MCAS BEAUFORT Office: 843-228-6000/DSN 335-6000 Fax: 843-228-6422/DSN 335-6422 Email: <u>BEAUFORT HOUSING@USMC.MIL</u> Mail: Military Housing Office P.O. Box 55012 MCAS Beaufort, SC 29904

From: Military Housing Office (MHO) Staff To: Military Housing Applicant

Subject: HOUSING APPLICATION PACKET ACTIVE DUTY

MCRD PARRIS ISLAND/NAVAL HOSPITAL BEAUFORT Office: 843-228-2244/DSN 335-2244 Fax: 843-228-3190/DSN: 335-3190 Email: PARR_SMB_MCRDPI_HOUSING@USMC@MIL Mail: Commanding General Housing P.O. Box 19001 Parris Island, SC 29905

Thank you for your interest in housing. The following documents are **<u>REQUIRED</u>** to complete your housing application packet and to be considered for referral to Tri-Command Communities (on-base housing). Please contact the appropriate Military Housing Office (listed above) to answer any questions you may have in regards to housing. Please send all documents to the MHO by email or fax. Please include a good phone number and email address where we may contact you.

NOTE: All documents **must** be received by the Military Housing Office to complete your application packet. If any documentation is missing or not completed, your application will not be referred to Tri-Command Communities.

FORM	DATE MHO RECEIVED
Housing Application (Form DD1746)	
Waitlist Government Funded Move Information	
Registered Sex Offender Policy	
Acceptance of On-Base Housing	
Privacy Act Release Form	
Pertinent Facts	
Pet Documentation Please include Rabies Certificate, Microchip Documentation and photo of pet(s) No Prohibited Dog Breeds (see attached order)	
Web/Original Detach Orders	
Dependency Application from SRB/OQR or Page 2 for Navy	
Chronological Record from SRB/OQR (if not able to provide orders)	
Custody Paperwork for children from previous marriages (if applicable)	
Landlord Letter (if living off base, locally)	
Pregnancy Verification Letter from Primary Care Manager (if applicable)	
EFMP Enrollment Letter (if applicable)	
General or Special Power of Attorney (if applicable)	
Must say the following to sign for and clear government or other housing in the best	

Interests of my family members and in accordance with the law and military regulations. **Spouse must sign as follows...**"Military Member's Signature" POA "Spouse's Signature"

You will receive the MHO PLAIN LANGUAGE BRIEF in a separate email – THIS IS REQUIRED TO COMPLETE THE APPLICATION. NO HOUSING ASSIGNMENT WILL BE

If applicant is in person, Applicant will sign receipt and acknowledgment statement of reviewing brief.

If applicant is working via telephone and email, Applicant will be emailed the brief and go over on the phone with counselor. APPLICANT MUST REPLY TO THAT EMAIL TO ACKNOWLEDGE RECEIPT.

APPLICATION FOR ASSIGNMENT TO HOUSING					1. TY	PE SERVI	CE DES	RED (X one	or both)	
(Before completing form, read Privacy Act Statement and Instructions on reverse							a. MILITARY	Y HOUSING	;	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATI	-									
2. NAME OF SPONSOR (Last, First, Middle	ME OF SPONSOR (Last, First, Middle Initial) 3. PAY GRADE			4. SSN 5. DOD			COMPONENT			
6. ADDRESS (Street, City, State, Zip Code)		7. TELEPHONE	NUMBER	2		8. ST	ATUS OF	APPLIC	ANT (X a	ne)
		a. HOME (Area Coo	le)	b. DUT	Y (DSN)		a. MILITARY	Y MEMBER		c. CIVILIAN
							b. MILITARY	Y SPOUSE		d. FOREIGN NATIONAL
		9. MARITAL S	TATUS	10. I	AM SEPARATED	FROM	I MY DEPI	ENDENT	(X one)	
					a. VOLUNTARILY			t	. INVOLUNT	ARILY
11. I REQUEST HOUSING FOR (X one)				SECT	ION II - MILITAR	Y CAF	REER INFO	RMATIC	N (Civilian	s skip to Item 15.)
a. SELF ONLY b. SELF AN	D DEPENDENTS			14. D	ATES (Enter in YYM	MDD ord	ler)	MILITARY	APPLICANT	MILITARY SPOUSE
12. INSTALLATION/ORGANIZATION	TRANSFERRE	ED FROM		a. EFF	ECTIVE RANK/RATE	DATE				
				b. AC	TIVE DUTY SERVICE C	OMPUT	ATION DATE			
				c. TIN	E REMAINING ON AC	TIVE DU	ΓY			
13. INSTALLATION/ORGANIZATION	TRANSFERRE	D TO		d. EFFECTIVE CHANGE IN DUTY STATION						
				e. REPORT DATE						
				6. REPORT DATE f. ESTIMATED FAMILY ARRIVAL DATE						
SECTION III - DEPENDENT DATA										
15. DEPENDENTS RESIDING WITH ME	(If more space is	needed, continue on plai	n paper.)							
		b. DATE OF BIRTH								
a. NAME (Last, First, Middle Initial)		(YYMMDD)	c. SEX	d.	RELATIONSHIP	e. REM/	ARKS (Handica	ap, health pi	oblems, expe	cted additions to family, etc.)
SECTION IV - HOUSING DATA				1						
16. COMMUNITY HOUSING DESIRED	(X as applicable)									
a. PURCHASE HOUSE		d. RENT HOUSE			g. RENT MOBILE HO	DME SPA	CE	li	ROOM AN	D BOARD
b. PURCHASE CONDOMINIUM		e. RENT APARTMEN	NT		h. SHARE				. SUBLET	
c. PURCHASE MOBILE HOME		f. RENT MOBILE HO	ME		i. RENT ROOM			1	TRANSIEN	IT
17. AMENITIES DESIRED (X as applicable.	Write number in d.	and e.)		18. E	DATE HOUSING N	EEDE)	19. PR	ICE RANG	GE
a. FURNISHED		e. NO. BATHS		(YYMMDD)			(Con	nmunity Housi	ng)
b. UNFURNISHED		f. PETS (Allowed)								
c. AIR CONDITIONING		g. OTHER (Explain)		20. L	OCATION PREF	ERENC	E (Community	/Housing)		
d. NO. BEDROOMS										
21. REMARKS				1						
D.O.B										
SPOUSE CELL										
22. SIGNATURE OF APPLICANT								00 5		
22. SIGNATURE OF APPLICANT								-	TE SUBN YMMDD)	IIIIED
SECTION V - DISPOSITION (To be co	mpleted by th	e Housing Office	ə.)					•		
24. MILITARY HOUSING										
a. APPLICATION RECEIVED (YYMMDD and time)	b. APPLICATION EFFECTIVE (YYMMDD)			c. DD FORM 1747 PROVIDED (YYMMDD)			d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)			
e. APPLICANT PLACED ON WAITING LIST f. EFFECTIVE PLACEMENT (YYMMDD)			g. BEDROOMS REQUIRED h. DATE UNIT ASSIGNED (YYMMDD)			GNED (YYMMDD)				
Section VI - Housing Referral C	-			1 1				l		
On this date I have received a approved by the Installation Comm property on the restricted list.	nander, and I have be	I I will not resident of the second	de in any (1) the	reas		la	m being	discri		l to me or I have against, I will
services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			25. \$	BIGNATURE OF A	PPLIC	ANT		26.	DATE SIGNED (YYMMDD)	

