever is the later.

32. Medical Discharge of Licence Holder. Where the licence holder is discharged on medical grounds, the licence to occupy will expire 90 days after the date of discharge. If the licence holder is classified as Wounded In Action (WIA) the licence will expire 90 days after the date that full benefits are received.

33. Termination of Licence for Misconduct. If, as a result of a licensee's misconduct or misbehaviour an application is made to terminate the licence, this matter is to be referred directly to the Bde Comd.

34. Personnel proceeding on External Assignments. The following procedures will apply to all personnel proceeding on external assignments or courses:

a. Assignments/Courses less than 1 year. Personnel who are assigned to or who are attending a course externally for 1 year or less will be entitled to retain their Married Quarter so long as they return to Sierra Leone and maintain a continuing entitlement.

RESTRICTED

b. Assignments/Courses for more than 1 year. Personnel who are assigned to or who are attending a course externally for more than 1 year will be required to submit a case to the AFHAO to justify a continuing entitlement to a Married Quarter. In all cases where the spouse and or family members accompany the Assignee overseas, the entitlement to a Married Quarter will cease until the assignment is completed and the Assignee returns to Sierra Leone.

REPAIR AND MAINTENANCE PROCEDURES

35. Licensees are responsible for ensuring that the requirements for necessary repair and maintenance work, in relation to their MQ, are notified to the Chain of Command. Where appropriate, the Repair and Maintenance Request Form, at Annex D, is to be completed by the licensee and forwarded via Unit QMs.

RIGHT OF ENTRY

36. Notice of Entry. The OC AFHAO or QMs in 4 and 5 Bde have the right to authorise entry to a quarter for legitimate reasons such as repair and renovation. In such cases notice will be given to the occupant of the intention to enter the property for the execution of such work.

37. Forced Entry. The OC AFHAO or QMs in 4 and 5 Bde have the right to authorise immediate entry to a MQ to prevent damage to the property in the case of an emergency. Such an entry will be undertaken by a minimum of two people, one of whom must be a commissioned officer. An officer or soldier of the Military Police must also be in attendance.

LODGING ALLOWANCE

38. Entitlement. Lodging Allowance will be paid to those personnel who are eligible to occupy service accommodation and are registered on a Waiting or Allocation List. Lodging Allowance will not be paid to any personnel occupying service accommodation.

39. Rates of Lodging Allowance. Rates of Lodging Allowance¹ are published in the Pay Regulations.

AUDIT OF MARRIED QUARTER ALLOCATIONS AND OCCUPATION

40. At the end of each quarter year (Mar, Jun, Sep, Dec) the AFHAO is to carry out a 100% comparison check of housing allocations and unit nominal rolls across the RSLAF in co-ordination with the returns made by the 4 and 5 Bde HSOs. The full list of allocations is to be forwarded to the Sec AFHC within two weeks of the check for scrutiny by the AFHC Chairman..

41. The AFHAO is to cross check the allocation lists with the postings information held by AFPC within one month of receipt from the HSO. Any discrepancies are to be notified to the respective HSO for corrective action.

¹ Restructuring of Lodging Allowance is proposed as follows: to be one-third of basic salary or the refund of approved utility charges, whichever is the greater.

Annexes:

- A. Married Quarter Application Form.
- B. Licence to Occupy Married Quarter.
- C. Procedures for the Vacation of Married Quarters.
- D. Repair and Maintenance Request Form.

MARRIED QUARTER APPLICATION FORM

FORM NO A10

PART 1: APPLICANTS DETAILS (To be completed by applicant and forwarded to CO)

NUMBER								RANK	NAME	UNIT
DATE OF MARRIAGE								NO OF CHILDREN	MARRIED QUARTER AREA	

I confirm that the above details are correct and that I wish to apply for a married quarter in the area specified above.

DATE	SIGNATURE OF APPLICANT

PART 2: CO's APPROVAL (To be completed by CO and forwarded to HSC)

I support the application by the above individual for a married quarter.

DATE	SIGNATURE OF CO

PART 3: VERIFICATION OF ENTITLEMENT (To be completed by DCOS)

ENLISTMENT DATE	MARITAL STATUS	CHILDREN DETAILS (M97, F95)

The above details are confirmed as correct.

