DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNIC INSTRUCTION 11103.10

From: Commander, Navy Installations Command

Subj: NAVY HOUSING REQUIREMENTS AND INVENTORY MANAGEMENT PROGRAM

Ref:
(a) OPNAVINST 5009.1
(b) SECNAVINST 11011.47A
(c) CNICINST 11103.4
(d) CNICINST 11103.3
(e) DoD 4165.63-M
(f) CNICINST 11103.7
(g) CNICINST 11103.8
(h) OPNAVINST 11010.20G
(i) OPNAVINST 11000.16A
(j) UFC 4-721-10
(k) UFC 4-711-01
(l) UFC 4-010-01
(m) UFC 4-020-01FA
(n) CNO Navy Shore Investment Strategic Guidance

1. Purpose. To define responsibilities for policy, management, overall coordination and execution of the Navy Housing (Bachelor and Family) program requirements and inventory management.

2. Background and Scope. Reference (a) designates the Commander, Navy Installations Command (CNIC), as the Housing Program Manager for the Chief of Naval Operations (CNO) responsible for overall policy, operations, and fiscal accountability. This includes management of Navy housing inventory (real property and facilities) required to fulfill the housing mission. Reference (b) tasks the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), with issuance of implementing instructions, prescribing operating procedures and developing controls required to ensure compliance. NAVFAC shall make appropriate changes to the inventory of Navy real property upon completion of acquisition, reassignment, transfer or disposal. This instruction is applicable to Navy owned and leased quarters. This instruction does not apply to privatized housing inventory.

3. Policy. To provide affordable, safe, adequate housing, through efficient and effective management practices, and proper utilization of real property.

4. Responsibility

a. CNIC is responsible for obtaining resources and providing policy, instructions and guidance for the management of housing inventory in accordance with references (a) through (n). Desk Guides, issued separately, will contain the approval authorities for Navy Housing actions contained in the policy letters cancelled by this instruction. In fulfilling this responsibility, CNIC shall:

(1) Administer a Housing Requirements and Inventory Management Program that includes planning, acquisition, management and disposal.

(2) Establish objectives, standards and implementing guidelines to maximize utilization and to ensure efficient and effective total lifecycle management of housing inventory. Housing inventory shall be used only for the designated purpose and with appropriate funds.

(3) Provide assistance to the Regions in support of the housing requirements and inventory management program in employing current Navy guiding principles to achieve desired housing capability by attaining Navy strategic goals: right size at the right place, quality, risk, resource, management and workforce.

(4) Ensure that a housing requirements determination process is in place using consistent DoD-wide analytical methodology for calculating the need to provide housing. Manage and administer the Housing Requirements Market Analysis (HRMA) to determine whether the local community can accommodate Navy housing needs consistent with Navy policy to rely on the local community as the primary source of affordable, safe and adequate housing. Base loading and current and projected inventory information from the electronic Navy Housing (eNH) system and HRMA results are used to develop the R19s and DD1523s.

(5) Ensure implementation of an institutionalized, sustained and adaptive requirements and inventory management planning process that compares requirements to existing housing inventory and resources to identify capability gaps requiring solutions, consistent with the HRMA and housing requirements determination process. There shall be a proactive approach to

ensuring that results of this process are reflected on the Global Shore Infrastructure Plan (GSIP).

(6) Ensure the Navy Housing Master Plan that integrates Region and Installation inputs are updated to meet changing requirements. This plan shall contain global housing requirements, capability gaps and solutions translated into prioritized acquisition, investment and disposal strategies and actions. This plan shall be consistent with Navy Housing policy, current Navy Housing Strategic Plan, CNO Navy Shore Investment Strategic Guidance, Shore Investment Guiding Principles, GSIP, Regional Shore Infrastructure Plans (RSIPs) and Installation Master Plans (IMPs).

(7) Implement a Condition Assessment Program (CAP). Assist the Regions with the implementation of a condition assessment process that is systematic, consistent, and determines facilities condition. The CAP should measure performance in support of sustainment and recapitalization objectives to provide required capability in meeting housing requirements. CAP scores are used for programming and identifying projects for development.

(8) Assist Regions with project development and use of the Electronic Project Generator (EPG). Review, validate and ensure inclusion of these projects in the current Shore Program Objective Memorandum (POM). Obtain approvals for and authorize the execution of facilities projects. Project approval authorities are outlined in the Project Management Desk Guide.