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY:
PRINCIPAL PURPOSE
ROUTINE USE:
DISCLOSURE:

5 USC 5911 & 5912.
E: To identify customer needs for assistance and housing requirements. None.
Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed</u> <u>are self-explanatory.</u> SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (Military Applications/Military Spouse Only)

Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time (*in months*) that you have remaining on active duty.

d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.

e. Enter your official report date (from your PCS orders).

f. Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (To be completed by the Housing Office)

24. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. Application Effective. Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. Date Unit Assigned. Enter the date the unit was assigned.

MCAS BEAUFORT, MCRD PARRIS ISLAND & NAVAL HOSPITAL BEAUFORT WAITLIST & GOVERNMENT FUNDED MOVE ACKNOWLEDGEMENT

RANK LAST NAME, FIRST NAME

DATE

PLEASE READ & INITIAL EACH SECTION AND SIGN & DATE AT BOTTOM

TO DO:

_____ MHO (Military Housing Office) is my first point of contact prior to signing an off base lease, and information for on base housing.

______ Upon reporting to the Beaufort area, I must have my orders stamped/endorsed by the OOD at Headquarters Building #601 MCAS Beaufort, OOD at Naval Hospital, or my Command at MCRD Parris Island.

WAITLISTS:

_____ I acknowledge the Beaufort area has an on base waiting list and on base housing may not be readily available when needed. I understand MHO (Military Housing Office) provides both on and off base resource information for rentals and temporary lodging. I need to apply ASAP.

_____ I understand I will be added to the appropriate waitlist for my rank and bedroom entitlement based on control date. My control date, is the date the MHO receives a completed application including all required documentation, if I report to MHO within 30 days of reporting to my new command with my stamped orders (detaching endorsement from previous Command.

_____ I will remain on the waitlist until the first available unit in my paygrade and bedroom entitlement becomes available. Once I am offered a unit, if I choose to decline, I am removed from the waitlist and must wait 30 days to reapply.

_____ I can request to be placed on the Inactive Waitlist if I am unable to accept housing due to an off base lease. It is my responsibility to contact MHO to have my application reactivated and moved to the appropriate active waitlist.

_____ Depending on availability, I can be offered a home in Laurel Bay (1140 units), Parris Island (261 units) or Naval Hospital (53 units). There are not separate waitlists for these areas.

GOVERNMENT FUNDED MOVES:

If housing in my rank and bedroom entitlement is not available, and I have to move off base, then I am entitled to a government funded move onto base if:

_____ I report to MHO with a copy of my endorsed orders and apply for housing within 30 days of reporting to my Beaufort area Command **AND** On base housing in my category is not available **AND** I must accept the first offer for housing in my paygrade and minimum bedroom category.

___ If I decline my first offer for housing, I forfeit my government funded move.

MCAS BEAUFORT/MCRD PARRIS ISLAND MILITARY HOUSING OFFICE

Registered Sex Offender Policy Prohibited Occupancy and Access to Family Housing

Specific Objective: To comply with prohibited Registered Sex Offender occupancy and access to USMC Family Housing policy stipulated in the following directives:

- A. SECNAV Memo of 07 Oct 2008 -- "Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy"
- B. CMC I&L Policy Letter of 31 Dec 2008 "Registered Sex Offenders Prohibited Occupancy and Access to Marine Corps Government-Owned, Leased, or Privatized family Housing"

Disclosure Statement: Information provided is for public safety disclosure purposes in accordance with the Sex Offender Registration and Notification Act (SORNA), (P.L. 109-248), and to check names against national/ state sex offender registries.

Family Housing Applicant Action:

1. Are you or any member of your family for whom you seek authorized housing under this application a sex offender as defined in the enclosure, or required to register as a sex offender? (circle one)

YES NO

<u>Note</u>: If you answered "Yes", your application will be referred to the Installation Commander and Legal for processing.

2. CERTIFICATION OF APPLICANT

I hereby certify that my response contained herein is true and correct, and I understand that the omission of any material fact may result in denial of my application for housing, or eviction from housing if the omission is discovered after assignment.

Signature:	 Date:	

Printed Name: _____

MCAS BEAUFORT/MCRD PARRIS ISLAND MILITARY HOUSING OFFICE

DATE

From:

RANK NAME

To: Commanding Officer, Marine Corps Air Station Beaufort

Subj: ACCEPTENCE OF ON-BASE HOUSING - RENTAL PAYMENT

1. I understand that by accepting on-base housing prior to checking into this Command, I will pay rent equal to Basic Allowance for Housing (BAH) at my current command rate.

