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CNICINST 11103.10A
N9
27 Aug 21

CNIC INSTRUCTION 11103.10A

From: Commander, Navy Installations Command

Subj: NAVY HOUSING REQUIREMENTS DETERMINATION PROCESS

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.4A
(c) CNICINST 11103.19
(d) DoDM 4165.63, DoD Housing Management of 31 August 2018
(e) CNO WASHINGTON DC 011654Z Mar 12 (NAVADMIN 072/12)

Encl: (1) Housing Requirements Operations

1. Purpose. To define responsibilities for policy, program management, overall coordination and execution of the Navy Housing Requirements Determination Process. The objective is to determine and substantiate the Navy's current and projected housing requirements using Department of Defense (DoD) and Navy guidance.

2. Scope and Applicability. This instruction applies to Commander, Navy Installations Command (CNIC) headquarters (HQ) and Navy Regions.

3. Cancellation. CNICINST 11103.10.

4. Background

a. Reference (a) assigns responsibility for providing and administering Navy Housing and related programs to CNIC. As such, CNIC is responsible for the policy, program management, overall coordination and execution of housing programs described in reference (b). This includes the determination of the minimum military housing requirements for Unaccompanied Housing (UH) and Family Housing (FH). It does not include requirements for transient quarters (e.g., Navy Gateway Inns and Suites) or assets resourced by nonappropriated funds. Housing inventory management policy is provided in reference (c).

b. The requirements determination process combines current and projected personnel data from the base loading module (BLM), demographic survey data, military controlled inventory data and private sector inventory based on Housing Requirements and Market Analysis (HRMA) data. The combined data determines installation complex level housing deficits or surpluses which are translated into Military Family Housing Justification (DD Form 1523), and into

Unaccompanied Housing Requirements Report for Permanent Party and Student Barracks (R19) forms. When these forms reflect a deficit, they are used to justify acquisition and construction projects and become exhibits within the budget, when required. When these forms reflect a surplus, they are used to justify divestiture.

c. The enterprise Military Housing (eMH) application automates the housing requirements determination process for installations, Regions and CNIC. The housing requirements module (HRM), BLM and family or unaccompanied inventory and utilization (I&U) module provide the method for collecting, managing and developing data essential to determining housing requirements.

d. The Chief of Naval Operations (CNO) directs the use of BLM as the official Navy current and projected personnel strength source data at Navy locations providing facilities management. This information is a critical factor in the final determination of valid FH and UH requirements and for facilities programming.

(1) BLM data is organized by geographical areas called complexes and sub-complexes. Reviewing and updating the unit identification codes (UIC) listing is a critical step in the BLM process as it reflects the alignment and inclusion of UICs currently within each complex or sub-complex and provides the basis for subsequently tabulating the personnel population (strength) for each area. Installations will review this data annually and provide similar data for other Service personnel at their respective locations to generate the total current and projected personnel strengths in the HRM of eMH.

(2) The BLM provides demographic data for types of duty (e.g., permanent assignment, student and transient), type of activity (e.g., shore units, deployable squadrons, mobile support units, large and small ships and two crew subs), students and key civilians, family status and individual pay grades or pay grade groups.

(3) Official source data for current personnel strength is extracted from the Navy Personnel Command (NPC) master file on all Navy officers and enlisted personnel. Projected personnel strength data is extracted from the Total Force Manpower Management System (TFMMS). Navy strength data is based on current data from NPC and CNO approved out-year strength.

e. Current military housing inventory data originates from the installation I&U module reports in eMH. Projected inventory is based on planning, utilization information, footprint reduction and disposal of excess inventory, solutions to capability gaps, and the FH and UH master plans.

f. The lack of suitable and available housing in the community, coupled with a minimum housing requirement, constitutes the need for military FH at an installation. The Navy performs

an HRMA to determine whether the adjacent community can accommodate the current and projected needs of the military at an installation.

(1) The HRMA is a structured, analytical process that assesses both suitability and availability of the private sector's rental market, assuming specific standards related to affordability, location, features, physical condition and the housing requirements of the installation's total military population.

(2) HRMAs use criteria in conformance with the standardized DoD process to ensure consistent, defensible estimates of suitable housing in the private sector on which to base planning and programming decisions for military FH.

(3) The HRMA assumes the installation will transition from its current military housing inventory to a determined minimum inventory over a defined transition period.

(4) HRMA updates are scheduled every three years following the last full HRMA. Full HRMAs are only conducted when requested by the Region with justification, or when CNIC determines they are required to support future housing requirements.

5. Policy

a. Ensure eligible personnel and their families have access to affordable, quality housing facilities and services consistent with grade and dependent status and generally reflecting contemporary community living standards.

b. The requirements determination process will be used for proper planning and conducted consistently with the DoD-wide methodology for calculating the need to provide housing. The total Navy housing requirement will be determined based on the minimum on-base housing requirement and the projected estimate of members unable to find suitable housing as determined by the HRMA.

c. Per reference (d), section 4b and enclosure (3), section 1a, rely on the private sector as the primary source of housing for personnel stationed at locations within the United States normally eligible to draw a housing allowance. In overseas locations where overseas housing allowance is provided for housing costs, off-base housing is not mandatory, but should be encouraged where appropriate.

d. The HRMA should be used in overseas military locations for making informed decisions on where to house Service Members, taking into consideration local factors and host nation agreements.

e. A HRMA is required for any installation worldwide where Service Members have the opportunity to live in the private off-base rental market, and when there is no antiterrorism or force protection restriction barring Service Members from participating in that market.

f. The FH requirement will be based on a zero floor per reference (d), enclosure (3), section 1b. Maintaining a floor at installations to satisfy needs for key and essential personnel, historic housing, a core military community (up to 10 percent of military families at the installation), and Service Members that fall into the target economic relief category, will be determined on a case-by-case basis per reference (d), enclosure (3), section 1b(4).

g. The UH requirement will be the sum of E1 through E4 Service Members with less than four years service, including resident advisors and military necessity personnel who are required to live in UH per reference (e). All other paygrades will seek rental housing in the private sector.

h. eMH will be used to access, review and update base loading data, military housing inventory and DD Forms 1523 and R19 reports.

i. Procedures in the CNIC Housing Requirements Operations Manual will be used.

j. Exceptions or waivers to policy contained herein, unless otherwise stated, will be forwarded with impact statements to CNIC HQ via the chain of command for approval.

