



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 11103.4

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CNIC INSTRUCTION 11103.4

From: Commander, Navy Installations Command

Subj: RESPONSIBILITY FOR HOUSING PROGRAMS IN THE NAVY

Ref: (a) OPNAVINST 5009.1
(b) DoD 7000.14-R Volumes 1-11
(c) DoD 4165.63-M, Current Edition
(d) OPNAVINST 11010.37
(e) JFTR
(f) OPNAVINST 11010.20, Current Version
(g) 10 U.S.C.
(h) OPNAVINST 11000.16, Current Version

1. Purpose. To define responsibility for policy, program management, overall coordination and execution of housing programs (Bachelor and Family) within the Navy.

2. Cancellation. CNICINST 5009.4

3. Scope. In accordance with reference (a), responsibilities for providing and administering Navy Housing and related programs are hereby assigned. This instruction applies to all Housing facilities and programs that the Commander, Navy Installations Command (CNIC) administers and controls solely or with a partner. For purposes of this instruction, the term Housing refers to all accommodations (except those supported in whole or in part by non-appropriated funds) for members with or without dependents.

4. Policy. The Navy shall provide Housing facilities generally reflecting contemporary community living standards and services measured by continual improvement of resident satisfaction survey scores, for all military members, their families, and eligible civilians.

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5. Responsibility.

a. As per direction in reference (a), CNIC is designated as the Navy Housing Program Manager for the CNO responsible for overall policy, operations, and fiscal accountability for all Housing programs within the Navy. CNIC will provide and manage Housing facilities and services as outlined in references (a) through (h). CNIC shall:

(1) As Housing Program Manager, be responsible for the management, control, fiscal oversight, performance, and review of all Navy Housing Programs as detailed in reference (a).

(2) Establish, disseminate and ensure compliance with Navy Housing policy.

(3) Establish programming guidance for Navy Housing.

(4) Obtain approvals for/approve and coordinate all Installation Housing actions with respective Regions.

(5) Establish and coordinate Housing Referral and Relocation services.

(6) Administer customer/resident satisfaction surveys to measure performance of Navy Housing services and facilities.

(7) Administer a Housing Advisory Group comprised of CNIC headquarters (CNIC HQ) and Regional housing representatives.

b. Regional Commanders shall:

(1) As Housing Program Managers, be responsible for the management, control, fiscal oversight, performance, and review of Housing programs within the Region.

(2) Disseminate and ensure compliance with Navy Housing policy.

(3) Ensure compliance with programming guidance for Navy Housing.

(4) Obtain approvals for/approve and coordinate appropriate Housing actions with CNIC HQ.

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(5) Ensure that Installation Commanding Officers provide Housing Referral and Relocation services to assist DoD personnel locate acceptable, affordable and nondiscriminatory Housing in privatized housing and the local community.

(6) Ensure conduct of customer/resident satisfaction surveys to measure performance of Navy Housing services and facilities.

(7) Provide representation to the CNIC Housing Advisory Group to ensure regional and installation issues are adequately addressed.

(8) Ensure that the internet Navy Facility Assets Data Store (iNFADS) records accurately reflect region Housing assets.

c. Installation Commanding Officers shall:

(1) Provide operational support to the Region in the management of Housing facilities and delivery of Housing services at their respective installation.

(2) As the local Housing Authority, be responsible for the management, control, fiscal oversight, and performance of Housing operations at their respective installation. (This does not imply that an Installation Commander should establish a Command serviced Housing Office.)

(3) Obtain approvals from higher authority for appropriate Housing actions via the respective Region and implement Navy Housing policy.

(4) Respond to all Regional requests for information.

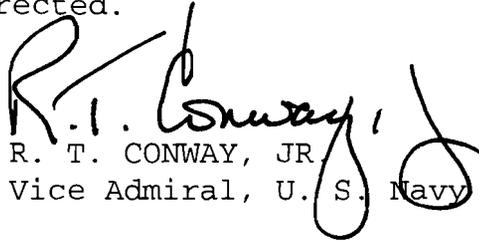
(5) Provide Housing Referral Services to locate suitable, affordable, and nondiscriminatory housing in privatized housing and the local community.

(6) Provide housing orientation for incoming personnel.

(7) Ensure that Housing inventory is accurately reflected in iNFADS and submit property record updates as required.

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6. Action. Implement as directed.



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