2. For MCAS Beaufort and MCRD Parris Island, payments will automatically be deducted by the MCAS/MCRD Military Housing Office.

SIGNATURE

MCAS BEAUFORT/MCRD PARRIS ISLAND MILITARY HOUSING OFFICE PRIVACY ACT RELEASE FORM

To Whom It May Concern:

I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Military Housing Office to release the information contained in this family housing application to the Marine Corps Public-Private Venture Partner, Atlantic Marine Corps Communities at Tri-Command, for purposes of placement on the family housing waiting list and placement in a public-private venture home. I also authorize release of information from AMCC at Tri-Command to the MHO.

I understand that if I am not Active Duty, it is necessary to conduct a Landlord, Credit and Criminal Background check as part of my qualification for housing; therefore I authorize Atlantic Marine Corps Communities at Tri-Command permission to conduct the additional screening. I also authorize release of my dependents names to the Provost Marshall Office for the purpose of providing my dependents access to the Pine Grove and Laurel Bay housing areas.

Signature		

Name (please print)

Date:

MCAS BEAUFORT/MCRD PARRIS ISLAND MILITARY HOUSING OFFICE

PERTINENT FACTS CONCERNING HOUSING AT MCAS BEAUFORT AND MCRD PARRIS ISLAND

1. The personnel of the MCAS Beaufort and MCRD Parris Island Military Housing Office welcome you to the Beaufort area and hope to make your tour of duty as enjoyable as possible. We would like to list a few items of importance:

A. Your eligibility for housing is determined by your housing application and supporting paperwork (i.e., orders, dependency application, and custody paperwork if necessary). The Military Housing Office (MHO) must have ALL paperwork before you sign a lease with AMCC at Tri-Command Communities. Your control date is the date the MHO receives your completed application to include all supporting/required documentation. This office strictly adheres to USMC, MCAS Beaufort and MCRD Parris Island orders in determining where you will be placed on the list. Each waitlist has a "freeze zone", which is the top ten percent or top three names, whichever is granted by the MCAS Beaufort/MCRD Parris Island Commanding Officers. Until your name appears within the freeze zone it is possible that you could be "bumped" by someone with a control date prior to yours. Personnel are placed on the waitlist using their control date, rank and number of dependents. If your rank or number of dependents change while on the waitlist or in housing, please notify the Military Housing Office. These changes could affect your place on the waitlist or if in housing could affect your bedroom entitlement. IF YOU REQUEST TO MOVE FROM ONE HOUSE TO ANOTHER, FOR ANY REASON (i.e., increase in family, change in rank, etc.), YOUR CONTROL DATE WILL BE THE DATE YOUR REQUEST IS APPROVED. TIME FRAMES GIVEN FOR THE WAITLIST AND ASSIGNMENT TO QUARTERS ARE SUBJECT TO CHANGE. ESTIMATES ARE MADE BASED ON PAST HISTORY OF PERSONNEL TURNOVER. OTHER FACTORS DO COME INTO PLAY SUCH AS MAJOR REPAIR PROJECTS AND OTHER UNCONTROLLABLE SITUATIONS.

B. Be sure that you make the decision as to whether or not your spouse will be authorized to accept housing should you be TAD, deployed or on leave. Your spouse must have a power of attorney and provide a copy to the Military Housing Office prior to signing a lease with AMCC at Tri-Command. You may be placed on the inactive list if you are in a lease, selling a home, etc. If called for housing and you do not want housing at that time, you must request to be placed on the inactive list or your application will be discarded. It is your responsibility to reactivate your application.

C. If you have not checked in to your command at the time you sign your lease with AMCC at Tri-Command you may be required to pay out of pocket (if a PPV deduction cannot be started) for the number of days you are in housing prior to your check-in date. REMEMBER: You are receiving BAH in your check at this time but until you check-in, a PPV deduction for AMCC at Tri-Command may not be able to be started. If you are newly married and have not started BAH with IPAC, you will be required to pay out of pocket until your PPV deduction is set-up with IPAC. _____Int.

D. Keep in mind that acceptance to on-base housing WILL NOT allow you to break a lease in town. Read your lease agreement carefully, and if you have questions contact Legal Assistance, 228-7330 for MCAS Beaufort and 228-2559 for MCRD Parris Island. MOST RENTALS IN TOWN REQUIRE A 30 DAY WRITTEN NOTICE TO VACATE.

E. Once assigned to housing at Laurel Bay, the MHO at MCAS Beaufort and AMCC at Tri-Command must be notified of any overnight guests visiting you. You must bring your guest to the MHO with their ID or driver's license and vehicle information. If all requirements are met, guest passes are issued for a maximum of 15 days. If a pass is requested for more than 15 days, an Administrative Action (AA) Form must be submitted through your chain of command to the MHO with justification. If overnight guest visiting MCRD Parris Island and Beaufort Naval Hospital housing are required to present their ID and driver' license to PMO. If your guest visit exceeds 14 days, an Administrative Action (AA) Form must be submitted through your chain of command to the MHO at MCRD Parris Island with justification.

F. Any extended absence from housing must be reported to AMCC at Tri-Command. You will need to provide a leave address, emergency telephone number and name of person who will be taking care of your home while you are absent. THIS IS IMPORTANT for maintenance issues, hurricane evacuations and Provost Marshal Occurrences. You are still responsible for your home during your absence.

HOUSING REGULATIONS YOU SHOULD BE AWARE OF PRIOR TO OCCUPANY

1. Parking in housing has been a serious problem. Vehicles must be parked on the driveway NOT ON THE GRASSED AREA. If you have several vehicles be aware parking in housing is limited. There is a recreational vehicle parking area for boats, campers, etc. located on Laurel Bay. Space and key information can be provided by personnel at the AMCC at Tri-Command Welcome Center or your area Residence Services Coordinator.

