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COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 11103.19
N9
27 Aug 21

CNIC INSTRUCTION 11103.19

From: Commander, Navy Installations Command

Subj: NAVY HOUSING INVENTORY AND UTILIZATION MANAGEMENT

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.4A
(c) USD(AT&L) memo of 16 Apr 14
(d) DoDM 4165.63 CH-2, DoD Housing Management of 31 August 2018
(e) SECNAVINST 11011.47D
(f) NAVFAC P-78, Real Property Inventory Procedures Manual of July 2008
(g) CNICINST 11103.7B
(h) OUSD memo of 8 Aug 00
(i) Unified Facilities Criteria 4-711-01 of 10 Aug 18
(j) Facilities Criteria 4-721-10N CH-6 of 1 May 15
(k) OPNAVINST 11010.20H
(l) NAVFACINST 11101.85H

Encl: (1) Approval Authority/Chain for Navy Housing (FH-Family Housing and UH-Unaccompanied Housing) Inventory Actions

1. Purpose. To provide policy and procedures for utilization reporting for Family Housing (FH) and Unaccompanied Housing (UH). This instruction does not apply to Public Private Venture housing other than for identifying inventory in enterprise Military Housing (eMH).
2. Scope and Applicability. This instruction applies to Commander, Navy Installations Command (CNIC) headquarters (HQ) and Navy Regions.
3. Background. CNIC is responsible for providing and administering Navy Housing programs for both FH and UH, per reference (a). Reference (b) defines the responsibility for policy, program management, overall coordination and execution of housing programs within CNIC. Reference (c) requires the use of the eMH information management system as the authoritative data source for housing assets in Department of Defense (DoD) real property databases. The mandatory eMH modules required to be utilized include the Inventory and Utilization (I&U) module and the Inventory Change Request (ICR) module.

4. Policy

a. CNIC provides suitable, affordable and safe housing through efficient and effective inventory management practices and efficient utilization of real property.

b. Mid-year and annual I&U reports will be submitted in eMH and validated for accuracy by installations, Regions, and CNIC.

c. Navy housing will be operated and maintained to a standard that protects the facilities from deterioration and provides safe and comfortable living places for Service Members and their families, per reference (d).

d. Condition assessments, master plans, and the requirements determination process will be used to determine and plan the need to provide housing inventory. Inventory planning will take into consideration information to plan and ensure maximum utilization, solutions to capability gaps, footprint reduction and disposal of excess inventory of assets. Disposal can mean either divestiture or demolition, or both divestiture and demolition.

e. Inventory actions will be performed utilizing the ICR Module within eMH after the appropriate authority has given approval, utilizing enclosure (1). Supporting documentation must be uploaded with the ICR to support final approvals. Inventory actions will be coordinated with Commander, Naval Facilities Engineering Systems Command (COMNAVFACSYSCOM) for accuracy of internet-Navy Facilities Assets Data Storage (iNFADS), per references (e) and (f).

f. FH and UH inventory will be used solely for its designated purpose and supported with appropriated funds. The following commercial activities are prohibited:

(1) The use of any portion of Navy facilities, including government quarters, as a showroom or store for the sale of goods or services, internet sales or businesses, except as specifically authorized by the Office of Secretary of Defense and Navy policy governing the operation of exchanges, commissaries, non-appropriated fund instrumentalities, and private organizations.

(2) The posting of advertisements citing addresses or telephone numbers for commercial sales activities conducted in Navy housing.

g. Per reference (g), all housing properties will be managed per all DoD and Navy imposed cost limitations and budgets.

h. The repair and maintenance costs for FH units diverted to other use will continue to be funded from the FH Navy account per reference (h).

- i. Projects will be developed per references (i) through (l).

5. Responsibilities

- a. CNIC will:

- (1) Obtain resources and provided policy and guidance for the management and utilization of FH and UH inventories per references (a) through (l).

- (2) Develop a Family Housing Master Plan (FHMP) and an Unaccompanied Housing Master Plan (UHMP) consistent with DoD and Navy policy and guidance.

- (3) Plan and program for FH and UH Inventory Management, to include the acquisition, divestiture, disposal and assessment of facilities.

- (4) Ensure inventory is used only for the designated purposes and within authorized funding limitations.

- (5) Ensure implementation of an institutionalized, sustained, and adaptive inventory management planning process, in coordination with various CNIC programs, such as Facilities and Environmental, Financial Management and Requirements Determination, for efficient and effective total life-cycle management of FH and UH inventories.

- (6) Ensure the FHMP and UHMP identify global housing requirements, capability gaps and solutions that are translated into prioritized acquisition, investment and disposal strategies and actions.

- (7) Coordinate with Regions and installations to ensure the FHMP and UHMP strategies are implemented to achieve the Navy's long term adequacy goals and inventory management objectives.

- (8) Maintain the FH Condition Assessment Program (CAP) and Unaccompanied Housing Assessment Program (UHAP), which measure performance in support of sustainment and recapitalization objectives to provide required capability in meeting FH and UH requirements. Facility information is used for programming and identification of short and long term projects.

- (9) Coordinate with COMNAVFACSYSCOM component business line managers to facilitate the execution of facilities projects per references (i) through (l). This includes coordinating updates with the COMNAVFACSYSCOM Real Property Accountability Officers (RPAOs) with inventory information resulting from completed facilities projects.

(10) Establish standards, procedures and priorities in developing and maintaining accurate inventory information in eMH. Support Region and installation recommendations for guidance and support of the eMH system and ensure responsiveness to changing needs and requirements.