6. Responsibilities

a. CNIC will:

(1) Ensure the housing requirements determination process is implemented per references (a) through (e), employing current Navy guiding principles to achieve Navy strategic goals.

(2) Provide program management, oversight and support necessary to operate the requirements determination process.

(3) Use the BLM, HRM and I&U module in eMH to review, validate, authorize and input information endorsed by the Regions and installations to develop requirements reports for each budget year using current data and projected data for five years out from the current fiscal year.

(4) Conduct HRMAs to determine whether local communities can accommodate the housing needs of the military at installations. Perform technical reviews with Regions and installations to verify HRMA data.

(5) Create annual DD Forms 1523 for all locations except those that are privatized, unless HRMAs are conducted at public-private venture (PPV) locations. DD Form 1523 can be completed and published only by request for privatized locations.

(6) Create annual R19s.

(7) Provide annual schedules for preliminary and final reviews, and validation of the BLM, DD Forms 1523 and R19s by installations, Regions and CNIC HQ.

b. Region Commanders will:

(1) Ensure the housing requirements determination process is implemented per references (a) through (e), employing current Navy guiding principles to achieve Navy strategic goals within their area of responsibility.

(2) Administer a Region requirements determination process, including supporting and coordinating with CNIC HQ and installations during preparation and submission of accurate and timely input for their locations.

(3) Act as integrator of housing requirements for installations within the Region.

(4) Use the BLM, HRM and I&U module in eMH to review, validate, authorize and input information endorsed by the installations. Forward reports and recommendations to CNIC HQ. Additionally, review and verify installation manpower authorizations and demographics.

(5) Initiate requests for HRMAs when needed, such as for changes in market conditions. Provide support in conducting HRMAs and perform technical review of results with CNIC HQ and the installations to verify the data.

(6) Designate a Region requirements point of contact for oversight and support to the installations and CNIC HQ.

c. Installation commanding officers will:

(1) Administer the requirements determination process for their installations.

(2) Coordinate and provide support to CNIC HQ and the Regions during the process.

(3) Identify eligible Service Members and civilian personnel for whom they have responsibility for providing housing.

(4) Use the BLM, HRM and I&U module in eMH to review, validate and input installation information. Forward reports and recommendations to the Region.

(5) Initiate requests for HRMAs when needed, such as for changes in market conditions. Provide support in conducting HRMAs and perform technical reviews of results with CNIC HQ and the Regions to verify the data.

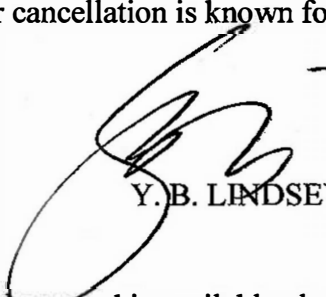
(6) Designate points of contact to take the lead for all actions included as part of the requirements determination process.

7. 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 the 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%20Schedules/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).

8. 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>

Housing Requirements Operations

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CHAPTER 1
REQUIREMENTS DETERMINATION OVERVIEW

1. Background. Requirements determination supports budget requests for operations, renovation, demolition and new construction. The objective is to establish and substantiate the Navy's current and projected housing requirements using DoD and Navy guidance. Successful requirements determination relies on the interplay of several variables to include base loading data, current space utilization, inventory management and force protection considerations.
2. Scope. All processes are grounded in fundamental requirements and considerations. It is important to understand the Housing Requirements Determination Process at the conceptual level to produce the optimum results. Figure 1-1 outlines the basic process between UH and FH requirements.

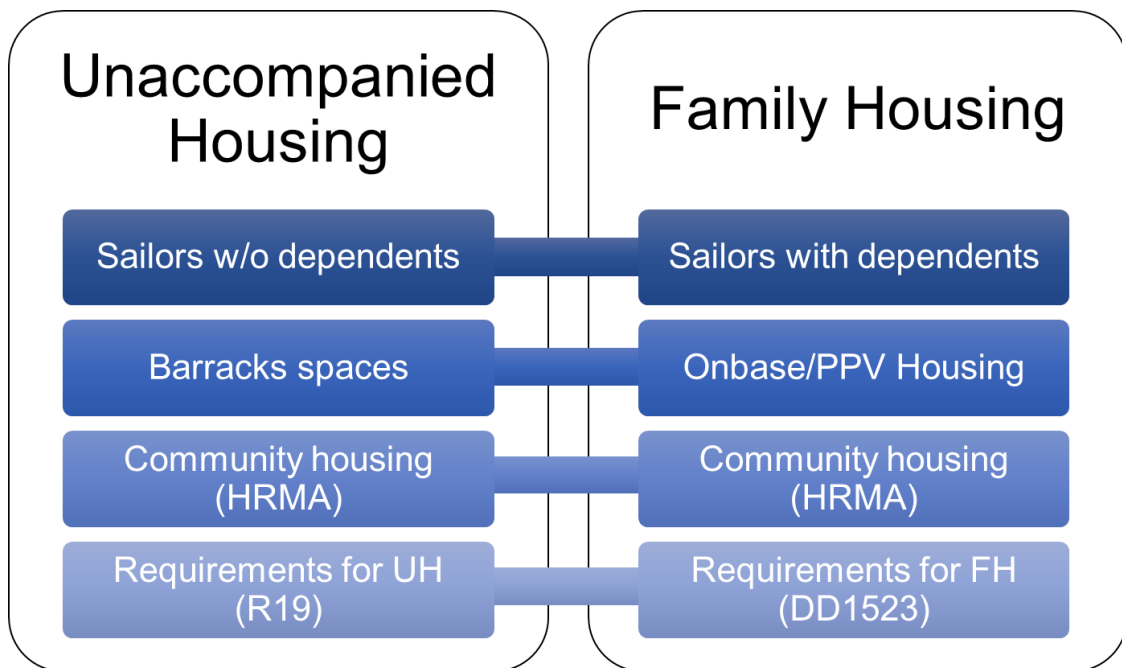


Figure 1-1, UH and FH Requirements Process

a. The requirements determination process combines current and projected personnel data from the base loading module, demographic survey data, military controlled inventory data and private sector inventory based on HRMA data. The combined data determines installation complex level housing deficits or surpluses which are represented on the R19 and DD1523.

b. The HRMA is normally prepared by a contractor, but the installation program director (IPD) is an active participant in the process. A solid grasp of the process and working closely

with the contractor will produce the most accurate picture of housing requirements. The IPD is the expert on local market conditions and must provide the most accurate picture to the contractor preparing the HRMA.