DATE	SIGNATURE OF DCOS

PART 4: HSC APPROVAL

The above application has been approved and the individual placed on the Waiting List.

DATE	SIGNATURE OF HSC MEMBER

Distribution when complete: HSC - 1 (Original); OC Bk Svcs - 1 (Copy); Applicant - 1 (Copy)

LICENCE TO OCCUPY A MARRIED QUARTERINTRODUCTION

1. Once a member of the Services to whom a married quarter (MQ) has been allotted ('the licensee') has occupied it or his/her family have taken up occupation, the licensee will not normally be required to vacate it unless circumstances arise which make the continued occupation of the MQ by that person or his/her family inappropriate or impossible. Not less than 4 weeks notice to terminate the licence will be given by the Service authorities and it will be usual for 93 days notice to be given. If the licensee wishes to terminate the licence for any reason he/she will give 93 days notice of termination, unless in any particular case the Service authorities agree to a shorter period of notice.
2. The terms of the licence under which the licensee occupies a MQ are set out below. Subject to the needs of the Services the authorities will permit the lawful occupants of a MQ to have quiet enjoyment of it during the currency of the period of the licence. A breach of the terms of the licence, however, may lead to it being terminated, upon which the licensee will be required to vacate it with all his family or household.
3. Where notice to vacate has been given by either the Service authorities or the licensee, if the licensee's MQ is urgently required for Service reasons, the licensee and his or her family may be invited to move into another MQ for the unexpired period of the notice.

TERMS OF LICENCE

4. The licence is personal to the licensee concerned.
5. The licence may be terminated by the Service authorities at any time on giving the prescribed notice. However it will not normally be terminated except in the following circumstances:
 - a. Resignation, retirement, discharge or dismissal, or absence without leave over 21 days.
 - c. Change of marital status to a category that is not entitled to a MQ.
 - d. The premises being required for use other than as a MQ.
 - e. Misconduct or misbehaviour on the part of the licensee, or any member of his family or any other person living in or using the MQ.
6. The licensee is to:
 - a. Recognise his or her liability in respect of any loss, or damage to, the contents or structure of the MQ occasioned by any wrongful act or negligence on his or her part during the period of the licence.
 - b. Deliver up vacant possession of the MQ on termination of the licence.
 - c. Occupy the MQ personally with his or her immediate family.
 - d. Permit representatives and agents of the Service authorities to enter and carry out inspections and repairs in the MQ at reasonable times and on being given reasonable notice.
 - e. Notify his or her commanding officer promptly of any change in marital status, which removes the entitlement to a MQ.
7. The licensee is not to:
 - a. Sublet, exchange, or otherwise part with possession of the MQ or any part thereof and any of the contents thereof, nor take in any paying guests or lodgers.
 - b. Carry out any business, trade, club or association at the married quarter without the written permission of his or her commanding officer.
 - c. Erect or cause to erect any unauthorised encroachment or other building within the curtilage area of the MQ.
8. If, after due notice of termination, the former licensee or any other occupant fails to give up vacant possession of the MQ, a claim may be made against him or her for:
 - a. Damage or loss referred to in para 6a, as well as any damage to or loss of the contents and structure of the MQ occasioned by any lawful act or negligence on his or her part from the date of termination of the licence until vacant possession is given.
 - c. Compensation for trespass from the date of termination of the licence until vacant possession is given.
9. If the licensee changes his/ her marital status, and as a result ceases to be entitled to occupy a MQ, the notification made to the AFPC of the change in status shall amount to the licensee giving 60 days notice to terminate the licence. On giving such notice the licensee will be required to vacate the MQ as soon as possible. Where the licensee's spouse remains in occupation after the licensee has vacated the MQ before the 60 day notice period referred to above the licensee will not be required to pay any further damages as referred to in para 8b nor compensation referred to in para 8c provided that the licensee has paid, or has agreed to pay, for the damage referred to in para 6a up to the date of his/ her (the licensee's) vacation of the MQ and has used and continues to use his or her best endeavours to obtain vacant possession of the MQ.

