



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICINST 11103.13A  
N9  
02 Oct 2017

CNIC INSTRUCTION 11103.13A

From: Commander, Navy Installations Command

Subj: UNACCOMPANIED HOUSING RESIDENT ADVISOR PROGRAM

Ref: (a) OPNAVINST 5009.1  
(b) CNICINST 11103.5  
(c) DoD 4165.63-M, DoD Housing Management of 28 October 2010  
(d) CNICINST 11103.14

Encl: (1) Resident Advisor Program Requirements  
(2) Resident Advisor Agreement and Recommendation Letter Template  
(3) Resident Advisor Designation Letter  
(4) Resident Advisor Check-in Sheet

1. Purpose. To provide updated policy and criteria for the implementation of an Unaccompanied Housing (UH) Resident Advisor (RA) Program. The RA Program was developed to help support housing policies, enhance resident living standards, ensure resident safety and increase leadership presence in UH facilities during off-duty hours.

2. Cancellation. CNICINST 11103.13.

3. Scope and Applicability. This instruction applies to all installations operating UH and includes quarters leased for single Service Members. It does not apply to UH Public Private Venture (UH-PPV) quarters.

4. Policy

a. The RA Program will provide senior leader presence for the mentoring and counseling of junior Service Members residing in UH, assist in maintaining good order and discipline and accelerate junior Service Members' adaptation to military life. The Program is an element of Navy leadership development.

b. RAs are unaccompanied personnel in paygrades E-6 and above. Geographic bachelors (GB) or Service Members on overseas unaccompanied or dependent restricted tours may apply

to serve as RAs. RAs volunteer for the program and sign an agreement with the commanding officer (CO), UH Assignment Review Board (UHARB) and UH Manager. This agreement defines the RA's collateral duties in support of the RA Program and UH.

c. In limited instances where insufficient E-6 and above Service Members have not volunteered for the RA Program, exceptional E-4 and E-5 Service Members may be approved by the Region Commander (REGCOM) to serve as RAs as long as the candidates meet the conditions listed in enclosure (1).

d. Prospective RAs must adhere to and utilize enclosures (1) through (4).

e. Enterprise Military Housing (eMH) will be utilized to track RA designation dates, training requirements and termination dates.

f. Assignment of RAs to a roving patrol watch bill is encouraged and is consistent with the spirit and intent of the program and the duties and responsibilities of an RA as defined in enclosure (1).

## 5. Responsibilities

a. Commander, Navy Installations Command (CNIC) Housing Program (N93) will:

(1) Provide instructions and guidance regarding the operations and management of housing programs per reference (a).

(2) Provide guidance for the RA Program per policies and standards identified in enclosures (1), (3), (4) and (5) of references (b), enclosure (3) of reference (c) and reference (d).

(3) Ensure implementation of the UH RA Program is in compliance with this instruction's requirements.

(4) Review the RA reporting matrix in eMH bi-annually to ensure RAs are in compliance with training requirements identified in this instruction.

b. REGCOMs will:

(1) Ensure dissemination of, and compliance with, this instruction.

(2) Provide assistance to installations implementing local policies to comply with this instruction.

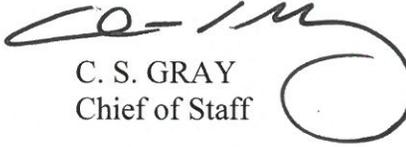
(3) Review the RA reporting matrix in eMH quarterly

(4) Review and, as appropriate, approve waivers to the E-6 and above requirement.

c. COs will:

- (1) Develop and manage the RA Program and associated local policy per this instruction.
  - (2) Monitor the RA Program and provide technical direction as required.
  - (3) Designate a minimum of three RAs and a maximum of 5 percent of the permanent party E-1 through E-3 personnel requirement (i.e. 200 E-1 through E-3 personnel would yield a maximum of 10 RAs).
  - (4) Request a waiver to the E-6 and above requirement from the REGCOM, as necessary.
  - (5) Take prompt action for disposition on RA applications and designate RAs by approval of the RA agreements. Utilize eMH to record RA designations.
  - (6) Provide initial training to newly appointed RAs on duties and responsibilities, and document training on enclosure (4). Utilize eMH to track RA training requirements.
  - (7) Maintain a regular annual training schedule to ensure compliance with policies. Retain relevant training documentation in the RA files. Training will include UH operation policies and procedures, Sexual Assault Prevention and Response and Suicide Prevention.
  - (8) Designate a senior RA per installation and ensure they conduct quarterly RA meetings.
  - (9) Maintain a copy of meeting minutes provided from RA meetings.
  - (10) Maintain an RA schedule to ensure adequate representation throughout UH during evenings, weekends and holidays.
  - (11) Terminate RAs from the program who fail to perform per their RA agreement.
6. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, Department of Defense, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically

expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.