3. Requirements Determination Process Cycle

a. In order to fully understand the requirements cycle, become familiar with the components and data sources of the process (see figure 1-2). This includes: base loading, inventory and utilization, HRMA and requirements (DD1523 and R19). These reports are an integral part of the process for validating the projects to support the President's budget.

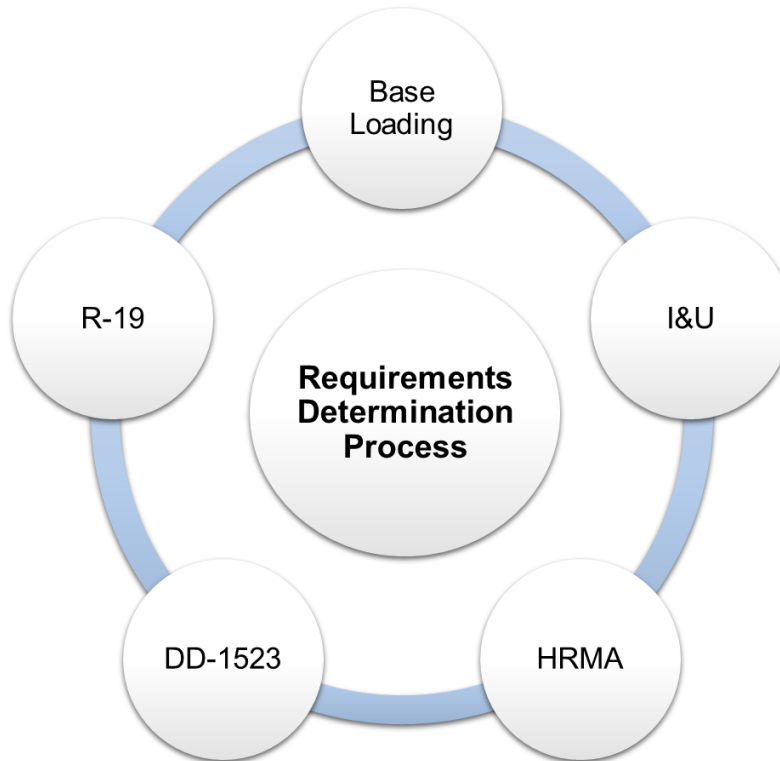


Figure 1-2, Requirements Determination Process Cycle

b. The requirements process is the official information source to validate UH and FH projects, to include renovation, demolition and new construction. It also supports budget requests for PPV asset management, base operations and management of UH and short-term leases.

CHAPTER 2
BASE LOADING

1. Overview. This is the official CNO program that requires a compilation of shore and operation force personnel loading data for each Navy supporting command of all Services and agencies which are Navy requirements. It is used by Navy stakeholders to produce the best estimate for current and projected personnel.

2. Base Loading Process. Base loading includes the current data as of 30 September of the previous fiscal year and five year projected end strength by UIC for family and unaccompanied personnel. BLM provides the data used to determine the staffing levels for which the Navy is responsible to house. Personnel are tracked by UIC. A pseudo UIC tracks personnel not associated with UICs in the Navy master list, such as other branches of Service, students and key civilians.

a. Base loading is the first step in the requirements determination process. Personnel numbers are a critical piece of the requirements determination process; it is imperative that the highest level of fidelity is achieved. Sources of information for base loading:

(1) NPC provides real-time current Navy personnel information by name, UIC, dependent count, pay grade and geolocation. This data provides the ratios used to breakout projected 5-year personnel numbers for the requirements forecast. NPC data is current as of 30 September of the previous fiscal year.

(2) TFMMS provides personnel projections and end strength five years into the future. The ratios provided by NPC data will be applied to the projected personnel strengths. TFMMS does not provide civilian employee numbers.

(3) Office of Civilian Human Resources (OCHR) provides numbers in overseas locations for civilian employees that are authorized military housing at locations, such as Guantanamo Bay. Key civilians are reviewed annually by the installation or Region and provided to CNIC with supporting documentation.

(4) Naval Education and Training Command (NETC) provides CNIC HQ with average on board loading for A-School students >20 weeks, Officer Instruction School and Officer Accession School. Duty under instruction or permanent party student updates are provided by Region and installations and must be scrubbed to ensure as much accuracy as possible. All other students are represented under pseudo UICs and populations, or UIC movement, and are updated by the Region and installations.

(5) Ship Management Information System (iSMIS), also known as the ship homeport forecast, indicates where ships are located and where they are projected to be, all of which is used to assist in the validation of UICs. This data is valid for up to two years and can be compared to the data received from TFMMS as a check for accuracy.

(6) Aircraft Program Data File includes data on permanent duty stations of aviation units and the numbers and type of aircraft assigned to each unit. This information is used to review squadron location and future location shifts. This source is useful to verify information provided by TFMMS. Accuracy is a key goal of determining requirements; sources of data may be redundant, but play an important role in verifying accuracy.

b. The personnel numbers used include shore and operational forces. Current personnel strength numbers are used to determine ratios by pay grade, UIC, UIC title and activity type. These ratios are used to extrapolate five year personnel projections. Data sources for this information include NPC, TFMMS, OCHR (for civilian strength numbers) and NETC.

c. Base loading is organized by complexes and sub-complexes to break-out data into smaller components that allow easier review and analysis. A complex is analogous to a neighborhood of homes and sub-complexes are analogous to the individual homes. The number of complexes and sub-complexes used will vary by the size of the installation. Some small installations will have a complex, but no sub-complexes. Figure 2-1 illustrates a larger complex installation with sub-complexes.