CERTIFICATE TO BE SIGNED BY THE APPLICANT BEFORE ALLOTMENT OF A
MARRIED QUARTER

MARRIED QUARTER ADDRESS

I have read the terms of the licence detailed overleaf and I agree to accept the allocation of a quarter on these terms. The accommodation stores on charge in the Barrack Inventory Book were present in the Married Quarter at the time of March In with the exception of those items detailed below and I agree that the total amount for any damages and deficiencies identified on March Out may be deducted direct from my pay and allowances:

[illegible]

Electric Light Meter Reading

Condition of Refrigerator

General Condition of Married Quarter

OCCUPANT DETAILS

(Two signatures required in the case of multiple occupancy)

Signature of Occupant (1)

Signature of Occupant (2)

Number

Rank

Name _____

Number

Rank

Name _____

ISSUING OFFICER DETAILS

Date _____

Signature of Issuing Officer

Number

Rank

Name _____

Distribution when complete: Issuing Officer – 1 (Original); OC Bk Svcs – 1 (Copy); Applicant – 1 (Copy)

PROCEDURES FOR THE VACATION OF MARRIED QUARTERS

1. The following table sets out the administrative procedures to be followed for the correct vacation of MQs. It deals with the following circumstances:

<u>Reason for vacation</u>	<u>Serial</u>
Normal Retirement or Discharge.	Serial 1 to 4
Change of Marital Status.	Serial 5 to 8
Absence without leave.	Serial 9 to 10
Discharge for Disciplinary Reasons.	Serial 11 to 13
Change of Married Quarter – inappropriate to rank	Serial 14
Illegal Occupant - Failure to vacate	Serial 15
Death of the Licence Holder	Serial 16
Termination for Misconduct	Serial 17

Serial (a)	When (b)	Action (c)	By Whom (d)	Copies to (e)	Remarks (f)
Normal Retirement or Discharge					
1	6 months prior to discharge	Unit to interview Service occupant to discuss future accommodation plans and notify HSC of pending vacation of married quarter.	OC Unit	HSC	
2	6 months prior to discharge	Issue Notice No 1 to vacate married quarter	HSC	Occupant	Obtain signature on Notice No 1 at Appendix 1
3	Before departure on terminal leave.	Conduct a preliminary inspection of married quarter	HSC		Intended to allow occupant to make good any deficiencies or damages
4	On or before date of discharge	Handover Inspection	HSC		Details of any damages or deficiencies to be notified to the AFPC. Form A11 completed.
Change of Marital Status					
5	When estrangement is reported	Interview Service occupant and spouse and explain his/her responsibilities	OC Unit	Service Occupant and spouse	See Para 20 of policy document
6	On Change of marital status	Service occupant to give 60 days notice of vacation	OC Unit	Occupant	See Para 9 of licence to occupy married quarter at Annex A
7	On Change of marital status	Serve Notice No 1 to vacate married quarter	HSC	Occupant	
8	On or before date of discharge	Handover Inspection	HSC		Details of any damages or deficiencies to be notified to the AFPC. Form A11 completed.
Absence Without Leave (over 21 Days)					
9	On 21 st day of	Serve Notice No 1 to vacate	HSC	Occupant	

RESTRICTED

	absence without leave	married quarter			
10	On or before date of discharge	Handover Inspection	HSC		Details of any damages or deficiencies to be notified to the AFPC. Form A11 completed
Dismissal for Disciplinary Reasons					
11	When application is made for resignation, retirement or discharge	Issue Notice No 1 to vacate married quarter	HSC	Occupant	Obtain signature on Notice No 1 at Appendix 1
12	Before departure on terminal leave	Conduct a preliminary inspection of married quarter	HSC		Intended to allow occupant to make good any deficiencies or damages
13	On or before date of discharge	Handover Inspection	HSC		Details of any damages or deficiencies to be notified to the AFPC. Form A11 completed.
Change of Married Quarter – inappropriate to rank					
14	Once it is identified that the occupant is occupying a quarter inappropriate to rank	Complete warning notice to vacate the property and complete the licence to occupy a new MQ. (Appendix 3)	HSC		Details of any damages or deficiencies to be notified to the AFPC. Form A11 completed
Illegal Occupant - Failure to vacate					
15	Once a service person fails to vacate the MQ after being issued Notice 1	Complete the relevant Notices for vacation. (Appendices 4 to 6)	HSC		Should the occupant still fail to vacate legal eviction can be carried out.
Death of the Licence Holder					
16	Once notified of the death of the licence holder	Serve Notice No 1 to vacate.	HSC		90 days notice given.
Termination for Misconduct					
17	Once notification received by AFHC from CO/Garrison Comd.	Serve notice No 1 to vacate	HSC		

