**Inspectors General Checklist**

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| **FAMILY HOUSING 11000.22**  |
| This checklist applies to all Installation commands. |
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| **Functional Area Sponsor**: LFF-3 | **Name of Command** |
| **Subject Matter Expert**: Ms. Tanya Johnsontanya.johnson@usmc.mil | **Date** |
| (DSN) 260-2834 (COML) 571-256-2834 | **Inspector****Total Questions: 19** |
| **Revised**: 19 March 2024 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |
| Subsection 1 – ADMINISTRATION |
| 0101 | Are Family Housing (FH) offices utilizing enterprise Military Housing (eMH) as the information technology system for the operations and inventory management for their housing?Reference: OSD AT&L Memorandum of 16 APR 2014 |
| Result | Comments  |
| Subsection 2 – HOUSING REFERRAL PROGRAM |
| 0201 | Are the Housing Office’s hours of operation established to meet the needs of military families who desire assistance in obtaining suitable off-base housing?Reference: MCO 11000.22 CH 1, encl (2), chap 5, par 11  |
| Result | Comments  |
| 0202 | Does the Housing Office provide sex offender disclosure and database requirements in compliance with applicable state and federal laws “prior to” assignment or referral?Reference: SECNAV MEMO of 7 OCT 2008; MCO 11000.22 CH 1, encl (2), chap 2, par 23 |
| Result | Comments  |
| 0203 | Is a restricted facilities list maintained and are personnel informed of the restrictive sanctions the command has imposed during check-in?Reference: MCO 11000.22 CH 1, encl (2), chap 5, par 9.a.  |
| Result | Comments  |
| 0204 | Are housing organizations mediating resident complaints regarding family housing?Reference: MCO 11000.22 CH 1, encl (2), chap 4, par 1b.(4) |
| Result | Comments  |
| 0205 | Does the FH division for each base maintain listings of available housing for relocating military members, their families and DoD civilians?Reference: MCO 11000.22 CH 1, encl (2), chap 5, par 7  |
| Result | Comments  |
| Subsection 3 – HOUSING ASSIGNMENTS AND TERMINATIONS |
| 0301 | Are re-designated housing areas being entered into the enterprise Military Housing (eMH) program?Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 2b.(2) |
| Result | Comments  |
| 0302 | Are waiting lists maintained by grade categories and bedroom requirements?Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 7.a. |
| Result | Comments  |
| 0303 | Are houses assigned consistent with military member’s grade/rank and bedroom category? Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 12 |
| Result | Comments  |
| 0304 | Are service members provided no less than a 31-day advance notice of housing assignment, unless unusual circumstances prevent such notices?Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 8.c. |
| Result | Comments  |
| 0305 | Are freeze zones the top 10 percent or top three applicants, whichever is greater, for each waitlist?Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 6.a. |
| Result | Comments  |
| 0306 | Are all dogs and cats, whether pet, service or companion animal, registered with the local Veterinary Treatment Facility (VTF) or other agency aboard the base when a resident checks-in to housing? Is proof of registration (including rabies vaccination and a functioning microchip identification device) kept on file in the Family Housing Office?Reference: MCO 11000.22 CH 1, encl (2), chap 3, par 5 |
| Result | Comments  |
| 0307 | Is the Housing Office utilizing the date of receipt of the DD Form 1746, with all qualifying documents and PCS orders or equivalent (includes web orders) as the control date? Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 6.a. |
| Result | Comments  |
| 0308 | Are General Officers Quarters residents being provided a copy of the fiscal year cost reports for their homes? Reference: MCO 11000.22 CH 1, encl (2), chap 8, par 8.a. |
| Result | Comments  |
| 0309 | Is a representative from the FH office conducting joint and timely pre-occupancy inspections and pre-termination inspections and final inspection with the residents for Government-owned housing?Reference: MCO 11000.22 CH 1, encl (2), chap 2, par 15 ; MCO 11000.22 CH 1, encl (2), chap 2, par 20.a. |
| Result | Comments  |
| Subsection 4 – MAINTENANCE/REPAIR OF FACILITIES |
| 0401 | Does the Housing Office complete and maintain a current short-term and long-range maintenance plan aimed at maintaining FH facilities at an acceptable standard? (Government-owned)Reference: MCO 11000.22 CH 1, encl (2), chap 1, par 12.m. |
| Result | Comments  |
| 0402 | Does the Housing Office complete and maintain the current Monitoring Matrix for Privatized Housing and follow up on timely remediation? Reference: MCO 11000.22 CH 1, encl (2), chap 1, par 12.n. |
| Result | Comments  |
| 0403 | Are furnishings marked, inventoried and tracked appropriately in the eMH system and signed off on by residents when assigned? Are furnishings replaced in accordance with established life cycles? (Government-owned)Reference: MCO 11000.22 CH 1, encl (2), chap 9, par 3c(3)(a)-(c) |
| Result | Comments  |
| Subsection 5 – FINANCIAL MANAGEMENT |
| 0501 | Are policies in place to track and ensure the timely execution of FH funds?Reference: MCO 11000.22 CH 1, encl (2), chap 6, par 1b(3) |
| Result | Comments  |