(11) Develop and update metrics for performance measurement to ensure maximum inventory utilization promotes condition-based maintenance and encourages minimizing footprint based on streamlined business processes and long-term needs.

(12) Perform inventory planning using the Requirements Determination Process to identify potential deficits or surpluses. Coordinate inventory actions of identified surpluses for divestiture, reuse, or disposal. Deficits will be addressed as necessary through military construction (MILCON) or conversion of other available assets.

(13) Issue appropriate guidance and approval authorities for various inventory actions and reports.

b. Region Commanders will:

(1) Conduct oversight of FH and UH inventory management to ensure compliance with established policy and guidance, and provide assistance to installation commanding officers.

(2) Assist the installations in support of their inventory management, employing current Navy guiding principles to achieve Navy strategic goals.

(3) Coordinate and assist the installations in reviewing, updating and validating the FHMP and UHMP to ensure information is accurate and current in order to support sustainment and recapitalization objectives. Identify and integrate all known and projected changes to base requirements with backup supporting documentation.

(4) Assist installations in providing required documentation of completed facilities projects to COMNAVFACSYSCOM RPAOs to update iNFADS.

(5) Review eMH data and assist installations in providing required documentation for updates and corrections. Validate the installation's semi-annual utilization reports within specified timeframes. Assist installations in the development of standard reports to identify assignment and utilization of assets.

(6) Implement and review inventory metrics for the performance measurement to ensure maximum inventory utilization, promote condition-based maintenance and encourage minimizing footprint based on streamlined business processes and long-term needs.

(7) Perform Region inventory planning using the Requirements Determination Process to identify potential shortfalls or excesses. Coordinate inventory actions due to excesses for divestiture, reuse or disposal. Include identified shortfalls in MILCON programming, or arrange to utilize existing lodging facilities for UH.

(8) Review, validate and submit all inventory actions and utilization reports per guidance provided under separate correspondence issued by CNIC. Ensure all inventory actions are well documented and have addressed all issues that support the requested actions.

(9) Coordinate CAP and UHAP site visits with installations. Review and validate the CAP and UHAP reports and inventory information.

c. Installation commanding officers will:

(1) Manage FH and UH inventories per policy and guidance, ensuring the inventory is being efficiently utilized.

(2) Perform day-to-day management of the I&U program.

(3) Review, update and validate FHMP and UHMP. Ensure all known and projected changes to baseline requirements are identified and integrated with supporting documentation.

(4) Provide required documentation to local COMNAVFACSYSCOM RPAOs to update iNFADS within 90 days of completion of facilities projects.

(5) Review and update I&U data in eMH and submit mid-year and annual reports within established timeframes.

(6) Utilize inventory to the maximum extent, promote condition-based maintenance and encourage minimizing footprint based on streamlined business processes and long-term needs.

(7) Perform installation inventory planning using the Requirements Determination Process to identify potential shortfalls or excesses. Coordinate inventory actions due to excesses for divestiture, reuse, or disposal. Include identified shortfalls in MILCON programming, or utilize existing lodging facilities for UH.

(8) Initiate all inventory actions, ensuring compliance with established guidelines and addressing all issues that support the requested actions.

(9) Evaluate the housing program to ensure the operation, maintenance, and repair of housing and major building components are being performed to provide excellent facilities in the most cost-effective manner.

(10) Issue rules and regulations concerning the conduct of commercial activities in housing areas.

(11) Coordinate CAP and UHAP site visits, providing all requested facility information in a timely manner. Review and validate CAP and UHAP reports within specified timeframes.

6. Records Management

a. Records created as a result of this instruction, regardless of media or format, must be maintained and dispositioned per the records disposition schedules located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page, at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, contact the local records manager or the OPNAV Records Management Program (DNS-16).

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, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if this instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



Y. B. LINDSEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

APPROVAL AUTHORITY/CHAIN FOR NAVY HOUSING (FH-FAMILY HOUSING AND UH-UNACCOMPANIED HOUSING) INVENTORY ACTIONS			
ACTION: I = Initiate V = Via/Endorsement A = Approval C = Copy of Approval			
INVENTORY ACTION	Housing Authority¹	Region	CNIC²
UH & FH Quarters Designations/ Re-designations			
Billet and Key & Essential Positions Up to 5% of Total Inventory	A	C	C
Billet and Key & Essential Positions Over 5% to 8% of Total Inventory	I	A	C
Billet and Key & Essential Positions Over 8% of Total Inventory	I	V	A
Student Quarters (Dormitories)	A	C	C
Officer Housing Over Twenty-Five (25%) of Total Inventory	I	V	A
Officer and Enlisted (excluding General and Flag Officer Quarters, G&FOQ)	A	C	C
Request for Special Command Position Designation	I	V	V to Office of the Secretary of Defense (OSD)
FH Flag Quarters Designations	I	V	A
FH Flag Quarters Re-designations	I	V	A
FH Installation Command Quarters	I	A	C
Diversions³, Conversions⁴			
Diversion of FH or UH Inventory	I	V	A
Diversion Return to FH or UH	I	A	C
Conversions	I	V	A
Inactivation/Reactivation, Divestiture⁵, Disposal/Demolition			
Inactivation/Reactivation	A	C	C
Divestiture of FH or UH	I	V	A
Disposal/Demolition	I	V	A

¹ Housing Authority is either the Region Commander or installation commanding officer.

² Disapprovals must go to CNIC N00.

³ Temporary transfer to other Navy use.

⁴ Loss of government owned inventory to other than Family/Unaccompanied use.

⁵ Permanent removal of assets from DoD plant property records or permanent transfer to other Navy use.