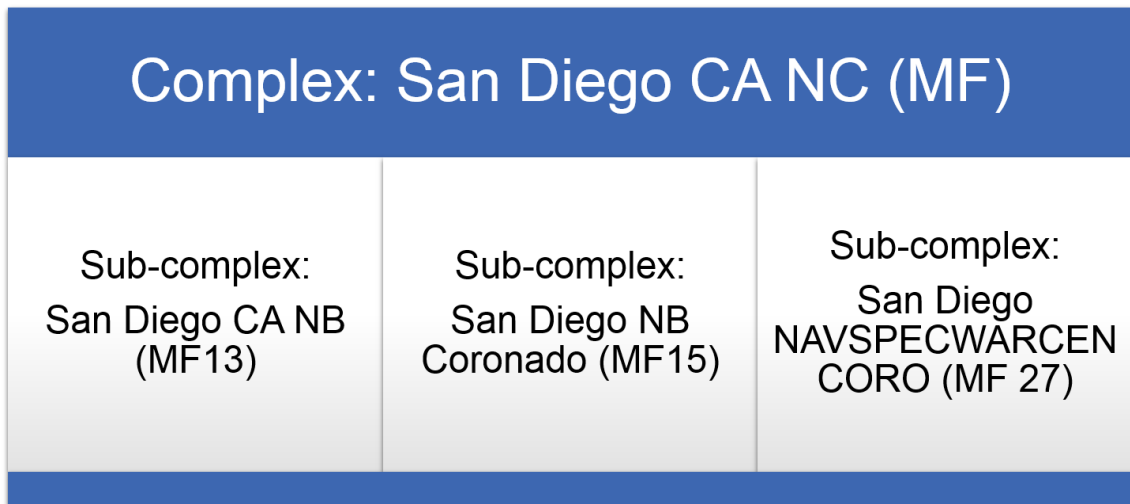


Figure 2-1, Complex San Diego, California

d. The eMH HRM provides a list of all Navy complexes by two-letter code, and each sub-complex with a code using two letters and two numbers.

e. Base loading is a continuous process. CNIC HQ Housing is responsible for establishing baseline base loading by uploading current data from NPC, projected data from TFMMS and civilian data from OCHR to create a preliminary set of base loading data. The installation and Region housing offices review the uploaded information for accuracy and submit updates to UICs and associated populations.

f. CNIC Housing Programming and Requirements (N932) initiates the required base loading review via e-mail to Region program directors and in HRM under the 'Requirements' functional area of eMH. Documents can be found by selecting the base loading tab, then the budget year. The initial notification e-mail will include the following: housing requirements timeline, base loading guidance, other materials deemed necessary by the base loading subject matter expert and program manager. Forms R19 and DD1523 cannot be initiated until base loading is complete.

g. Base Loading Responsibilities

(1) CNIC HQ will:

- (a) Upload baseline base loading.
- (b) Conduct quality assurance on baseline data.
- (c) Provide guidance and outreach messages to Regions and installations.
- (d) Initiate the internal base loading approval process down to the complex level.
- (e) Prepare ad-hoc reports.
- (f) Review and research UIC and population submissions for accuracy.
- (g) Establish final base loading data set for each installation.

(2) Regions will:

- (a) Maintain the established timelines.
- (b) Validate and update the source data for the Active Duty, student and transient military and civilian personnel strength of every organization currently on and projected to be on the installation.
- (c) Submit the data to CNIC by utilizing the internal base loading approval process.

(3) Installations will:

- (a) Validate UIC and pseudo UIC listings; accuracy of UICs is key.
- (b) Compare reports to previous base loading reports for glaring differences that may require additional scrutiny.
- (c) Submit the data to Region by utilizing the internal base loading approval process.

CHAPTER 3
INVENTORY AND UTILIZATION

1. Overview. I&U, as a data source for government-owned and leased assets, identifies the current UH and FH inventory available to house personnel. I&U tracks assets by location, units, bedrooms and bathrooms. Inventory management is a daily operation for UH and FH programs and is not specifically used for the requirements determination process.

2. I&U Data. I&U provides data used for programming, planning and executing short- and long-range maintenance and future repair and construction project development. All inventory numbers are as of 30 September of the previous year. PPV locations only report current inventory as of 30 September of the previous year; utilization is reported by the Partner. Data from the I&U report automatically feeds the current inventory on Forms R19 and DD1523.

CHAPTER 4
HOUSING REQUIREMENTS AND MARKET ANALYSIS

1. Overview. The Office of the Secretary of Defense (OSD) requires all Services to rely on the community first for the housing of Service Members. To that end, the HRMA is conducted to determine projected requirements (by bedroom and grade) for government provided FH and UH. The HRMA relies on the assumption that all family and unaccompanied personnel in excess of the floor requirement will seek private housing. HRMAs analyze the rental housing market in the communities near the base, determine housing availability in the local communities, homes available on-base, and the demand for housing by Service Members.

2. HRMA. The HRMA is a process that analyzes the private sector rental market using a segmented supply and demand algorithm that relies on conditions such as adequacy, affordability and the level of competing demand.

a. The HRMA is not performed by the Housing Service Center (HSC), but rather a contractor hired by CNIC HQ. In essence, the HRMA becomes another data source to be used when determining housing requirements. All aspects of the housing market and military requirements are assessed and evaluated. The HRMA takes current information and projects five years into the future using projected personnel numbers, the projected private sector employment market, projected on-base housing projects and projected housing development off-base.

b. Although the installation HSC is not responsible for producing the HRMA, the staff provides assistance, information and local housing market knowledge to the HRMA contractor.

c. The HRMA examines both accompanied and unaccompanied Service Members in the community. However, unaccompanied requirements delineated in the HRMA are used only if E5 and senior personnel cannot find housing in the community. Therefore, HRMAs are used almost exclusively for family requirements. The role played by unaccompanied E5 and senior personnel in the HRMA is the competition they provide in the housing market area.

d. There are two types of HRMAs. The full HRMA assesses the housing situation and determines the installation's housing requirements. All aspects of the housing market area and military requirements are assessed and evaluated. A refresh or update HRMA may be performed every three years (pending funding availability) to review previously reported results. Refresh or update HRMAs do not require the same level of in-depth investigation required of a full HRMA.

e. Guidelines and adequacy criteria are provided for conducting HRMAs. The maximum commute time for community housing is a 60-minute commute from the main gate during morning and afternoon peak travel times. Bedroom criteria for accompanied Service Members requires one bedroom per family member excluding spouse; three bedroom minimum for E7 thru E9, company grade officers and field grade officers; and four bedroom minimum for senior officers. For unaccompanied Service Members in the local community, the E1 thru E5 requirement is one bedroom; E-6 thru W3 and company grade officers is two-bedroom; and W4, W5 and field grade officers is three-bedroom. Community housing must meet or exceed decent,

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safe and sanitary housing based on the minimum standards of adequacy used by the HSC. The housing must be affordable, which is defined as less than or equal to the maximum acceptable housing cost (MAHC), which is equal to basic allowance for housing (BAH) by rank.

