



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 11103.14A
N9
7 Jan 2019

CNIC INSTRUCTION 11103.14A

From: Commander, Navy Installations Command

Subj: UNACCOMPANIED HOUSING ASSIGNMENT REVIEW BOARD

Ref: (a) CNICINST 11103.13A
(b) CNIC-M 11103.15
(c) OPNAVINST 1754.2F
(d) DoD Instruction 1315.18 CH-1 of 28 October 2015
(e) Joint Travel Regulations
(f) OPNAVINST 5009.1

1. Purpose. To provide guidance on the establishment and responsibilities of an Unaccompanied Housing Assignment Review Board (UHARB).
2. Cancellation. CNICINST 11103.14.
3. Background. UHARBs are established to administer the Resident Advisor (RA) Program per reference (a) and provide oversight of the Unaccompanied Housing (UH) waitlists defined in reference (b).
4. Policy. All Installations with UH will establish a UHARB to manage the RA Program and oversee UH waitlists. Waitlist oversight does not apply at Installations where housing in the community is not an option.
 - a. Membership of the UHARB will include at a minimum:
 - (1) The designated representative of the Installation Commanding Officer (CO) and/or the Command Master Chief or Senior Enlisted Leader.
 - (2) The UH Manager.
 - (3) The senior RA.
 - (4) The Fleet and Family Readiness (N9) Personal Financial Management (PFM) Manager.
 - (5) The Exceptional Family Member Program (EFMP) Manager.

b. The UHARB will meet, at a minimum, quarterly. Meeting minutes will be kept electronically by the UH Manager for 3 years.

c. The PFM Manager, EFMP Manager and tenant command representatives will attend as necessary to address the requesting Service Member's situation. All other members will attend all meetings.

d. The UHARB will administer the RA program per reference (a) and will:

(1) Review RA applications and submit endorsed applications and designation letters to the Installation CO for approval.

(2) Oversee the RA waitlist and training program.

(3) Conduct RA evaluations quarterly. Evaluations will be kept electronically by the UH Manager for the RA's full tour.

(4) Recommend to the Installation CO the termination of RAs who fail to perform their responsibilities per their RA agreement.

e. The UHARB will oversee the UH waitlists established per reference (b).

(1) Command requests to increase a Service Member's priority on a waitlist will be considered by the UHARB.

(a) The top 10 percent of any waitlist is considered a freeze zone.

(b) Service Members will not be bumped from the freeze zone.

(2) Per reference (b), separate waitlists will be maintained for all Geographic Bachelors (GB). The UHARB will review waitlist requests and make assignment recommendations when UH management indicates space is available (Space "A") based on the following priorities:

(a) Priority 1: Service Members enrolled in EFMP as identified in reference (c) as having assignment restrictions. Once assigned to Space "A," they will be housed for the duration of their tour.

(b) Priority 2: Service Members requesting UH space due to financial hardship. Financial hardships claims may include: inability of spouse to relocate due to employment, lack of affordable housing at the new duty station due to natural disasters, and non-EFMP medical expenses or caregiver responsibilities. Once assigned to Space "A," the Service Member will be housed in a protected status for 180 days. The UHARB will re-evaluate the case 30 days before the residency period ends to determine if the hardship still exists and if protected status should

continue. Re-evaluations will continue every 180 days until the Service Member departs the Installation or the financial hardship no longer exists.

(c) Priority 3: Service Members have transferred under the Housing Flexibility during Permanent Change of Station (PCS) policy cited in reference (d). Once the PCS orders are executed under this program, the Service Member is limited to Space "A" UH for 180 days. If dependents have not moved or will not move to the new permanent duty station, the Service Member's status will change to priority 4. Note: also see 37 U.S.C. §403a.

(d) Priority 4: All other GBs (CONUS and OCONUS) as well as E-5 and above Service Members serving on overseas unaccompanied tours. Once assigned to Space "A," these Service Members will be given no less than 7 days' notice to vacate UH in order to accommodate housing for higher priorities identified in reference (b). Note: E-1 through E-4 Service Members serving on an overseas unaccompanied tour are considered a UH requirement.

(3) As stated in reference (b), Installations that are housing at the Interim Assignment Policy are not authorized to house Space "A" requests.

(4) Per reference (e), Service Members receiving Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) at the with dependent rate cannot be housed in a UH space that exceeds the minimum standards for their rank as identified in reference (b) without risk of forfeiture of BAH/OHA at their dependents' location.

5. Actions

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

(1) Provide instruction and guidance to ensure the UHARB program per the policies and standards in references (a) through (e).

(2) Ensure implementation of the UHARB is in compliance with this instruction.

b. Region Commanders (REGCOM) will:

(1) Ensure dissemination and compliance with this instruction.

(2) Provide assistance to their Installations in the development and implementation of local policies that implement this instruction.

c. Installation COs will:

(1) Develop and implement local policies in compliance with this instruction and the cited references.

(2) Designate UHARB members.

(3) Ensure the UHARB provides prompt action and disposition on applications for the RA Program.

(4) Ensure UH waitlist management and assignment standards are in compliance with reference (b).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series 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-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually around the anniversary of its issuance 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 is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the 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.



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Releasability and distribution:

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