



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 11103.12  
N9  
5 Jul 2012

CNIC INSTRUCTION 11103.12

From: Commander, Navy Installations Command

Subj: NAVY HOUSING AND INTRA-STATION MOVES

Ref: (a) Joint Federal Travel Regulations  
(b) CINICINST 11103.4

Encl: (1) Government Housing (Navy-owned or Leased) and Intra-Station Moves  
(2) Public Private Venture (PPV) Housing and Intra-Station Moves  
(3) Definitions

1. Purpose. To provide clarifying policy and guidance concerning the payment of local intra-station moves (IMs) of accompanied personnel into or out of Government-owned, leased or privatized housing.

2. Cancellation. CNIC ltr 7000 Ser CNIC/7U21024 of 29 Jan 07.

3. Background. IMs are those moves that generally occur outside the normal Permanent Change of Station (PCS) authority. The most common occurrence of an IM is when housing is not readily available for assignment following a PCS move thus requiring the member to move into the community. The term "intra-station move" includes and may be referred to as "secondary moves," "convenience moves" or "government-directed moves." Navy-owned or leased housing is referred to as "government housing" throughout this instruction. Government housing does not include privatized housing.

4. Policy. In accordance with reference (a), JFTR part U5355, the Navy is authorized to pay for the cost of IMs and allowances for various types of short-distance moves. Moves to and from government housing and Public Private Venture (PPV) housing may be paid for by the Government if the moves are "directed by competent authority on the basis of a Service requirement." Payment is not authorized for moves that are to accommodate a member's personal problems, convenience, or morale.

a. Detailed policy for government housing is provided in enclosure (1). Detailed policy for PPV housing is provided in enclosure (2). Enclosure (3) provides definitions of key terms used in this guidance.

b. The Region Commander (REGCOM) and Installation Commanding Officer (CO) are delegated the authority to make exceptions to the policy guidance set forth in enclosures (1) and (2) in unique hardship cases.

## 5. Responsibilities

a. In accordance with reference (b), CNIC Housing (N93) is responsible for:

(1) Assisting with the programming, budgeting and execution of IM funding.

(2) Ensuring compliance with this policy.

(3) Ensuring PPV business agreements address the responsibility for moves and associated costs for moves made for the convenience of the PPV property management company for reasons listed in paragraph three of enclosure (2).

b. REGCOMs are responsible for:

(1) Ensuring funding is available for local move requirements.

(2) Ensuring the Operation & Maintenance, Navy (O&M,N) account is the only source for IMs. Family Housing, Navy (FH,N) funds cannot be used to fund IMs.

c. Installation COs are responsible for:

(1) Programming and executing IMs outlined in enclosures (1) and (2), from a waiting list into housing, provided the service member applied for housing within 30 days upon arrival and has not already refused an offer of Government or PPV housing.

(2) Funding Non-Temporary Storage, where permitted, in accordance with reference (a), JFTR part U5380, and as outlined in enclosures (1) and (2), in facilities determined to provide

the best value to the government.

d. The Service member is responsible for:

(1) Ensuring application for Government housing or PPV housing is made within 30 days of reporting to the duty station.

(2) Evaluating and understanding the implications or impact of accepting or declining offer of housing.

(3) Understanding entitlements as stipulated on orders.

6. Action

a. CNIC N93 shall:

(1) Provide fiscal oversight for the IM program.

(2) Assist the Regions in the programming of IM funds during the Program Objective Memorandum (POM) process.

b. REGCOMs shall:

(1) Disseminate and apply this policy in making determinations concerning payment of IMs.

(2) Make exceptions to policies contained herein for cases of unique hardship, provided such exceptions are not in violation to the provisions of references (a) and (b).

c. Installation COs shall:

(1) Process partial dislocation allowance (DLA) in accordance with reference (a), JFTR part U5630-B15, for members ordered to move for the convenience of the Government, to occupy or vacate Government housing due to renovation or privatization.

(2) Assist with the careful transition planning for new units through the Navy Housing Service Center and anticipating arrival of Service members to the local area to minimize disruption.

(3) Issue written orders to vacate quarters, as appropriate, consistent with the provisions of this instruction.

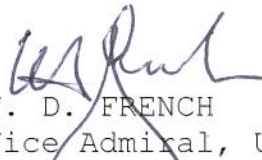
d. The Service Member shall:

(1) Request Government housing or PPV housing within 30 days of reporting to the duty station.

(2) Request placement on the waiting list if housing is not available upon reporting.

(3) Accept or decline the first offer of a housing unit within reasonable geographic distance from the work location. The member understands that if this offer is declined, the Government will not pay for any future IMs at this location.

(4) Coordinate with appropriate authority to ensure understanding of entitlement as stipulated on orders.