(1) Housing market area maps are an important part of the process; everything is built upon the map. It shows the commuting range based on actual drive times during rush hour. The on-base target point is the area on base with the largest concentration of Service Members.

(2) Drive times are kept on file at the HSC because this is a key element used by Housing Referral Services in the home finding process.

(3) The concept of cost band market shares is developed based on adequacy criteria. Cost bands apply only to rental units within the market area. Renters are assigned to various bands based on their MAHC and bedroom requirement. Rentals are separated into adequate and inadequate categories based on the housing minimum standards of adequacy and census tract exclusions developed during the BAH data collection period.

3. FH Floor Requirement. OSD guidance allows the Services to maintain a FH floor requirement. The Navy has decided not to maintain a floor. The Navy uses the assumption that everyone occupying housing in the current year will transition off-base in the projected year. Homeowners are assumed to be adequately housed and are not included in the HRMA analysis. Homeowner data is provided from base loading.

a. The Region and installation can request to maintain a floor with adequate justification that addresses four components. As shown in figure 4-1, the components are:

(1) Ten percent of the families in each paygrade, which constitutes an on-base military community.

(2) Key and essential positions required to maintain necessary operations.

(3) Historic housing units that must be maintained.

(4) Quality of life concerns for lower graded Service Members who would qualify for public housing due to low income when compared to the local cost of living.

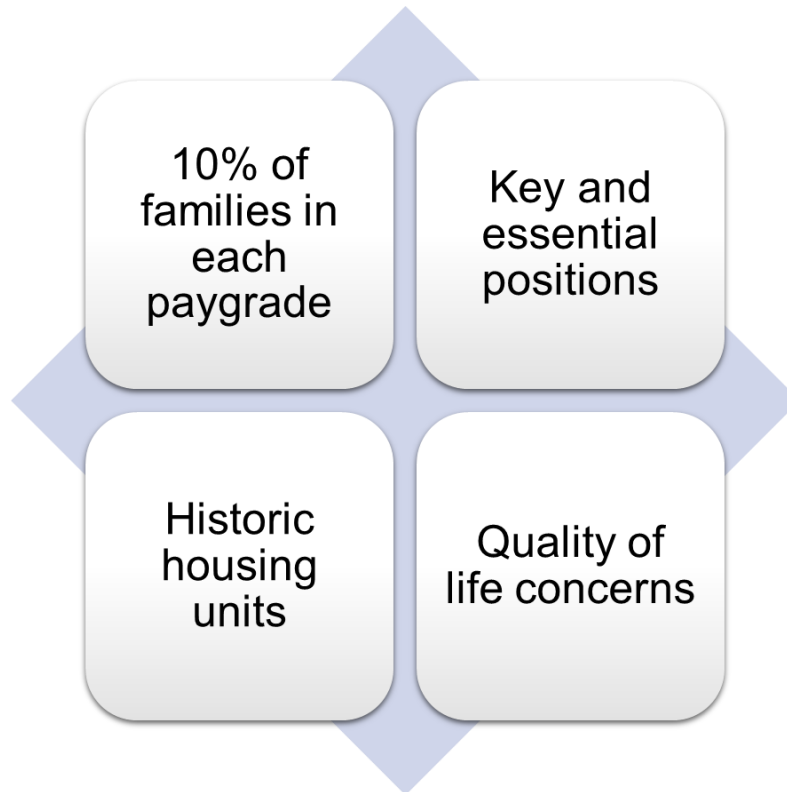
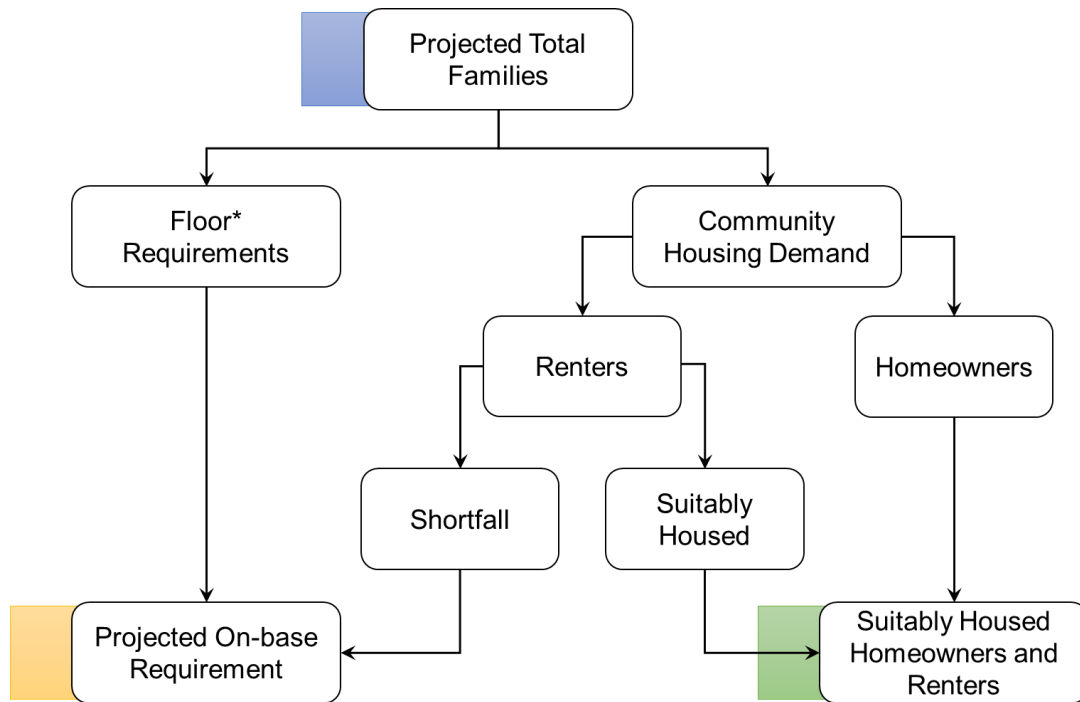


Figure 4-1, Four Components for Justification

b. Applying the OSD model, the contractor determines the number of people competing for housing in the housing market area by adequate or affordable housing that meets their bedroom requirements. Some of the military population will not be able to capture adequate affordable units whether it was due to inadequate units or rental cost exceeding their BAH. These Service Members will be considered the shortfall. This shortfall, which is the number of Service Members who cannot be housed in the community, is added to the Projected On-Base Housing Requirement as shown in Figure 4-2. If no floor is applied in the projected year, the shortfall becomes the housing requirement.



