



DEPARTMENT OF THE NAVY  
NAVAL BASE VENTURA COUNTY  
311 MAIN ROAD, SUITE 1  
POINT MUGU, CA 93042-5033

IN REPLY REFER TO:

NBVCINST 11103.1  
N95V  
16 Jan 04

NAVBASE VENTURA COUNTY INSTRUCTION 11103.1

Subj: POLICIES GOVERNING GEOGRAPHIC BACHELOR AND RESIDENT  
ADVISOR BERTHING

Ref: (a) OPNAVINST 11103.1B  
(b) COMNAVREGSWINST 11103.1B

Encl: (1) Resident Advisor Appointment Letter  
(2) Request for Geographic Bachelor/Resident Advisor  
Berthing  
(3) Tenant Command's Endorsement  
(4) Geographic Bachelor Review Board Results Notification  
(5) Request for Renewal of Geographic Bachelor Berthing

1. Purpose. To provide policy and procedures concerning the berthing of Geographic Bachelors (GBs) and Resident Advisors (RAs) in Bachelor Housing (BH) at Naval Base Ventura County (NBVC), amplifying references (a) and (b).

2. Background

a. IAW reference (a), GBs are military members who meet all of the following criteria and are requesting assignment to BH:

(1) E-5 and above permanent party assigned to an activity in the Continental United States (CONUS) or Hawaii.

(2) Receive Basic Allowance for Housing (BAH) at the "with dependents" rate.

(3) Transferred under PCS orders that allowed moving dependents at government expense.

(4) Have applied for BH space, and the dependents live outside the geographic area.

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b. The RA Program is a leadership resource, which the command may use to assist management in maintaining good order and discipline. RAs are bonafide GBs and senior permanent party residents who volunteer to serve in a leadership role in BH.

(1) There will be one RA assigned per floor, not to exceed five percent of E1-E4 enlisted permanent party occupants assigned to billeting.

(2) RAs will be berthed with their unit or division, if possible.

### 3. Policy

a. NBVC has established a GB Review Board, chartered to establish maximum capacity to house GBs, review and prioritize GB applications, and provide recommendations to the Commanding Officer (CO) of NBVC in granting GB status to applicants.

(1) Voting membership of the GB Review Board will consist of the Installation CO or his designated representative, the Host Command Master Chief (CMDM), the BH Division Leading Chief Petty Officer, and a Fleet and Family Support Center (FFSC) or Navy Relief Financial Counselor. A minimum of three board members must be present to deliberate.

(2) The Installation BH Site Manager, the local medical treatment facility Exceptional Family Member (EFM) Program Manager, and tenant CMDM (if applicable) will be advisors to the GB Board. A Board Secretary will be present to record. An advisor's presence during board deliberations is not required, though the board will deliberate in the absence of the affected tenant CMDM only in exceptional circumstances.

b. The Board will maximize appointments to RA positions. GBs that indicate that they would fulfill RA requirements may be assigned RA status. In this instance, the GB will be berthed under permanent party status for the rest of his/her tour as long as he/she agrees to and adheres to provisions cited in enclosure (1).

(1) RAs may be berthed at less than minimum standards of adequacy for their pay grade.

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(2) RAs will be assigned to a private room, but may share a bath.

(3) The RA program is meant to provide leadership and mentorship to BH residents during off-duty hours. Because of the unique nature of this position, NBVC will give preference for RA assignment to GBs that will be weekend residents.

c. GBs may be berthed at less than minimum standards for their paygrade, if necessary to maximize utilization.

d. The Board will ensure that BAH at the "without dependents" rate is not granted solely to provide space to accommodate GBs/RAs.

e. GBs/RAs will not be charged rent. The only approved charges are for voluntary acceptance of housekeeping and linen/laundry services.

f. If a GB is registered in the EFM Program (SECNAVINST 1754.5) Categories 4 and 5, the individual will be housed in a permanent party protected status for the duration of his/her tour, within given space available to house GBs.

g. If the GB or RA is not in the EFM Program, the Board will determine if he/she faces one of the following hardships that would justify GB or RA berthing:

(1) A family member (including spouse) has special education needs, is in college, or is a senior in high school;  
or

(2) The member's financial status requires both spouses to be earning an income and the non-military spouse cannot transfer their job (reviewed and endorsed by a FFSC or Navy Relief Financial Counselor).

