



**ORIGINAL**

**UNITED STATES MARINE CORPS**

Marine Corps Air Station  
Beaufort, South Carolina 29904-5001

ASO 11101.23A w| ch 1  
HD  
18 Apr 00

AIR STATION ORDER 11101.23A w| ch 1

From: Commanding Officer  
To: Distribution List

Subj: OFF-BASE HOUSING REFERRAL SERVICES

Ref: (a) MCO P11000.22  
(b) MCO P5354.1C

1. Purpose. To establish Off-Base Housing Referral Services in accordance with reference (a).
2. Cancellation. ASO 11101.23.
3. Information. The Housing Referral Service has been established to provide a service to assist personnel of all services and grades in locating suitable off-base housing when military family housing is not available.
4. Policy

a. The Housing Officer is assigned the responsibility for establishing and operating the Housing Referral Service for Marine Corps Air Station (MCAS), Beaufort, South Carolina, and for coordinating activities with the Housing Referral Service, Marine Corps Recruit Depot, Parris Island, South Carolina. Naval Hospital personnel are directed to make use of the Housing Referral Service at Parris Island.

b. Married personnel reporting to this Station and eligible single members desiring to reside off-station will report to the Housing Referral Office at the Family Housing Office, Building No. 1140, prior to executing any commitment for private housing. Personnel will be provided information on the availability of public quarters, types and costs of available private rental housing, schools, shopping and other community services. Military personnel will retain freedom of choice in the selection of private accommodations, except in situations where competent authority has restricted specific rental properties.

c. Positive action will be taken by the Housing Referral Service to secure maximum listings of available properties for rent.

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5. Action

a. Housing Referral Office

(1) Obtain listings of housing units within the commuting area for rent on a nondiscriminatory basis.

(2) Provide information to all personnel regarding suitable housing for which statements of availability as prescribed by reference (a) have been received from owners, agents, or brokers.

(3) Advise military personnel of the need to notify the Housing Referral Service when they have obtained suitable housing. Additionally, ensure that the military person has found suitable housing; and if not, why not.

(4) Maintain listings of nondiscriminatory off-base rental housing units within a commuting distance of one hour from this base, complying with the provisions of reference (b) to ensure the following procedures pertaining to effective equal opportunity in off-base housing are followed:

(a) Newly assigned personnel are informed regarding the requirements of the equal opportunity in off base housing prior to obtaining housing off base.

(b) An effective equal opportunity information program in off-base housing will be offered.

(c) Community resources are being used to support the equal opportunity in off-base housing information program.

(d) Housing discrimination complaints will be expeditiously processed.

(e) Complainants will be informed, in writing, of the results of investigations.

(f) Housing surveys will be conducted periodically to obtain new listings as required by the current edition of reference (a).

(g) Restrictive sanctions will be imposed immediately for a minimum of 180 days on agents found to be practicing discrimination.

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(h) The services of command representatives will be offered to accompany and assist applicants in their search for housing.

(i) Housing Referral Office and Equal Opportunity personnel will be sensitive to the problems of minority personnel.

(j) The use of verifiers is restricted to investigations where a complaint of housing discrimination by an agent has been received by the command.

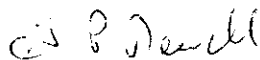
(5) Maintain listings of housing available for direct purchase on a nondiscriminatory basis, noting the appropriate real estate agent, broker or private owner to be contacted.

(6) Ensure that military personnel are aware of the availability of assistance and guidance in resolving complaints between tenant and landlord.

(7) Coordinate efforts with the Parris Island Housing Referral Office concerning military personnel from that command.

b. Commanding Officers are to ensure that all married and eligible single personnel reporting aboard MCAS Beaufort for duty who desire to reside off-station report to the MCAS Housing Office prior to obtaining off-base housing.

6. Concurrence. The Commanding Officer of Marine Aircraft Group 31 concurs with this Order insofar as it pertains to members of Fleet Marine Forces tenant units based at Marine Corps Air Station, Beaufort, South Carolina.



G. P. NEWELL  
Executive Officer

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Housing Office, Naval Hospital Beaufort



# ORIGINAL

UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO

ASO 11101.23A CH1

HD

23 APR 2007

AIR STATION ORDER 11101.23A CHANGE TRANSMITTAL 1

From: Commanding Officer  
To: Distribution List

Subj: HOUSING REFERRAL SERVICES

Ref: (a) MCO P11000.22  
(b) MCO 5354.1C

1. Purpose. To direct pen changes in the basic order.

2. Action

a. Replace "Family Housing Office" in the first sentence of paragraph 4b with "Military Housing Office".

b. Replace "public quarters" in the second sentence of paragraph 4b with "on-base housing".

c. Replace "private rental housing" in the second sentence of paragraph 4b with "off-base housing".

d. Remove the word "private" from "selection of private accommodations" in the third sentence of paragraph 4b.

e. Add "or for sale" at the end of paragraph 4c.

f. Replace "reference (b)" with "reference (a)" in paragraph 5a subparagraph (4).

g. Replace paragraph 5b, "Commanding Officers are to ensure that all married and eligible single personnel reporting aboard MCAS Beaufort for duty who desire to reside off-station report to the MCAS Housing Office prior to obtaining off-base housing." with "Commanding Officers are to ensure that all married and eligible single personnel reporting aboard Marine Corps Air Station Beaufort for duty, who desire to live on-base or off-base report to the Military Housing Office prior to obtaining housing."

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the current order.

R. W. LANHAM

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