*CONUS: No Floor, CONUS: Floor

Figure 4-2, Family Floor Analysis and Results

c. HMRA Responsibilities

(1) CNIC will:

- (a) Provide funding and resources.
- (b) Determine the scope of the study.
- (c) Arrange contracting actions.
- (d) Establish the schedule.
- (e) Review all government-provided material.
- (f) Review map and reports.

(2) Regions will:

- (a) Send reports and requirements to installations.
- (b) Coordinate actions and kick-off meetings with installations.

- (c) Review all government-provided material.
 - (d) Review map and reports.
 - (e) Coordinate with installations for time and locations of in- or out-briefs.
- (3) Installations will:
- (a) Support the Region and CNIC with coordination of HRMA visits.
 - (b) Provide the contractor with required documentation and support.
 - (c) Validate HRMA reports for accuracy.
 - (d) Review HRMA reports for discrepancies and forward to the Region.
 - (e) Initiate requests for out-of-cycle HRMAs, when needed.
 - (f) Serve as the subject matter experts for content and data on local market area conditions.
- d. Interaction between the HRMA contractor, IPD and Housing staff is critical. The contractor is an expert with housing analysis, but the IPD has the local knowledge and network of contacts to enable the contractor to make efficient and effective use of limited time on-site.

CHAPTER 5 REQUIREMENTS REPORTING

1. Requirements Reports. Requirements reports include Forms R19 and DD1523. After base loading, I&U and the HRMA, requirements reports are generated, reviewed for accuracy, edited, validated and forwarded through the review and approval chain.

a. The DD1523 is a programming document used to support future military construction (MILCON), PPV and leased homes for FH. The R19 is also a programming document that provides a consistent, Navy-wide process to determine current and future housing requirements for UH permanent party personnel and student populations. It is used to support future military MILCON and barracks renovation projects. For a detailed explanation of completion of these forms in the housing requirements module, extensive tutorials are available in eMH at <https://www.eMH.housing.navy.mil> (see figures 5-1 and 5-2).