Appendices:

1. Warning Notice to Vacate Married Quarter – Notice 1.
2. Vacation of Married Quarter – Form No A11.
3. Warning Notice to Vacate Married Quarter – Change of Married Quarter – Inappropriate Grade.
4. Warning Notice to Vacate Married Quarter – Irregular Occupant – Discharge/Retirement.
5. Warning Notice to Vacate Married Quarter – Illegal Occupation.
6. Warning Notice to Vacate Married Quarter – Illegal Occupation – Discharged.

RESTRICTED

APPENDIX 1 TO
ANNEX C TO
ACCN POLICY
DATED JUN 16

WARNING NOTICE TO VACATE MARRIED QUARTERS
NOTICE NO 1

Reason for Issue:

--

Name and Address of Occupant:

1. You are hereby informed that you are required to vacate the married quarter you now occupy on the date on which your licence to occupy it terminates (being a date not less than 4 weeks from the date of service of this notice).

2. This notice is to be treated as a direct order to vacate the property. Failure to comply with it will result in you becoming an irregular occupant of the accommodation and immediate action will be taken to evict you from the property.

Date

--

Signature of Housing Sub-Committee Member

--

ACKNOWLEDGEMENT

1. I hereby acknowledge the service of this warning to vacate.

Date

--

Signature of Occupant

--

Name in Block Letter

C1 - 1

RESTRICTED

RESTRICTED

APPENDIX 2 TO
ANNEX C TO
ACCN POLICY
DATED JUN 10

FORM NO A11

VACATION OF MARRIED QUARTER

PART 1: VACATION DETAILS

<u>NUMBER</u>							<u>RANK</u>	<u>NAME</u>	<u>UNIT</u>
<u>LOCATION</u>							<u>BLOCK NO</u>	<u>ROOM NO</u>	

This is to certify that I have today vacated the above married quarter and given vacant possession of it to OC Barrack Services.

<u>DATE</u>					

<u>SIGNATURE OF OCCUPANT</u>

PART 2: CERTIFICATE BY OC BARRACK SERVICES

I certify that I have obtained vacant possession of the property detailed above.

<u>DATE</u>					

<u>SIGNATURE OF OC BARRACK SERVICES</u>

C2 - 1
RESTRICTED

WARNING NOTICE TO VACATE MARRIED QUARTERS

Reason for Issue:

CHANGE OF MARRIED QUARTER – INAPPROPRIATE GRADE

Name and Address of Occupant:

1. The sole authority for the allocation of married quarters is the Brigade/Garrison Housing Sub-Committee and there are strict rules for the allocation and occupation of married quarters. Your occupation of the above Married Quarter is in contravention of these rules in that the grade of the quarter is higher than that to which you are entitled.

2. You will, therefore, be required to vacate the above property and occupy a Married Quarter appropriate to your rank. The following Married Quarter has been made available for you to occupy and OC Bk Svcs will assist you with the move, which must be completed by (Date):

Married Quarter:

3. This notice is to be treated as a direct order to vacate the property. Failure to comply with it will result in disciplinary action being taken against you, which may result in you being compulsorily discharged from the Armed Forces. In addition as an irregular occupant, immediate action will be taken to evict you from the property.

Date

--

Signature of Housing Sub-Committee Member

--

ACKNOWLEDGEMENT

1. I hereby acknowledge the serving of this warning to vacate the above married quarter.

Date

--

Signature of Occupant

--

Number & Name in Block Letter

--

RESTRICTED

APPENDIX 4 TO
ANNEX C TO
ACCN POLICY
DATED JUN 10

WARNING NOTICE TO VACATE MARRIED QUARTERS

Reason for Issue:

IRREGULAR OCCUPANT - DISCHARGE/RETIREMENT

Name and Address of Occupant:

1. All units were advised by signal on 8 Dec 01 that all authorities issued for the allocation of married quarters prior to this date were cancelled.
2. You have been identified as occupying the above married quarter on such an authority and therefore your occupation of it has been deemed illegal. The sole authority for the allocation of married quarters is the Armed Forces Housing Committee and there are strict rules for the allocation of married quarters. Although your occupation has been treated as an application you do NOT have an automatic entitlement to remain in the above married quarter. Using the allocation rules you currently have insufficient points to be allocated a married quarter and must vacate the above property within 14 days of receiving this notice.
2. This notice is to be treated as a direct order to vacate the property. Failure to comply with it will result in disciplinary action being taken against you, which may result in you being compulsory discharged from the Armed Forces. In addition as an irregular occupant, immediate action will be taken to evict you from the property.

Date

--

Signature of Chairman of Armed Forces Housing Committee

--

ACKNOWLEDGEMENT

1. I hereby acknowledge the serving of this warning to vacate the above married quarter.

Date

--

Signature of Occupant

--

Number & Name in Block Letter

C4 - 1
RESTRICTED

WARNING NOTICE TO VACATE MARRIED QUARTERS

Reason for Issue:

ILLEGAL OCCUPATION

Name and Address of Occupant:

1. The sole authority for the allocation of married quarters is the Armed Forces Housing Committee and there are strict rules for the allocation and occupation of married quarters. Your occupation of the above Married Quarter would appear to be in contravention of these rules and you must, therefore, vacate the above property within 14 days of receiving this notice unless you can provide evidence to support your continued occupation of the property.

2. This notice is to be treated as a direct order to vacate the property. Failure to comply with it will result in disciplinary action being taken against you, which may result in you being compulsory discharged from the Armed Forces. In addition as an irregular occupant, immediate action will be taken to evict you from the property.

Date

--

Signature of Armed Forces Housing Committee Member

--

ACKNOWLEDGEMENT

1. I hereby acknowledge the serving of this warning to vacate the above married quarter.

Date

--

Signature of Occupant

--

Number & Name in Block Letter

WARNING NOTICE TO VACATE MARRIED QUARTERS

Reason for Issue:

ILLEGAL OCCUPATION - DISCHARGED

Name and Address of Occupant:

1. The sole authority for the allocation of married quarters is the Armed Forces Housing Committee and there are strict rules for the allocation and occupation of married quarters. Your occupation of the above Married Quarter is in contravention of these rules and you must, therefore, vacate the above property within 28 days of receiving this notice unless you can provide evidence to support your continued occupation of the property.

2. This notice is to be treated as a direct order to vacate the property. Failure to comply with it will result in action being taken to evict you from the property.

Date

--

Signature of Armed Forces Housing Committee Member

--

ACKNOWLEDGEMENT

1. I hereby acknowledge the serving of this warning to vacate the above married quarter.

Date

--

Signature of Occupant

--

Number & Name in Block Letter

REPAIR AND MAINTENANCE REQUEST FORM

SECTION 1 - UNIT ACTION													
Requesting Unit:						Tel No:				Date:			
Location:													
Building No:						Room No:				Unit Ref:			
Priority ² :		E	V/U	U	R	Access Time:							
Works Requested:													
Justification:													
Rank:				Name:				Signature:					
SECTION 2 - MOD DEF ESTATES INITIAL SCREENING													
If Approved							If Rejected						
BSMU Tasking No				Signature			Notification Sent to Unit				Signature		
Comments:													
SECTION 3 - BSMU TASK INVESTIGATION													
Date Investigation carried out			Outcome of Investigation ³										
			Work Completed			If Awaiting Stores Cost of Stores				Repair Impractical			
Comments:													
SECTION 4 - MOD DEF ESTATES TASK APPROVAL													
If Approved							If Rejected						
BSMU Tasking No				Signature			Notification Sent to Unit				Signature		
SECTION 5 - BSMU TASK COMPLETION													
Date Task Completed				Date Notification Sent to Def Estates						Signature			

¹ To be completed by requesting unit and forwarded to MOD Def Estates for screening.² Priorities are classified as Emergency, Very Urgent, Urgent, or Routine.³ When BSMU investigates the task, the work can be carried out by the tradesmen, or if stores are required the costs of those stores should be annotated. Alternatively the works may be impractical, in which case comment should be made.