  
W. D. FRENCH  
Vice Admiral, U.S. Navy

Distribution:  
Electronic only, via CNIC Gateway 2.0  
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

**GOVERNMENT HOUSING (NAVY-OWNED OR LEASED) AND INTRA-STATION  
MOVES**

1. Local Moves into Government Housing. In the case of moves from local community housing to Government housing, the following guidance (specified in reference (a), JFTR part U5355-C) provides interpretation for what qualifies as a Government-directed or convenience move, which consequently may be paid by the Government.

a. Upon arrival (within 30 days of reporting) at a Permanent Change of Station (PCS) location, the member can request placement on the waiting list for Government-owned or leased Family Housing (FH) if housing is not available.

b. Depending on local demand and market conditions, the Navy may show a member several homes within a limited period, with the stipulation of only one turn-down. The member is only entitled to one offering. If the member declines housing, the member's name will be removed from the wait list and will not be entitled to a future Government-funded courtesy move.

c. When the Government offers the member on a waiting list a housing unit and the member accepts, the Navy will pay for this move. This entitlement is not available to members who waited longer than 30 days after reporting to go on a waiting list.

d. When the Government offers the member on a waiting list a housing unit and the member declines, the member is no longer entitled to a Government-funded move for the convenience of the Government. If the member declines the Navy's offer of a Government-controlled housing unit and moves into community housing, then the member is no longer entitled to a Government-funded secondary move.

e. If a member is not offered Government housing and seeks a private rental or lease, the member will notify the Housing office of the intent to remain on the wait list. In the case of a signed lease, the member will keep the Housing Service Center (HSC) informed of the date the member will become eligible to accept Government housing (e.g. the date lease will expire). Housing will not be offered to those who have provided sufficient notice of an inability to accept housing.

2. The Installation/Navy Housing Service Center (HSC). The Installation shall:

(1) move the next member on the wait list into the offered and accepted housing unit at no additional charge to the member, provided the service member applied for housing within 30 days upon arrival and has not already refused an offer on the current tour of duty.

(2) clearly explain, provided in writing and have the member sign acknowledgement, that once an offer to an available housing unit is declined, entitlement to an intra-station move (IM) is lost.

3. Temporary Moves from Government Housing.

a. Temporary local moves may be authorized in cases where the quarters are found to be unfit for occupancy and must be renovated or when ordered for other unusual service operational requirement. For housing moves ordered for the Government's convenience, service members may qualify for Dislocation Allowance (DLA) according to provisions set forth in reference (a), JFTR part U5630-B15. A partial DLA must be paid to a member who is ordered to occupy or vacate Government family-type quarters due to privatization, renovation, or any other reason for the Government's convenience other than PCS. Repair work that does not prevent the member and/or family from normal daily living is not an acceptable reason to direct temporary relocation.

b. Non-Temporary Storage (NTS) expense may be paid in conjunction with the authorized moves described above, as specified by reference (a), JFTR part U5380-G1a. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS and to a return short distance move from the temporary residence and/or NTS. The member is authorized NTS of household goods (HHG) that cannot be accommodated in assigned Government quarters for moves directed by competent authority on the basis of a Service requirement, provided the HHG were present in the original residence.

c. Neither the weight allowance specified in reference (a), JFTR part U5310-B, nor the 18,000-pound limit imposed by 37 U.S.C. 406 section b1(c) applies to NTS under these conditions. When a dispute arises concerning space allocation for HHG in the Temporary unit, the Housing Authority (HA) will make the final determination for payment eligibility of NTS.

d. Charges for handling, delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the Government quarters to the member's local residence are payable by the Government.

e. The expense for convenience to the Government moves and related storage is paid from Base Operating Support (BOS) funds. These funds may be either in the Operations and Maintenance, Navy (O&M,N) appropriation (active duty bases) or the Operations and Maintenance, Navy Reserve (O&M,NR) appropriation (reserve bases). Since both the move and authorized NTS expenses are authorized as temporary duty travel expenses under reference (a), they are considered to be travel expenses chargeable to O&M funds. Family Housing, Navy (FH,N) funds cannot be used to pay for IMs or storage costs.

f. The installation is not responsible for funding moves stipulated in the business agreements as the responsibility of the PPV property management company as specified in enclosure (2). Where applicable, the HA may delegate these duties to the Housing Installation Program Manager (HIPM).

4. Exceptions. In accordance with references (a) and (b), the Region Commander and/or the Installation Commanding Officer have the delegated authority to make exceptions to this policy that do not conflict with law or regulation stipulated in reference (a).