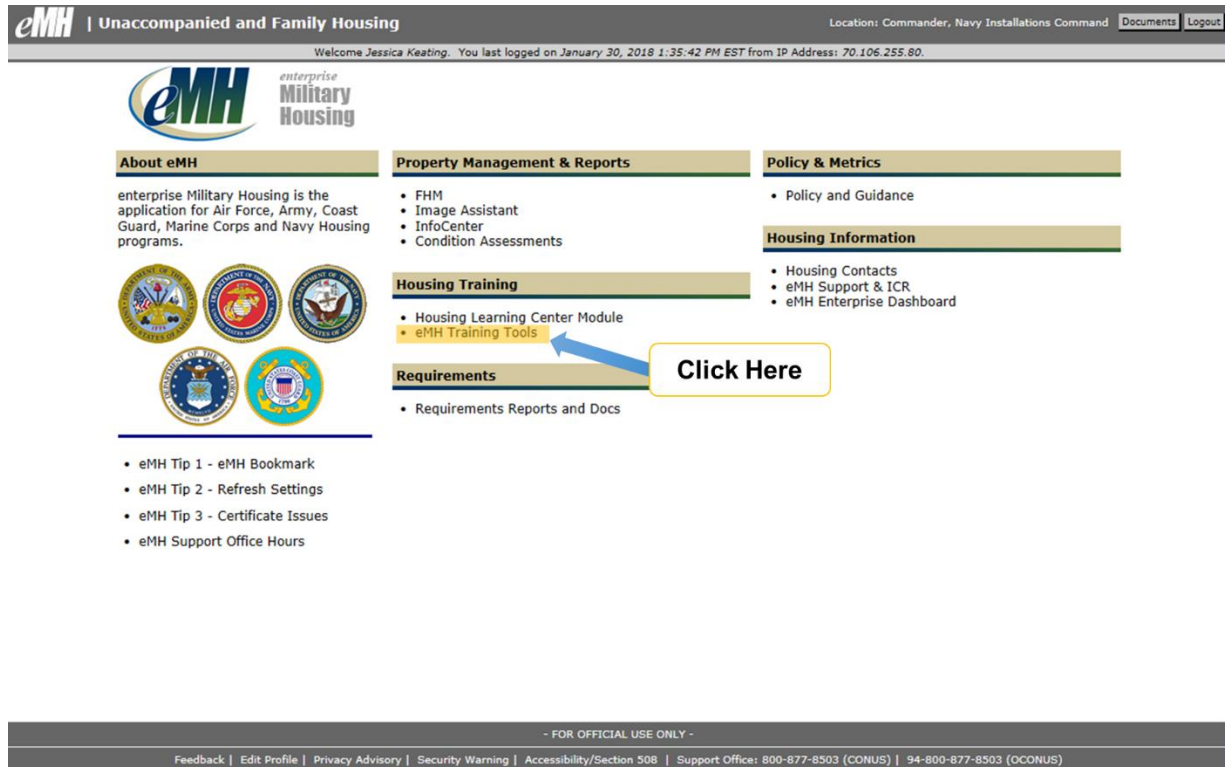


Figure 5-1, eMH Home Screen with Link to eMH Training Tools

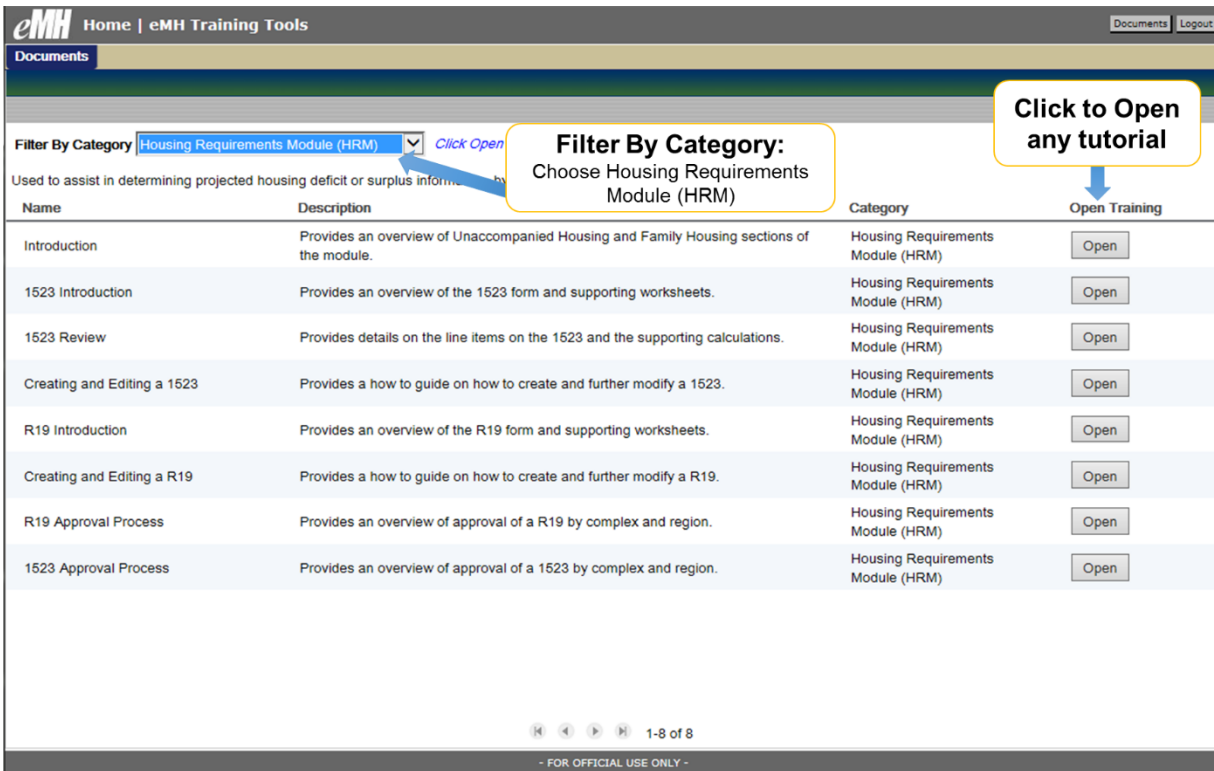


Figure 5-2, eMH Training Tools

b. The approval process for requirements reports through the housing requirements module provides a consistent audit trail for CNIC HQ, Regions and installations.

2. DD1523. The DD1523 calculates FH requirements. As a programming document, it is used by several offices internal and external to the Navy. The current side of the DD1523 is data as of 30 September. This data is pulled from base loading and the official I&U if the assets are government-owned. For PPV locations, utilization is not included in the current data, only how the inventory was occupied as of 30 September. The projected side of the DD1523 uses a five year projection of people and asset spaces. For PPV sites, the projected inventory is based on the PPV end-state of the individual development plans and any known future adjustments.

a. FIT Requirement: Line 11 on the DD1523 reflects the effective FH requirement (see figure 5-3). Adjustments to this line are made automatically in the back-end of base loading and the HRM. These adjustments include:

(1) Service Member Married to Another Service Member. These families are only counted as one requirement. Therefore, if there is a count of 200 Service Members married to another Service Member, the requirement is 100. This means 100 will be deducted from the total requirement.

(2) Voluntary Separated Service Members. These are members that undergo a permanent change of station (PCS) without their families. There are several reasons a Service Member may

not bring family members on the PCS move. Examples include members who are nearing retirement and own a house or have a post-retirement job at the prior duty station; member's dependent child is in their last year of high school and the family stays behind to allow the child to finish their senior year. Line 10 is calculated automatically by a percentage in base loading and applied to HRM.

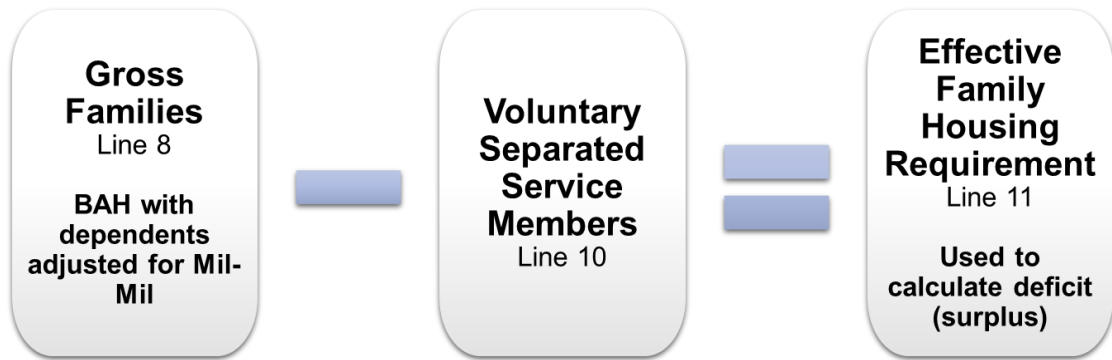


Figure 5-3, Effective FH Requirement

b. Assets Section

(1) Line 12a and the inventory depicted on the current side of the DD1523 should reflect data as reported in the official I&U for government owned inventory. Utilization is not included in the current data for PPV locations, only inventory as of 30 September. On the projected side of the document, numbers are rolled over from the previous year's official DD1523 plus any adjustments for gains or losses to the inventory. This only relates to the projected side of the document. Start with any government owned assets that may be available in five years. The I&U data is reviewed and validated as accurate. Add PPV data that considers project information and changes from the PPV partner. An example includes storm damage that could necessitate changes to the long-range plan for demolition or new construction. Any adjustments utilized must be explained in the remarks section of the report. Review the previous year's DD1523 and utilize the asset information listed.