2. PETS: Regulations allow only 2 (two) domestic pets per household in AMCC at Tri-Command. Pets must be registered with the Parris Island Veterinarian Clinic within 30 days of occupying on base housing and approved by the MHO and AMCC at Tri-Command prior to moving a pet into the home.

Residents are required to provide documentation of vaccinations, microchip and a photograph of the pet before permission is granted. Pets are neither to run free nor be tied or chained nor to become a nuisance to other residents. LEASH LAW ENFORCED. No barnyard, exotic, or wild animals allowed. Violations of community standards may result in the loss of your pet privilege.

MCRD Parris Island Veterinarian, 228-3317. _____ Int.

We sincerely hope that the above information will be helpful regarding housing occupancy. Please feel free to call MCAS Beaufort Military Housing Office, at 228-6000 and MCRD Parris Island at 228-2853, if you have any questions.

Signature/Date

MCAS BEAUFORT/MCRD PARRIS ISLAND MILITARY HOUSING OFFICE PET DOCUMENTATION FORM

Instructions: If you do not have a pet, complete 1 & 5. If you have a pet, complete 1, 2, 3, & 4 and provide current pet's rabies vaccine and microchip records from your veterinarian with your housing application package.

D	ATE:
PHONE:	
	Place Photo Here Pet #1
EXPIRES:	Pet #2
 FUNCTIONING \Box YES	$S \square NO$
td 14 Jul 14 and acknowledge rovisions of the MCO noted ab owledge if I wish to obtain any ringing the pet to my housing DATE	bove to include registration of y type of pet, I must notify the unit.
ETERINARIAN	
nts of MCO 11000.22 dtd 14 J	ul 14.
Expiration	Date:
irements of MCO 11000.22 dt	td 14 Jul 14. Reason for non-
D	ATE:
	PHONE:

Chapter 3

Domestic Animal Control

1. <u>Purpose</u>. To provide Marine Corps policy on the control of domestic animals aboard Marine Corps installations.

2. Applicability

a. Animals. This policy applies only to privately owned animals, specifically those pet cats and dogs owned by service members and/or their family members and is not intended to address control of Department of Defense (DoD)-owned animals, e.g. Military Working Dogs, Government-owned (non-Department of Defense) animals, or Non-appropriated Fund-owned animals (NAF-owned animals) such as horses, aboard Marine Corps installations. Control of all other types of household pets (hamsters, guinea pigs, aquarium fish, etc.) should be addressed via local policy as required. Nondomesticated ("wild") animals and farm animals are prohibited in family housing and as such are not addressed in this policy. This policy does not address feral animals, which are covered under installation pest management plans. This policy is applicable to accredited service animals and companion/comfort/therapy (hereafter referred to as "companion animals")

b. Family Housing. This policy pertains to all Government-owned family housing and Public Private Venture (PPV) privatized housing areas located or accessed via the Marine Corps installation. In the case of off-base privatized housing serving Marine Corps families, where the Department of Navy (DON) is a partner, this policy is applicable to the greatest extent possible and will be fully implemented in the next PPV business agreement revision. For those Marine Corps installations where another Service exercises executive agency responsibility for housing (specifically, MCB Camp Butler, Japan, and MCAS Miramar, California), this policy will apply to the greatest extent possible. Local Installation Commanders will work collaboratively with other services exercising executive agency responsibility to ensure compliance by Marines and their families.

c. Bachelor Housing. Unaccompanied residents are prohibited from keeping pets in bachelor housing, but may be authorized, through the waiver process identified below, to keep an accredited service animal.

3. <u>Background Information</u>. Pet ownership for those service members and their families residing in Government-owned or PPV family housing provides a real and tangible benefit and contributes to quality of life for resident families. However, the rise in ownership of large dog breeds with a predisposition toward aggressive or dangerous behavior and the increased risk of tragic incidents involving these dogs necessitates a uniform policy to provide for the health, safety, and tranquility of all residents of family housing areas.

4. <u>Prohibited Dog Breeds</u>. Pit Bulls, Rottweilers, canid/wolf hybrids, and any other canine breed with dominant traits of aggression, present an unreasonable risk to the health and safety of personnel on Marine Corps installations. Consequently, full or mixed breeds of Pit Bulls, Rottweilers, and canid/wolf hybrids are prohibited aboard Marine Corps installations.

a. Requests for Waiver for Accredited Service Animals: Installation Commanders desiring relief from this policy must submit a formal exception to

Enclosure (2)

policy request via the chain of command to Headquarters, Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration.

b. Requests for Waiver for Companion Animals: Installation Commanders desiring relief from this policy must submit a formal exception to policy request via the chain of command to Headquarters, Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration. At a minimum, companion animals to be waived under this policy must pass a nationally recognized temperament test, administered and interpreted by individual(s) who have been certified in the technique and evaluation of such test results, at the service member's expense. Such tests include Canine Good Citizen (AKC) and the Delta Test (Delta Society). Questionable animals may be referred to a board certified veterinary behaviorist.

c. When a domestic animal is deemed dangerous or vicious, it will be prohibited from Marine Corps installations. Installation Commanders will establish local policies that address investigation of complaints against dangerous or vicious animals and determination of whether an animal fits the stated criteria above and direct expeditious disposition of such animals. Failure to comply with the procedures and guidelines contained in this policy may result in disciplinary action taken against the sponsor through the appropriate chain of command, involuntary removal and confinement of the animal by proper authority, or serve as grounds for administrative action up to and including eviction from family housing.

d. Visitors, sponsors, and their family members will not bring prohibited canine breeds as defined in paragraph 4 of this chapter aboard any Marine Corps installation at any time. In every case, sponsors are fully responsible for their visitors' pet dogs while aboard Marine Corps installations. However, no provision of this Order is intended to limit authorized patrons' access to services provided by on-base U.S. Army Veterinary Treatment Facilities. Entry of authorized patrons with pets that are otherwise prohibited access aboard Marine Corps installations under this Order will be for the sole purpose to obtain care, involving travel immediately to and from the veterinary treatment facility only, with no other stops aboard the installation authorized.