**PUBLIC PRIVATE VENTURE (PPV) HOUSING AND INTRA-STATION MOVES**

1. Local Moves and Non-Temporary Storage (NTS). Local moves and NTS are authorized for Public Private Venture (PPV) housing. Secondary moves or short-distance moves into PPV housing as authorized by references (a), JFTR part U5355-C, are subject to local installation approval.

a. Once a member arrives in a location for permanent change in station (PCS) and desires privatized housing, the member will be placed on the preferred referral list.

b. If the member applies for privatized housing within 30 days of arrival and goes on the preferred referral list and a privatized home is not available, the member completes the PCS move into housing of the member's choosing in the private sector and remains on the preferred referral list.

c. Depending on local demand and market conditions, the partnership may show several homes within a limited period, with the stipulation of only one turn-down.

d. When privatized housing becomes available and the member on a waiting list is referred or offered PPV housing and the member accepts, the Navy will pay for this intra-station move (IM) (secondary move). This entitlement is not available to members who waited longer than 30 days after reporting to go on a waiting list.

e. If the member does not accept the initial offer of a PPV home from the Navy or the property management company, then the member is no longer eligible for a Government-funded local move and will be responsible for paying any future move costs. When and if a Service member intends to decline an offer of available housing, explanation shall be made to ensure understanding of resulting loss of entitlement to a latter move at the Government's expense or eligibility for any additional relocation costs that may be incurred.

f. If a member is not offered PPV housing and seeks a private rental or lease, the member will notify the Housing office of the intent to remain on the wait list. In the case of a signed lease, the member will keep the HSC informed of the date the member will become eligible to accept PPV Housing (e.g. the date lease will expire). Housing will not be offered to



those who have provided sufficient notice of an inability to accept housing.

2. Non-Temporary Storage (NTS). NTS expense may be paid in conjunction with the authorized moves described above, as specified by reference (a), JFTR par U5380-G1.

a. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS and to a return short distance move from the temporary residence and/or NTS. The member is authorized NTS of HHG that cannot be accommodated in assigned Government quarters for moves directed by competent authority on the basis of a Service requirement.

b. Neither the weight allowance specified in reference (a), JFTR part U5310B, nor the 18,000-pound limit imposed by 37 U.S.C. 406 section b1(c) applies to NTS under these conditions. Charges for handling, delivery and unpacking HHG in NTS in excess of what could be accommodated in the Government quarters to the member's local residence are payable by the Government.

c. The expense for convenience to the Government moves and related storage is paid from Base Operating Support (BOS) funds. These funds may be either in the Operations and Maintenance, Navy (O&M,N) appropriation (active duty bases) or the Operations and Maintenance, Navy Reserve (O&M,NR) appropriation (reserve bases). Since both the move and authorized NTS expenses are authorized as temporary duty travel expenses under reference (a), they are considered to be travel expenses chargeable to O&M funds. Family Housing, Navy (FH,N) funds cannot be used to pay for IMs or storage costs.

3. Moves for the Convenience of the PPV Property Management Company. The PPV property management company:

a. Shall be responsible for moves and associated costs that are required due to:

(1) the quarters being found unfit for occupancy.

(2) demolishing and/or replacing the privatized home the family is currently occupying;

(3) the PPV property management company will be completing renovations on the privatized home the family is

currently occupying; or

(4) the family cannot occupy the home during renovations for safety reasons.

b. Shall ensure minimum disruption to Service members by careful transition planning for new units and anticipating arrival of Service members to the local area.

c. When forcing relocation, will pay for moving costs and will pay an additional amount equal to the partial DLA to cover associated incidental costs.

4. Exceptions. In accordance with references (a) and (b), the Region Commander and/or the Installation Commanding Officer have the delegated authority to make exceptions to this policy that do not conflict with law or regulation stipulated in reference (a).

## DEFINITIONS

DISLOCATION ALLOWANCE (DLA). The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a permanent change of station (PCS), housing moves ordered for the Government's convenience. This allowance is in addition to all other allowances authorized in the JFTR, Chapter 5, Part G and may be paid in advance.

GOVERNMENT QUARTERS. For purposes of this guidance, includes lodging facilities on a U.S. installation owned or leased by the U.S. Government (does not include privatized housing).

HOUSEHOLD GOODS (HHG). Items associated with the home and all personal effects belonging to a member and dependents on the effective date of the member's PCS or temporary duty (TDY) order that legally may be accepted and transported by an authorized commercial transporter. Does not include motor vehicles, personal baggage when carried free on commercial transportation, live animals, cordwood and building materials, live ammunition, or other hazardous articles.

MEMBER. Refers to accompanied military personnel.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. Also referred to as Extended Storage.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different permanent duty station (PDS) under a competent order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called 'official station'. The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and vehicles.

PRIVATIZED HOUSING (PUBLIC/PRIVATE VENTURE (PPV) HOUSING). Military family housing acquired or constructed by an eligible entity pursuant to the Military Housing Privatization Initiative (MHPI) legislation per 10 U.S.C. §2871-2884. This housing may be located on Government-owned land and leased to the property management company, typically for 50 years. This housing is not Department of Defense (DoD)-owned but is one of the housing choices available to the Service members. Privatized housing can be located on or near the military installations within the U.S. and its territories and possessions.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at government expense.

WAITING LIST. A list of eligible personnel who are awaiting assignment to government housing or privatized (PPV) housing.