**REQUEST FOR ETP FOR ON/OFF BASE HOUSING ASSIGNMENT CHECK LIST**

DATE:

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

CERTIFICATE OF NON-AVAILABILITY

TBIR

ORIGINAL BASIC ORDERS

HOUSING FACILITIES OR MEDICAL JUSTIFICATION LETTER (**IF APPLICABLE**)

MISC ENCLOSURES

* **REFERENCES**
* MCO 11000.22 CH-1
* MARINE CORPS BACHELOR AND FAMILY HOUSING MANAGEMENT
* III MEF/MCIPAC-MCCBO 7220.1A
* TLA AND FAMILY HOUSING POLICY FOR MARINE COMMANDS ASSIGNED TO III MEF AND MCIPAC-MCBB

**THIS PACKAGE HAS MET ALL CRITERIA ON THE CHECK LIST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

S-1 Signature