5. <u>Registration, Vaccination, Identification and Control of Domestic Animals</u>. All dogs and cats, whether a pet, service animal or companion animal, must be registered with the local Veterinary Treatment Facility (VTF) or other agency aboard the base as designated by the Installation Commander and proof of registration submitted to the local Family Housing Office prior to entry to family housing units. The Family Housing Office will ensure the animal's information is recorded in the installation's files and provided to the PPV partner, if the member is referred for privatized housing. Proof of registration will consist of civilian or military veterinarian certification of required vaccinations and a functioning microchip identification device. Vaccination and identification services may be offered by VTFs, per SECNAVINST 6401.1B (Reference (o)).

a. Vaccination and microchip implantation services will be procured at the individual owner's expense for all cats and dogs, regardless of breed at the local VTF or via commercial veterinary medical service providers, but certification must be made by the installation VTF or other agency aboard the base as designated by the Installation Commander. Microchips will be

Enclosure (2)

International Standards Organization (ISO) compatible to help facilitate overseas travel.

b. Dogs and cats, whether a pet, service animal or companion animal, will be vaccinated at the individual owner's expense against rabies every one to three years depending upon age, vaccination history, local laws and installation regulations. All owners must furnish proof of current rabies vaccination to the VTF at the time of registration. In the case of animals that are less than four months of age, this information will be furnished before the animal reaches the age of five months.

c. There is no requirement that dogs or cats, whether a pet, service animal or companion animal, be spayed or neutered, but owners are strongly encouraged to pursue this procedure for their animal. Owners of animals that have reproductive organs intact must maintain awareness of the risks of unwanted animal pregnancy. Animals that are "in heat" can induce unwanted behavior in other animals such as increased aggression and produce unwanted puppies and kittens that are often abandoned or subjected to inhumane treatment. Choosing to spay or neuter an animals a responsible and prudent measure that ultimately benefits all residents.

d. All dogs and cats, whether a pet, service animal or companion animal, must wear a collar at all times with a valid current rabies vaccination tag or animal registration tag, which should be in compliance with applicable state and local law, attached to the collar. Upon assignment to family housing, owners will ensure an additional tag with the current address of the owner is attached within 30 days of occupancy in family housing.

e. Owners are responsible at all times for controlling the behavior of their animals. No animal will be allowed to roam free at any time.

6. <u>Breeding of Animals</u>. Breeding of animals, whether intentional or accidental, is expressly prohibited aboard Marine Corps installations.

7. <u>Number of animals Allowed</u>. Residents of family housing will be limited to no more than two animals.

Mold and Allergy Resources

Knowledge is power! The more you know, the more you can be the best advocate for your own health.

North Carolina Department of Health and Human Services: Health Effects of Indoor Mold

http://epi.publichealth.nc.gov/oii/ mold/healtheffects.html

Environmental Protection Agency: Asthma Triggers

 http://www.epa.gov/asthma/ triggers.html American Academy of Allergy, Asthma, and Immunology

http://www.aaaai.org/home.aspx

BeAllergyWise.com: 12 Tips for Managing Seasonal Allergies

 http://www.beallergywise.com/ articles/managing-seasonalallergies/ WebMD: links to allergy and asthma information

http://www.webmd.com

Vision

To be your preferred healthcare organization.

Mission

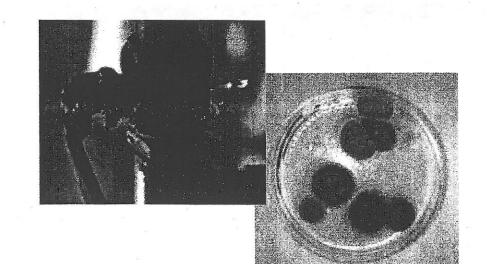
To provide safe, efficient, effective patient and family centered health care while ensuring operational readiness.

Guiding Principles

- We are the face of Navy Medicine
- We are one command working as an integrated team
 - We are collectively accountable for mission accomplishment
- We actively embrace process improvement opportunities and ensure a culture of patient safety
- We are good stewards of resources: people, space, dollars, environment, and external partnerships