(9) Assist Regions by providing facilities project management oversight and coordinate with the Naval Facilities Engineering Command Headquarters (NAVFAC HQ) to facilitate the execution of facilities projects. This shall include updating the internet Navy Facilities Assets Data Store (iNFADS) with updated inventory information resulting from completed facilities projects.

(10) Establish standards, and promulgate procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of housing inventory. This involves the proper identification, recording and reporting of inventory actions, to include changes resulting from completed facilities projects.

(11) Respond to recommendations received via the Regions and provide guidance and support to ensure that the electronic Navy Housing (eNH) system is responsive to Installation needs

and accurately reflects current housing inventory. The eNH automates the housing management processes at the Installation level and records information essential to efficient and effective inventory management. Quarterly and annual "Inventory and Utilization" reports are pulled from the eNH.

(12) Work with NAVFAC HQ and assist the Regions in facilitating the reporting of housing inventory information to update the iNFADS.

(13) Develop metrics for performance measurement that ensure maximum inventory utilization, promote condition-based maintenance and encourage minimizing footprint based on streamlined business processes and long-term needs.

(14) Ensure implementation of a disposal strategy for excess housing inventory in support of space management and facilities/footprint reduction. Inventory no longer required or deemed no longer cost effective to maintain, shall be reported as excess and recommend disposal. Coordinate with NAVFAC HQ and assist the Regions to ensure that leases no longer required will be terminated and vacated as soon as deemed practicable.

(15) Review, validate, authorize or obtain appropriate approvals for inventory actions and reports, as appropriate and outlined in the Navy Housing Inventory Management Desk Guide.

b. Region Commanders shall:

(1) Administer a Regional Housing Requirements and Inventory Management Program that includes planning, acquisition, management and disposal.

(2) Disseminate and ensure compliance with established objectives, standards and implementing guidance. Maximize utilization, and ensure efficient and effective total lifecycle management of housing inventory. Housing inventory shall only be used for the designated purpose and charged to the appropriate fund service.

(3) Provide assistance to the Installations in support of the requirements and inventory management program, employing current Navy guiding principles to achieve desired housing capability through attainment of Navy strategic goals: right size, place, quality, risk, resource, management and workforce.

(4) Provide support to CNIC and assist the Installations with execution of the requirements determination process and completion of the HRMA.

(5) Assist Installations to ensure implementation of an institutionalized, sustained and adaptive requirements and inventory management planning process. Compare requirements to existing housing inventory and resources to identify capability gaps that require solutions, consistent with the HRMA and housing requirements determination process. There shall be a proactive approach to ensuring that results of this process are reflected on the RSIP.

(6) Serve as an integrator and assist Installations in providing Region input for the Navy Housing Master Plan.

(7) Provide support and assist Installations on the FCAP. Use FCAP scores for a prioritized project development within the Region and as basis for recommendations to CNIC.

(8) Assist Installations in developing projects and in using the EPG. Review, validate and ensure inclusion of these projects in the current POM. Obtain approvals for and authorize the execution of facilities projects.

(9) Assist Installations in providing facilities project management oversight and in working with the NAVFAC component in monitoring and facilitating the execution of facilities projects. Ensure authorization is received prior to execution of facilities projects and/or change orders. Facilities project management oversight shall include working with the NAVFAC component in ensuring that the iNFADS accurately captures updated inventory information resulting from completed facilities projects such as major repairs and improvements, modernization, replacement, new construction and demolition.

(10) Disseminate and ensure Installations are in compliance with established standards and criteria, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of housing inventory. This involves the proper identification, recording and reporting of inventory actions, to include changes resulting from completed facilities projects.

(11) Receive, evaluate and forward reports and recommendations to CNIC to assist the Installations in ensuring that eNH accurately reflects current housing inventory for the Region. Validate and forward Installation quarterly and annual

"Inventory and Utilization" reports to CNIC. Assist the Installations and utilize eNH to perform statistical analysis on inventory data and inventory actions to perform required inventory management oversight within the Region.

(12) Assist the Installations in working with NAVFAC Asset Management (AM) component in reporting housing inventory information to update the iNFADS. Ensure that changes to the inventory that will be made by the Installation Real Property Accountability Officers (RPAO) shall only be to Class 2 (Facilities). This is to encourage uniform changes to Class 1 (Land) based on actual transaction documents or a Realty Specialist's verification of the transaction.