(3) All others requesting GB berthing may be berthed on a space available basis only, and may be required to vacate with two weeks (10 working days) notice, for personnel of higher priority.

(4) Members living within a 50-mile radius of NBVC will not be considered a GB.

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h. GBs determined to have a documented hardship(s) by the GB Review Board will be berthed in a permanent protected status for 180 days.

(1) Non-EFM hardship GBs will be required to submit a renewal request for GB Board reevaluation every 180 days.

(2) Any disapproval recommendations from the GB Board will be forwarded to the CO, NBVC for final review.

i. GBs not berthed due to limited capacity will be put on a prioritized waiting list and will be recalled once space becomes available.

j. GBs attached to deployable units (battalions, squadrons, etc.) must vacate GB quarters assigned during deployment. They may request GB berthing prior to their return from deployment, submitting their package by mail or fax, or they may complete and submit their package prior to deployment, making note of their circumstances.

#### 4. Action

a. Individuals will request berthing in a GB or RA status by submitting their application in the format provided in enclosure (2).

b. Tenant commands will endorse the individual's request in the format provided in enclosure (3). Further, tenant commands will maintain a prioritized list of their GB and RA personnel, ranked 1 through 10, considering the guidelines of this instruction. The GB Board, in the company of the tenant command's CMDCM or other designated representative, will use this prioritized list during GB Board deliberations.

c. The GB Review Board will convene as necessary to review applicant's eligibility and assign berthing.

d. The BH Manager will notify each applicant in writing of the GB Review Board's final determination via enclosure (4).

e. The BH Manager will notify applicants of their assignment to RA positions via enclosure (1).

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f. All GBs, except those assigned under EFM categories 4 and 5, and those assigned as RA's, will request renewal of their status every 180 days via enclosure (5), and obtain their command's endorsement (enclosure (3)).

  
P. S. GROSSGOLD

Distribution:

NBVC Site Managers/Department Heads/Tenant Commands

NBVCINST 11103.1

16 Jan 04

<Date>

From: Commanding Officer, Naval Base Ventura County  
To: <RA appointee>

Subj: APPOINTMENT AS BACHELOR HOUSING RESIDENT ADVISOR

Ref: (a) NBVCINST 11103.1  
(b) COMNAVREGSWINST 11103.1B

1. Per reference (a), you are hereby appointed a Bachelor Housing (BH) Resident Advisor (RA).
2. You will assume a leadership role as an "on the spot assistant of BH management" in maintaining good order and discipline within your assigned BH spaces.
3. You will be guided by NBVC BH rules and regulations in the performance of your duties.
4. You will be required to attend and represent your assigned resident's concerns during all BH advisory board meetings. If you are unable to attend, you will designate one of your senior residents to represent you during the meeting.
5. You will participate with BH management in inspecting your assigned spaces to ensure housekeeping standards are maintained and to report building maintenance discrepancies for action.
6. You will notify the BH Permanent Party Manager of your planned leave, TDY or other change of status as soon as possible.
7. This appointment will terminate upon your transfer, reassignment, or if you fail or are otherwise unable to perform your duties.

Signature

Encl (1)

NBVCINST 11103.1  
16 Jan 04

<Date>

From: <GB applicant>  
To: Commanding Officer, Naval Base Ventura County  
Via: <Applicant's Commanding Officer/Officer in Charge>  
  
Subj: REQUEST FOR GEOGRAPHIC BACHELOR AND/OR RESIDENT ADVISOR  
BERTHING

Ref: (a) NBVCINST 11103.1

Encl: (1) Command Endorsement  
(2) Current PCS orders  
(3) Copy of up-to-date NAVPERS 1070/602  
(4) Applicable section of EDVR showing EFM status (if applicable)  
(5) Letter demonstrating special educational needs (if applicable)  
(6) Financial hardship review endorsement from FFSC or Navy Relief endorsement (if applicable)

1. As per reference (a), I request Geographic Bachelor (GB) berthing within NBVC's Bachelor Housing (BH) for the time period of \_\_\_\_\_ <MM-DD-YY date> to \_\_\_\_\_ <MM-DD-YY date>.