Naval Hospital Beaufort



"Always Caring" Since April 29, 1949

Mold 101

Mold 101	WHAT IS THE FIRST LINE OF DEFENSE IN MOLD TREATMENT?	It is also important to use cleaning products properly; don't mix them together and, in this case, less is more
MOLD AND HEALTH: KNOWLEDGE IS POWER!	The #1 way to prevent mold growth is to control moisture! Tips for managing mold include:	because the vapors from excessive cleaning products can irritate the respiratory tract.
Mold is everywhere, not just in Beaufort. Mold is quite capable of sustaining itself anyplace in the world where	 If you see signs of water damage or leaks, or experience flooding, make repairs immediately or 	WHAT ELSE COULD BE MAKING ME FEEL ILL?
With a more and a rood source, which includes:	contact the facilities maintenance department	In the Tri-Command area, there are a wide variety of
Wallpaper	 Cneck your building after heavy rains and flooding for damage or sources of water intrusion 	pollens in the air due to the high humidity/moisture and the lush venetation in the area Websites such as
Upholstery	 When you see mold, clean it up right away 	http://www.weather.com or www.accuweather.com
Dust	 Conduct routine housekeeping – this removes dust and other sources of mold "food" 	display grass pollen, tree pollen, dust, and dander maps. which provide reports of these common
According to both the Environmental Protection Agency (EPA) and the Oenters for Disease Control (CDC). there	 Use a vacuum with a filter – this keeps dust and mold spores from getting back into the air. 	respiratory irritants and recommendations for reducing them indoors.
 are two basic rules of thumb for handling mold: Control the source of moisture 	Avoid dry sweeping and using feather dusters – these cleaning methods generally inst re-introduce dust	Seasonal colds and flu, which are exacerbated by
Clean or remove mold contaminated surfaces	and mold spores back into the air	weather and passed around within the office space or the home, can also be the cause of respiratory
There are over 100,000 species of mold and currently there are no legal limits established for sampling to determine if the level of mold in a building to be a set of the level of mold in a building to be a set of the level of	How you clean mold will depend on a variety of factors, such as, whether the surface is hard (like floor tile) or soft (like furniture). Some thems that cannot be fully cleaned	illnesses. Anyone experiencing a respiratory illness should seek care from their health care provider to identify the specific health conditions or allergy that is
acceptable or not.	may have to be discarded.	causing the illness and receive appropriate treatment.
Great information about mold is readily available at repu-	Both the CDC and EPA websites have great guidance for	OUT WITH THE MOLD!
table sites like <u>www.epa.gov/mold/</u> or <u>www.cdc.gov/</u> mold/fags.htm.	cleaning mold and how to determine when you might need assistance with bigger problems.	By performing proper moisture control and clean up of mold, you will reduce mold growth in the home and
WHAT ARE COMMON SOURCES OF EXCESS	ISN'T MOLD GOING TO MAKE ME SICK?	work environments.
	Not necessarily. Just because mold is present, doesn't	Using information from this brochure and the sites
Common sources of excess moisture include:	mean it will make you sick. According to the CDC, fewer than 500 mold species have been described as human	other environmental sources and may ultimately help
	pathogens that can cause infections. Individual factors	you and your nearth care provider pinpoint the cause of individual illness or discomfort.
 Leaving windows open with the air conditioning on 	urat contribute to now susceptible a person is to mold as an allergen include:	
 Kainwater leaking through faulty gutters or a damaged roof 	 General health 	Once environmental lactors are petter controlled and any allergies or underlying medical conditions are
 A foundation leak 	• Age	treated, hopefully you will breathe easier literally.
 Plumbing or sewage system leaks inside a structure 	 Pre-existing conditions, such as asthma 	
 Improperly ventilated showers, kitchens, and laundry rooms 	Only a medical provider can determine if an actual allergy to a snertific mold evide the same way that would dote	
 Steam-cleaning carpets and not extracting most of the water 	mine if you are allergic to your cat, oak pollen, or grass.	
 Spills on soft surfaces that aren't cleaned 	Additionally, there are many environmental causes other	
 Wrat towels or faundry left on floors or corrects 	than mold that can lead to respiratory illnesses or act as respiratory imitants. including:	
Overflowing air conditioning drip pans	 Air fresheners and other perfumes 	
studies have shown that mold can grow on building materials, such as plywood, that are wet for 48-72 hours.	 I obacco smoke Pet dander 	
	 Household dust 	
	 Household cleaning products 	

Fact Sheet Underground Home Heating Oil Tanks Laurel Bay Military Housing Area,

Marine Corps Air Station Beaufort, South Carolina





Introduction and Background Information

The Marine Corps Air Station (MCAS) Beaufort and the Naval Facilities Engineering Command (NAVFAC) have prepared this Fact Sheet to provide information about environmental sampling related to past underground home heating oil tanks in the Laurel Bay Housing Area.

Capehart style homes within the Laurel Bay Housing Area were formerly heated using heating oil stored in underground storage tanks (UST) at each residence. Heating oil has not been used at Laurel Bay since the mid-1980s. As was the accepted practice at the time, USTs were drained, filled with dirt, capped, and left in place when they were removed from service.

In 2007, MCAS Beaufort began a voluntary program to remove the heating oil USTs and conduct soil and groundwater sampling to determine if, and to what extent, tanks may have impacted the surrounding environment.

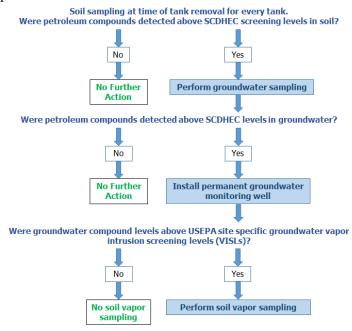
Why were USTs removed?

Residential heating oil tanks are not regulated in the State of South Carolina – meaning there are no federal or state laws governing installation, management, or removal. When home heating was converted to other fuel sources in the 1980s, heating oil tanks were abandoned in place, as was the normal practice for unregulated tanks. In 2007, MCAS Beaufort began a voluntary program to remove home heating oil tanks. Since that time, MCAS Beaufort has removed more than 1,250 tanks. Through review of historical documents and other location efforts using ground penetrating radar, metal detectors, and probes, MCAS Beaufort has identified and removed all known tanks at Laurel Bay.

Because there are no regulations governing removal procedures, MCAS Beaufort coordinated with South Carolina Department of Health and Environmental Control (SCDHEC) to develop removal procedures that were consistent with procedural requirements for regulated tanks. All tank removals and follow-on actions are conducted in coordination with SCDHEC.

How were tank removals performed?

The following flow chart explains the tank removal process:



This screening process was developed and implemented

For More Information

MCAS Beaufort wants to keep you informed about the environmental activities being conducted in your neighborhood and will continue to update you as new information becomes available. For questions or further information, please contact the Public Affairs Office at (843) 228-6229 or email at <u>laurelbayhealthstudy@usmc.mil</u>.

with the assistance of SCDHEC and using United States Environmental Protection Agency (U.S. EPA) guidance. As shown above, the screening process typically begins with soil sampling followed, if necessary, by groundwater analysis. Exceptions to the process have been made to account for instances where existing structures or planned structures could potentially be built on top of former heating oil tank locations. Exceptions are explained below. None of the 73 locations noted below had results that indicated vapor intrusion.