(13) Disseminate metrics and ensure compliance with performance standards. Ensure maximum utilization of inventory, promote condition-based maintenance, and encourage minimizing footprint based on streamlined business processes and long-term needs.

(14) Ensure implementation of a disposal strategy for excess housing inventory in support of space management and facilities/footprint reduction. Inventory no longer required or deemed no longer cost effective to maintain shall be reported as excess for disposal. Coordinate with the NAVFAC AM component to assist the Installations in ensuring that leases no longer required will be terminated and vacated as soon as deemed practicable.

(15) Review, validate, comply with approval authorities and authorize. Obtain appropriate approvals for and coordinate inventory actions and reports with CNIC HQ, as appropriate and per the Navy Housing Inventory Management Desk Guide.

c. Commanding Officers of Installations shall:

(1) Administer an Installation Housing Requirements and Inventory Management Program that includes planning, acquisition, management and disposal, consistent with the Regional Requirements and Inventory Management Program.

(2) Comply with established objectives, standards and implementing guidelines to maximize utilization and to ensure efficient and effective total lifecycle management of housing inventory. Housing inventory shall be used only for the designated purpose and with appropriate funds.

(3) Implement a requirements and inventory management program that employs current Navy guiding principles to achieve desired housing capability by attaining Navy strategic goals: right size, place, quality, risk, resource, management and workforce.

(4) Provide support to CNIC through the Region on the requirements determination process and in conducting the HRMA.

(5) Implement an institutionalized, sustained and adaptive requirements and inventory management planning process that compares requirements to existing housing inventory and resources to identify capability gaps that require solutions, consistent with the HRMA and housing requirements determination process. There shall be a proactive approach to ensuring that results of this process are reflected on the IMP.

(6) Submit input to the Navy Housing Master Plan to CNIC via the Region ensuring that Installation housing requirements and capability gaps are translated into prioritized acquisition, investment, and disposal strategies and actions. These shall be consistent with Navy Housing Policy, current Navy Housing Strategic Plan, CNO Navy Shore Investment Strategic Guidance, Shore Investment Guiding Principles, RSIPs and IMPs.

(7) Provide support and facilitate in the implementation of the CAP. Use CAP scores for a prioritized project development and as basis for recommendations to the Region.

(8) Develop facilities projects and use the EPG. Review, validate and submit these projects for inclusion in the current POM. Obtain approvals for and authorize the execution of facilities projects.

(9) Provide facilities project management oversight by working with the NAVFAC component in monitoring and facilitating the execution of facilities projects. Ensure authorization is obtained and received prior to execution of facilities projects and/or change orders. Facilities project management oversight shall include working with the NAVFAC component in ensuring that the iNFADS accurately captures updated asset information resulting from completed facilities projects such as major repairs and improvements, modernization, replacement, new construction and demolition.

(10) Comply with established standards and criteria, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective

management of housing inventory. This involves the proper identification, recording and reporting of inventory actions, to include changes resulting from completed facilities projects.

(11) Ensure that eNH accurately reflects current housing inventory for the Installation. Forward quarterly and annual "Inventory and Utilization" reports and recommendations to CNIC via the Region. Ensure accurate inventory information is provided for the requirements determination process and reflected on the R19 and DD1523. Utilize eNH to perform statistical analysis on inventory data and inventory actions in performing required inventory management oversight.

(12) Work with the NAVFAC Asset Management component and Region in reporting housing inventory information to update the iNFADS. Changes to the inventory that will be made by the Installation Real Property Accountability Officers (RPAO) shall only be to Class 2 (Facilities). This is to encourage uniformed changes to Class 1 (Land) and based on actual transaction documents or a Realty Specialist's verification of the transaction.

(13) Comply with metrics for performance measurement to ensure maximum utilization of inventory, promote condition-based maintenance, and encourage minimizing footprint based on streamlined business processes and long-term needs.

(14) Implement a disposal strategy for excess housing inventory in support of facilities/footprint reduction and space management. Inventory no longer required or deemed no longer cost effective to maintain shall be reported excess for disposal. Initiate action to request termination of leases no longer required and vacate units as soon as deemed practicable. This means allowing for sufficient time to enable contractual period to run while premises are occupied and minimizing or preventing paying rent on vacant leased space.

(15) Initiate or obtain appropriate approvals for and coordinate inventory actions and reports with CNIC HQ via the Region, as appropriate and outlined in the Navy Housing Inventory Management Desk Guide.

5. Action. Implement as directed.

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