  
C. S. GRAY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2.0,  
<https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

RESIDENT ADVISOR PROGRAM REQUIREMENTS

1. General Eligibility

a. Resident advisors are E-6 and above unaccompanied personnel. GBs and Service Members on overseas unaccompanied or dependent restricted tours may also apply to serve as RAs.

b. In limited instances, exceptional E-4 through E-5s who meet the following conditions may be granted a waiver to participate in the RA Program.

(1) Over the age of 25 years old.

(2) No previous mast cases.

(3) Not the subject of an ongoing investigation.

(4) Volunteer as an RA.

(5) Recommended by the unit (if a tenant command) and commanding officer (CO).

c. COs may designate a minimum of three RAs or up to five percent of their permanent party E-1 through E-3 personnel requirement (maximum of five percent equates to one RA for every 20 E-1 through E-3s residing in UH).

d. RAs will be assigned to UH per reference (d). GBs or Service Members on overseas unaccompanied or dependent restricted tours serving as RAs will not be assigned UH accommodations in excess of the minimum adequacy standards for their paygrade, per reference (d), without risk of forfeiting their basic allowance for housing at the with-dependents rate.

2. Application to Program. Personnel desiring consideration as an RA must have a minimum of one year remaining at their assigned command. An application package will be provided to the UH Manager for submission to the UHARB for consideration. The application package will include:

a. Special request chit approved by their chain of command.

b. Copy of current orders.

c. RA Agreement (enclosure (2)) signed by the applicant.

3. Selection. RA selection will be made by the UHARB based on need, experience, availability, maturity and leadership qualities.
  - a. The UHARB will provide enclosure (2) with their recommendation to the CO for approval or disapproval.
  - b. At least one RA will be designated as the senior RA; installations with a large number of RAs may require more. The senior RA(s) will be the primary point(s) of contact for the UH Manager and installation chain of command for all matters pertaining to the RA Program.
4. Evaluation. Enclosure (2) will be renewed annually to ensure new policies are outlined and accepted by the RA. Performance will be evaluated quarterly by the UHARB to ensure compliance with the agreement.
5. Termination. RAs can be terminated from the program upon request or for just cause.
  - a. Self-termination due to permanent change of station or personal reasons requires 30 day notification to the UHARB.
  - b. Termination-for-cause (e.g., failure to perform per enclosure (2), exceeding authority or abusing his or her position) can occur at any time by the UHARB. Termination will require the RA move out of UH no later than 30 days after termination, except at locations where there is no community housing.
6. Training Requirements. Within 30 days of RA designation, the following training will be completed. The RA check-in form (enclosure (4)) will be used to document the training and will be retained in the RA's file.
  - a. The UH Manager will provide initial training on UH operation policies and procedures.
  - b. The UH Building Manager of the RA's designated building(s) will provide basic facility training to include interior and exterior inspection processes and requirements.
  - c. RAs will attend Sexual Assault Prevention and Response (SAPR) training with the Installation Sexual Assault Response Coordinator (SARC). RAs are responsible for contacting the SARC to schedule training.
  - d. RAs will attend safeTalk suicide prevention training with the installation chaplain.
7. General RA Responsibilities. RAs are directed to take an active role in monitoring and reporting the behavior of Service Members assigned under their cognizance. RAs will report directly to the senior RA or respective UH Manager, Security and installation command duty

officer (CDO), as required, regarding all aspects of life in UH including facility security, criminal activity and routine maintenance issues. RAs will:

- a. Understand, support, abide by and enforce local policies while providing customer service and respect to residents.
- b. Operate as a direct communication link between residents and UH management; offer assistance to residents and staff as needed.
- c. Maintain good order, discipline and military decorum; report unprofessional behavior as necessary to UH management.
- d. Provide senior leadership presence at the facility and be available on site during evenings, weekends and holidays on a rotating basis.
- e. Conduct meetings with residents to discuss concerns or issues that pertain to indoctrination into military life, life skills, UH quality of life, safety, health and sanitation. Provide written summations of the meetings to the UHARB via the UH Manager.
- f. Attend training as identified by UH management.
- g. Attend RA and UHARB meetings as requested.
- h. Coordinate room inspections with the building manager(s) to ensure 100 percent inspection of assigned rooms is completed quarterly, at a minimum. Local commands should inspect rooms of their personnel assigned to UH facilities in addition to RA inspection requirements. Overall goal should be to conduct 100% room inspections monthly. Inspection reports are maintained by the housing office.
- i. Conduct an evening walkthrough of UH buildings (including common areas and recreation areas that are part of the UH complex) and parking lot areas to maintain safety, security and general cleanliness for the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to the security department immediately.
- j. Ensure SAPR posters and Department of Defense Safe Helpline information are prominently posted in UH buildings. Notify the UH Manager to contact the Installation SARC for new or additional SAPR materials.
- k. Ensure information regarding suicide prevention, energy conservation and disaster preparedness, etc., are prominently displayed in UH. Notify the UH Manager to contact appropriate installation representatives for new or additional materials.

8. Senior RA Responsibilities. In addition to RA duties identified above, senior RAs have the following, additional duties.

a. Manage a schedule to ensure an RA is available on site during evenings, weekends and holidays. The RAs should be out and about during these times to ensure good order and discipline and the health, welfare, safety and security of personnel and the facilities. The schedule will be posted on the building quarterdeck and a copy will be provided to the installation CDO.

b. Conduct periodic RA meetings to discuss problems, concerns and other important UH issues. Meeting minutes will be routed for chain of command's review. The UH Manager will determine frequency of meetings (not less than quarterly, based upon local occupancy, command environment and general need).

[Installation]

RESIDENT ADVISOR AGREEMENT AND RECOMMENDATION LETTER TEMPLATE

From: [Resident Advisor Applicant Name]  
To: [Commanding Officer, Installation]  
Via: (1) [Applicant's Command]  
(2) Unaccompanied Housing Assignment Review Board

Subj: RESIDENT ADVISOR AGREEMENT AND RECOMMENDATION LETTER

Ref: (a) [INSTALLATIONXXINST]  
(b) CNICINST 11103.14

1. Per reference (a), this signed agreement serves as my application for the Resident Advisor (RA) Program at [installation]. This request is accompanied by a special request chit approved by my command and a copy of my current orders.

2. I understand the training listed below is required within 30 days of my selection as an RA. It is my responsibility to schedule the training and provide the RA check-in sheet as documentation of completion to the Unaccompanied Housing (UH) Manager for the following:

- a. UH Operation Policies and Procedures with the UH Manager.
- b. UH Facility training with the building manager.
- c. Sexual Assault Prevention and Response (SAPR) training with the Sexual Assault Prevention Coordinator (SARC).
- d. Suicide prevention training with the chaplain.

3. As an RA, I will be required to:

- a. Understand, support, abide by and enforce local policies, provide customer service and promote a climate of dignity and respect for residents.
- b. Operate as a direct communication link between residents and the UH Manager and offer assistance to residents and staff as needed.
- c. Maintain good order, discipline and military decorum; correct minor infractions as they occur; and report unprofessional behavior as necessary to UH management.
- d. Provide senior leadership presence at the facility by being available on site during evenings, weekends and holidays on a rotating basis.

e. Conduct meetings (quarterly at a minimum) with residents to discuss concerns or issues that pertain to indoctrination into military life, professional development, life skills, UH quality of life, safety, health and sanitation. Provide written summations of the meetings to the UH Manager and UH Assignment Review Board (UHARB).

f. Attend training as identified by UH management.

g. Attend RA and UHARB meetings as requested.