In 2014, the public private venture that manages Laurel Bay began a residential reconstruction project whereby old homes were demolished with the intent to construct new homes. Because of the potential for new structures to be constructed on top of soils that could impact the vapor intrusion pathway, 39 former tank locations were selected for a soil vapor evaluation to determine the risk, if any, to the occupants of future homes constructed in these areas. Locations for evaluation were selected based on concentrations of chemicals detected in soil during the UST removal. In most cases, the soils exhibiting the highest concentrations of volatile chemicals were selected for evaluation. However, a few locations with lower volatile concentrations were selected in an attempt to develop a correlation between soil and soil vapor concentrations that could later be used to establish sitespecific soil screening levels which could be applied in the selection process of future vapor intrusion assessment locations at Laurel Bay. None of the 39 locations tested showed potential for vapor intrusion into the home.

In 2016, a review of housing records indicated that 34 houses had a heating oil tank under a portion of the house that was added on after initial construction (such as a porch, storage shed, garage, or sun room) and could not be removed without damaging the house foundation. Given there was a suspected tank under a portion of the house, these houses were considered to have the highest potential for vapor intrusion. However, during the vapor intrusion sampling, ground penetrating radar (GPR) surveys confirmed there were no tanks present at the houses. Vapor intrusion sampling has been completed at each house and none have indicated the potential for vapor intrusion.

How am I affected if the former tank at my home leaked?

Heating oil is relatively thick and has limited ability to move when released to soil and groundwater. Testing typically reveals that the impacts to soil, groundwater, and soil vapor remain very close to the vicinity of the tank.

Based on the depth of the heating oil tank (approximately 6 feet below ground surface), surface soil was not impacted by heating oil tanks. Playing in soil or gardening does not create an exposure to contaminated

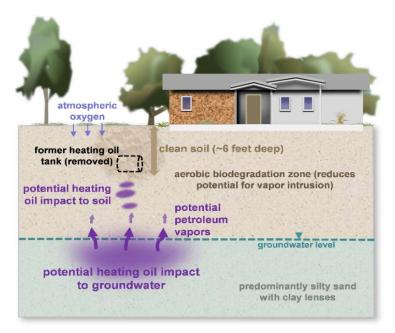
soil. Soil management procedures during tank removal were to place excavated soil on a plastic sheet to keep it isolated. After the tank was removed and soil sample taken, the excavated soil from the tank site was placed back into the excavated hole, then covered with clean fill dirt.

Has drinking water been effected?

Since 1965, water has been supplied to the residents and schools in Laurel Bay by Beaufort Jasper Water and Sewer Authority (BJWSA). Likewise, BJWSA provides the water for MCAS Beaufort and MCRD Parris Island. BJWSA follows U.S. EPA (Safe Drinking Water Act) and SCDHEC protocol for testing the quality of the water they provide to your home. Water quality reports, available on the BJWSA website at http://www.bjwsa.org/, indicate water meets all U.S. EPA standards.

What is Petroleum Vapor Intrusion?

Vapor intrusion is the term used to describe the migration of vapors from a contaminant source in soil or groundwater upward through the soil and into buildings through cracks or holes in building foundations or slabs. The term petroleum vapor intrusion is used when those vapors are the result of a release from a petroleum product. Heating oil previously used in Laurel Bay has compounds common to all petroleum products that can vaporize easily. These are known as volatile organic compounds (VOCs). Examples of the vapors from VOCs are the smell of gasoline, fingernail polish remover, solvents, oil, etc. Soil vapor sampling in Laurel Bay is



being done to determine if there is a potential for heating oil from UST leaks to have created petroleum vapor intrusion into homes. U.S. EPA screening levels are concentrations of chemicals below which the SCDHEC and the U.S. EPA recognize as unlikely to pose a health concern. Based on comparison of ground water samples to U.S. EPA established screening

levels, SCDHEC determined whether or not more sampling was needed to check for the potential for vapor intrusion.

Vapor Intrusion Sampling

Vapor intrusion sampling is an iterative process that starts by sampling soil vapors at the point where the UST was located. The UST location will typically have the highest concentration of compounds from heating oil that may have leaked from a tank. Soil vapor samples taken at the tank location are compared to U.S. EPA established screening levels. If the potential for vapor intrusion cannot be ruled out from samples at the UST location, subsequent samples will be taken from directly beside the house, then under the house, and finally inside the house. Each result is compared to the U.S. EPA screening levels to see if there is a concentration of vapors that would create the potential for migration into a house and cause a potential health concern. Laboratory analytical results from each sampling stage are available approximately six to eight weeks after the sample is taken.

What happens if a problem is found?

The presence of heating oil vapors in a home is a concern if there is long term exposure to a concentration level that exceeds guidance recommended by the U.S. EPA. The U.S. EPA has developed risk screening levels for vapor intrusion based on a 30 year period of residential exposure. If heating oil vapor intrusion is identified as a concern at any home, timely and appropriate measures will be taken to address the problem.

How do I find sampling results?

We encourage all residents to review the information at: <u>http://www.beaufort.marines.mil/Resources/Laurel-Bay-Health-Study/</u>. You may also email questions to LaurelBayHealthStudy@usmc.mil.



Navy & Marine Corps Public Health Center (NMCPHC) completed a Public Health Review (PHR) which included an environmental and occupational exposure pathway investigation and an epidemiologic investigation. The PHR included a review of documents from:

- Laurel Bay Military Housing (LBMH)
- Marine Corps Air Station Beaufort (MCAS Beaufort)
- Marine Corps Recruit Depot Parris Island (MCRD Parris Island)
- Naval Hospital Beaufort Housing (NHBH)



MCAS Beaufort Public Health Review

PHR Summary

Summary

In 2015, at the request of the U.S. Marine Corps (USMC), the NMCPHC investigated the incidence of pediatric cancers in current and former residents of LBMH, which residents believe may be associated with environmental exposures. NMCPHC was asked to identify and validate all pediatric cancers in children who lived or were conceived in the Beaufort area to determine if the observed cancer rates exceeded the rates that which would be expected in this population. This fact sheet summarizes the results of the PHR.