2. I reported on board on \_\_\_\_\_<MM-DD-YY date> and I am currently staying at \_\_\_\_\_<room/building or address>.

3. I have attached a copy of my current PCS orders and NAVPERS 1070/602 as enclosures (2) and (3).

4. I request GB berthing based upon the following hardship(s): (more than one may be checked)

a. ( ) Exceptional Family Member (EFM) Program Participant. A copy of the EDVR section showing my registration in the EFM program as category 4 or 5 is attached as enclosure (4). If EFM status recently changed and EDVR does not reflect correct status, provide latest EFM status from EFM Program Manager.

b. ( ) Special educational needs, college, or senior in high school. A copy of a letter from college, high school, or other school (on letter head) showing that my family member(s)

Encl (2)

NBVCINST 11103.1

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is/are currently enrolled and describing the enrollee's status is attached as enclosure (5).

c. ( ) Financial hardship. A copy of my completed financial hardship review endorsement by Fleet and Family Service Center (FFSC) or a Navy Relief Financial Counselor is attached as enclosure (6).

d. ( ) Other. Amplifying information is provided below and on additional pages as necessary.

3. I certify that the above information is true and correct to the best of my knowledge, and that I will immediately notify the BH Site Manager of any changes in my status. I can be reached at <work telephone number> and email <email address>.

Signature

NBVCINST 11103.1

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Tenant Command's Endorsement

11103  
Serial  
Date

From: Commanding Officer/Officer in Charge, <Tenant Command>  
To: Commanding Officer, Naval Base Ventura County

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR OR RESIDENT ADVISOR  
BERTHING ICO <SERVICE MEMBER'S NAME, SSN>

Ref: (a) NBVCINST 11103.1  
(b) COMNAVREGSWINST 11103.1B

1. Forwarded, recommending <approval/disapproval> as a Geographic Bachelor (GB) in accordance with reference (a). Further, recommend <approval/disapproval> of member performing as a Resident Advisor (RA) in accordance with references (a) and (b).

2. <Service member's name> has been added to <tenant command's> GB/RA priority list which will be provided to the GB Board when requested. Your POC for this matter is < CMDCM or Senior Enlisted Advisor>. His telephone number is < work number > and email address is <email address>.

Signature

Encl (3)

NBVCINST 11103.1  
16 Jan 04

<Date>

From: Commanding Officer, Naval Base Ventura County  
To: <GB applicant>

Subj: GEOGRAPHIC BACHELOR (GB) REVIEW BOARD RESULTS

Ref: (a) NBVCINST 11103.1

1. Per reference (a), the GB Board reviewed your request for GB berthing. The Board determined your category status to be:

- ( ) GB in Exceptional Family Member (EFM) Program categories 4 and 5. Your berthing has been approved until <applicant's PRD> or for the duration of your tour with your present command. If your tour length varies from that cited on your PCS orders, or your EFM status changes, advise the Bachelor Housing (BH) Manager to avoid any problems.
- ( ) GB assigned as Resident Advisor (RA). Your berthing has been approved and you will remain in space-protected status as long as you serve in the RA capacity.
- ( ) GB with other documented hardship. You have been placed in space-protected berthing for a period of 180 days, to expire on <date>. Thirty days before your residency ends, you may request the board reevaluate your case to determine if the hardship still exists and if your protected status may continue.
- ( ) Space available GB. You will be berthed on a space available basis only and may be required to vacate for higher priority personnel. You will be given 10 working days notice in order to secure alternative housing arrangements.
- ( ) Do not meet GB requirements.

3. You are required to immediately notify this office of any changes in your status.

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Encl (4)

NBVCINST 11103.1  
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From: <GB applicant>  
To: Commanding Officer, <host command>  
Via: Commanding Officer/Office in Charge

Subj: REQUEST RENEWAL OF GEOGRAPHICAL BACHELOR BERTHING

Ref: (a) NBVCINST 11103.1

Encl: (1) Command Endorsement  
(2) Copy of Original/Modified Geographical Bachelor  
Package Dated <date>

1. Per reference (a), it is requested that my berthing at Naval Base Ventura County (NBVC) Bachelor Housing (BH) be extended for six months, to expire on <date>.

2. I hereby certify that the information in enclosure (2) is true and correct to the best of my knowledge, and that I will immediately notify the BH Manager of any changes in my status. I can be reached at <work phone number> and email <email address>.

Signature

Encl (5)