h. Coordinate room inspections with the building manager(s) to ensure 100 percent inspection of assigned rooms is completed quarterly, at a minimum. Local commands should inspect rooms of their personnel assigned to UH facilities in addition to RA inspection requirements. Overall goal should be monthly room inspections. Copies of the inspection are maintained by the UH Manager.

i. Conduct an evening walkthrough of UH buildings and parking lot areas to maintain safety, security and general cleanliness for the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to the Safety or Security Department immediately.

j. Ensure SAPR posters and Department of Defense Safe Helpline information are prominently posted in UH buildings. Notify the UH Manager to contact the Installation SARC for new or additional SAPR materials.

k. Ensure information regarding suicide prevention, energy conservation and disaster preparedness, etc., are prominently displayed in UH. Notify the UH Manager to contact appropriate installation representatives for new or additional materials.

l. Provide 30 days notice to the UHARB to terminate the RA agreement prior to permanent change of station or for personal reasons.

4. If selected as the senior RA, I will:

a. Manage an RA schedule to ensure there is always an RA available on site during nights, weekends and holidays.

b. Conduct quarterly RA meetings to discuss problems or concerns and other important UH issues. Submit reports from the meetings to the UHARB via the UH Manager.

c. Failure to perform per this agreement will result in my termination from the RA Program by the UHARB. Termination will result in the loss of assigned UH, as applicable.

I, [Name], have read the above requirements and accept the RA responsibilities upon designation by [commanding officer]. I understand that failure to comply with any requirements will result in being removed as RA and loss of assigned housing, as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone Number

UHARB Recommendation:

1. Per references (a) and (b), as members of the UHARB, we recommend [Applicant Name] as an RA for [Building(s)/Floor(s), etc.].

If applicable:

2. In addition, we recommend [Name] serve as the senior RA for [installation, complex(s), etc.].

\_\_\_\_\_  
UH Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
UHARB Command Representative

\_\_\_\_\_  
Date

RESIDENT ADVISOR DESIGNATION LETTER

DATE

From: Commanding Officer, [Installation]  
To: [Applicant Name]

Subj: RESIDENT ADVISOR DESIGNATION LETTER

Ref: (a) CNICINST 11103.13A [or local instruction]  
(b) [INSTALLATIONXXINST]

Encl: (1) Resident Advisor Agreement of [DD MMM YY]

1. As requested by enclosure (1) and per reference (a), you are hereby designated as a Resident Advisor (RA) for [installation], and assigned to [Building(s)/Floor(s), etc.].
2. If applicable: In addition, you have been selected to serve as the senior RA for [installation, complex(s) etc.].
3. You will thoroughly familiarize yourself with references (a) and (b) and all applicable [installation] and unaccompanied housing (UH) directives and guidelines.
4. Failure to comply with directives and guidelines will result in termination of your RA designation and loss of assigned UH, as applicable.

SIGNATURE

Copy to:  
[Applicant's Command]

RESIDENT ADVISOR CHECK-IN SHEET

NAME (Please Print)	DATE OF DESIGNATION
UH MANAGER	DATE OF COMPLETION

	<b>TRAINING REQUIREMENT</b>	<b>YOUR ACTION</b>	<b>ACTION OFFICE AND POC</b>	<b>POC INITIALS AND DATE</b>
1	UH Policies	Schedule and attend UH Training with UH Manager. Training includes: 1. Base Policies for emergencies, energy conservation, safety and security; 2. UH Operation Policies and Procedures and the role of the RA; 3. Reporting process for safety, security and maintenance issues (i.e. lights out at primary walkway to building, non-functioning entry door lock, mold, etc.).	UH Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	
2	UH Building Orientation	Schedule and attend building orientation and training with your Building Manager. Training includes: 1. Familiarization with building and residents; 2. Proper procedures for interior and exterior inspections.	UH Building Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	
3	Sexual Assault Prevention and Response (SAPR) Training	Schedule and attend SAPR training with the local Sexual Assault Response Coordinator (SARC).	SARC Representative Bldg XX, Rm XX (xxx) xxx-xxxx	
4	Suicide Prevention	Schedule and attend suicide prevention training with the Installation Chaplain.	Chaplain Bldg XX, Rm XX (xxx) xxx-xxxx	
5	Check-In Complete	Return check-in form to the UH Manager within 45 days of designation.	N93 UH Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	