Quick Summary

Based on the types and number of pediatric cancers observed, and the evaluation of the recognized risk factors, it is unlikely that an environmental or occupational exposure is associated with these cancers. The term unlikely means that the evidence is insufficient to connect the environmental and occupational conditions to the observed cancers.

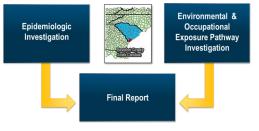
What We Did

NMCPHC followed the U.S. Centers for Disease Control and Prevention's (CDC's) process for conducting investigations of suspected cancer clusters to conduct the PHR. This process is comprised of two steps: (1) an epidemiologic investigation and (2) an environmental and occupational (workplace) exposure pathway investigation. The results of these two investigations were integrated in the final PHR. Subject matter experts (SMEs) in industrial hygiene, drinking water, toxicology, environmental restoration, risk assessment, radon assessment and mitigation, radiation health, occupational and environmental medicine, and epidemiology conducted the PHR. Numerous environmental documents and medical records

data associated with LBMH, MCAS Beaufort, MCRD Parris Island, and NHBH were reviewed to evaluate the potential relationship, if any, between exposures to environmental risk factors and pediatric cancers in the population.

Environmental and Occupational Investigations

Cancer Cluster Investigations – We Follow the Centers for Disease Control's Process



A review of all available documents and reports pertaining to both occupational and environmental sites at LBMH, MCAS Beaufort, MCRD Parris Island, and NHBH was performed as part of the PHR to determine if a potential public health hazard exists as a result of environmental releases from past disposal, handling practices, and workplace exposures.

Reports and other documents identified and reviewed for the PHR were primarily produced under the U.S. Navy Environmental Restoration Program (ER Program) which began in the early 1980s in response to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), or under the U.S. Navy Safety and Occupational Health Program (NAVOSH Program) which began in the 1970s in response to the Occupational Safety and Health Act (OSHA Act).

<u>Process</u>: Documents and reports associated with each environmental or occupational site were reviewed to determine the relevance of each in answering the question: "Is there a complete exposure pathway for air, water, soil, or soil gas by ingestion, inhalation, or dermal





Key Elements of a Cancer Cluster:

- More than the expected number of valid cancer cases.
- Occurrence of the same or etiologically-related cancer types.
- Valid cancer cases located in the same geographic area.
- Cancer cases occurred over a defined period of time.
- Latency (the time from first exposure to diagnosis) must be consistent with the cancer type.

Valid Cancer Case – A diagnosis consistent with cancer and associated treatment records (e.g., chemotherapy, radiation, etc.).

Questions? Contact us at:

Navy and Marine Corps Public Health Center

620 John Paul Jones Circle, Suite 1100 Portsmouth, VA 23708

Phone: 757-953-0932

Email: usn.hamptonroads.navmcpubhlthcenpors.li st.nmcphc-Beaufort-PHR@mail.mil contact which could have contributed to the incidence of pediatric cancer?" The review was an iterative process. In some instances, the findings and/or recommendations in one report led to looking for a follow-up report or resulted in the identification of a data gap. As we identified data gaps, we requested additional information to fill the data gaps and reduce the uncertainty.

Environmental Investigation Summary:

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Documents were reviewed to determine potential health risks related to occupational (workplace) and environmental releases from past disposal/handling practices at

Location	Number of Documents Reviewed
LBMH	275
MCAS Beaufort	269
MCRD Parris Island	~ 1,000
NHBH	10

houses, solid waste management units, underground storage tanks, etc.

- Ionizing radiation was one of the two potential environmental risk factors for three of the five types of pediatric cancers identified in the Epidemiologic Investigation. Based on the results of the Radiation Safety and Radon Programs, and radiation surveys and measurements, it is not likely that an individual would be exposed to any additional radiation (above normal background radiation) in the occupied areas at LBMH, MCAS Beaufort, MCRD Parris Island, or NHBH.
- Benzene was one of the two potential environmental risk factors for one of the five types of pediatric cancers identified in the Epidemiologic Investigation. Based on the results of the documents reviewed to-date as part of the environmental investigation, there is not a complete exposure pathway of concern for benzene in the occupied areas at LBMH, MCAS Beaufort, MCRD Parris Island, or NHBH.

Epidemiologic Investigation

NMCPHC was asked to identify and validate all pediatric cancers in children who lived or were conceived in the Beaufort area from January 2002 to December 2016 to determine if the observed cancer rates exceeded what would be expected in this population. **Process**: The epidemiologic investigation followed the CDC's Guidelines for Investigating Suspected Cancer Clusters.

Epidemiologic Investigation Summary:

The study area included children (including those conceived) of active duty Marine Corps and Navy service members assigned to work at MCAS Beaufort and MCRD Parris Island from January 2002 to December 2016. The study was based on sponsors' zip codes within a 30-mile radius of LBMH and MCRD Parris Island. The population scope was expanded to include air squadrons that deployed through MCAS Beaufort with zip codes outside the study area.

fort with zip codes outside the study area.

CDC defines a cancer cluster as a greater-

that occurs within a group of people in a

geographic area over a defined period of

of developing cancer, including age,

such as diet and smoking.

genetic factors, and lifestyle behaviors

time. Multiple factors affect the likelihood

than-expected number of cancer cases

- Fifteen (15) cases were validated through the review of electronic health records.
- Five (5) types of cancers were validated to date: acute lymphocytic leukemia (ALL), acute myeloid leukemia (AML), neuroblastoma, soft issue sarcoma (e.g., infantile rhabdomyosarcoma) and Wilms tumor.
- Three (3) of the five (5) validated cancer types have known environmental risk factors (ionizing radiation [therapeutic x-rays] and benzene).
- All cancer cases were consistent with normal pediatric cancer type distribution for the same types of cancers in the general pediatric population.

29 September 2017