(2) Line 12b is based on the HRMA if one was conducted. If no HRMA was conducted, this line should be zero. If a location has not conducted an HRMA during the DD1523 cycle, HRM will use the last HRMA results and make adjustments based on increases and decreases in base loading. Utilize the HRMA for private housing numbers in the local community.

c. Family Housing Deficit – Line 13. Numbers are provided by paygrade categories of officers, senior enlisted and junior enlisted. Line 13 can be somewhat counterintuitive. If the number is positive, the installation has a deficit or shortfall of homes. If the number is negative, the installation has a surplus of housing.

d. Roles and Responsibilities

(1) Installation Review. Installation review supports the Region and CNIC timelines; validates, reviews and updates the DD1523; ensures coordination with the Region and CNIC throughout the process; and provides recommendations to the Region for process improvements.

(2) Region Review. Region review supports CNIC timelines; ensures oversight in support of the Military Family Housing Justification process; validates, reviews and updates the DD1523; serves as liaison between the installation and CNIC; and provides recommendations to CNIC for improvements process.

(3) CNIC Review. CNIC review provides programming guidance and instruction on the Military Family Housing Justification; provides management oversight in support of the Military Family Housing Justification Program; ensures annual training is developed and conducted; ensures review of efficiencies in the program; and ensures review and validation of DD1523 reports prior to releasing to Regions and installations.

3. R19. UH requirements report R19 is the last phase of the UH requirements process. It is used to support future MILCON and barracks renovation projects and addresses permanent party unaccompanied personnel requirements and student populations, projected five years into the future.

a. Reference (e) directs policy on UH assignment and housing standards for unaccompanied Sailors. E1-E3 Sailors will share bedrooms with no more than two persons per bath. E4 Sailors will be assigned a private bedroom with no more than two persons per bath. The barracks assignment policy is reflected in table 5-1 as a reference guide for programming and requirements information, which will be useful when preparing or reviewing the R19, and in the daily operations of UH management.

CNO Assignment Policy NAVADMIN 072-12	
E 1- 4 Unaccompanied Sailors	
E1-3	Shared bedroom, no more than 2 per bath
E4	Private bedroom no more than 2 per bath

Table 5-1, E1-E4 Assignment Policy

b. Detailed instructions for completing the R19 can be accessed in eMH at <https://www.emh.housing.navy.mil> (see figures 5-1 and 5-2). The R19 is divided into four sections.

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(1) The front page is the rollup that reflects current and projected people and assets from the details and inventory pages, indicates a deficit or surplus, and includes remarks. The front page breaks out the personnel numbers from the details page and assigns it against the inventory shown in the inventory page. The previous year's validated requirement "as designed" projected inventory is adjusted to reflect known changes for current year's projected inventory. The delta between projected personnel and projected inventory is shown as a deficit or surplus of UH beds. Remarks from the previous year are automatically copied into the remarks section. Additional remarks should be used to explain changes due to policy, planning or projects.

(2) The student page includes class A, Officer Indoctrination School (OIS), Officer Accession School (OAS) and Recruit personnel numbers from NETC. The figures shown here do not include permanent party students or duty under instruction students. The student page is for A School, OIS, OAS, and recruit students with training times of less than 20 weeks. As with the front page, numbers are both current and projected. Housing standards will vary based on the types of school. Assignment standards are usually 90 net square feet (NSF), maximum four persons per bath. Recruit standards are a minimum of 72 NSF with a central head bath type. Regions will verify data from NETC prior to commencement of the R19 cycle. Any new pseudo UICs must be verified during the base loading review.

(3) The details page provides the overview of the progression between the raw base loading data and the base loading data shown on the front page of the R19. It includes shore-based requirements for small ships which do not deploy, as well as key civilians. It also includes details on deployable requirements and rotational adjustments.

(4) The inventory page is a listing of current and projected UH assets. The inventory page shows a snapshot of current inventory, with a primary focus on the projected inventory. It includes all projected inventory from the previous year and all inventory actions that are projected through five years. It should match the Condition Assessment Program report and be approved by UH operations, the Region and the installation. The inventory page must also comply with the concept of "best and highest use." This means:

- (a) House all E1-E3 Sailors – These are a "must house" category.
- (b) Assign E1-E3 Sailors to 2+0 – Shareable room – (2) per room.
- (c) Use E1-E3 (2+0) in accordance with program guidance.
- (d) Once all E1-E3 are housed, the next category for consideration is housing E4s.

c. Roles and Responsibilities

(1) Installation. Supports CNIC efforts to maintain established timelines; provides support and assistance to ensure validated submission; coordinates with the Region to ensure CNIC timelines are met; and approves and submits R19 HQ preliminary report via approval process to CNIC HQ.

(2) Region. Supports CNIC efforts to maintain established timelines; provides support and assistance to ensure validated submission; coordinates with the installation to ensure CNIC timelines are met; approves and submits HQ preliminary report via approval process to CNIC HQ; and validates and updates annual R19 HQ preliminary report for the complex or sub-complex for the projected year.

(3) CNIC HQ. Validates R19 location current and projected strengths, housing assets and application of CNO policy in determining deficits and surpluses; and validates preliminary and final R19 reports for each installation in support of the Office of Budget and Fiscal Management Division and the President’s budget.

d. Requirements Report R19 Interim Assignment Policy for Homeport Ashore Locations. The Homeport Ashore Program (HPA) was established to provide sea-duty Sailors quarters ashore while their ship is in port (see figure 5-4). In May 2009, the CNO directed implementation of the interim assignment policy (IAP) standard for both sea and shore duty Sailors at HPA locations.

HPA's	DF13 – NB Norfolk
	DF14 – JEB LC-FS Little Creek
	OL – NB Everett
	OK10 – Kitsap (Bremerton)
	GE – NS Mayport
	PM – CFA Sasebo
	PK – CFA Yokosuka
	MF12 – NB Coronado
	PA12 – Oahu, Pearl Harbor
	FR10 – NS Rota
	PG11 – COMMNAVBASE Guam
	MF13 – NB San Diego

Figure 5-4, HPA Locations

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(1) An IAP R19 is created for HPA locations that are required to relocate all sea or shore duty Sailors into the barracks and off the ship. This applies only to E1-E3 personnel and E4 with less than four years of service on sea duty. A minimum of 55 NSF is allotted per Sailor under IAP rules. The goal is to house no more than two Sailors per room, but inventory limitations might exist where more than two Sailors would be in a room. In this case, each Sailor would have no less than 55 NSF and there would be no more than four Sailors per bathroom.

(2) The R19 IAP is not initiated until the standard R19 is finalized. The IAP R19 is not an official R19 for programming purposes.