



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

CNICINST 11103.5 CH-1

N9

FEB 15 2013

CNIC INSTRUCTION 11103.5 CHANGE TRANSMITTAL 1

From: Commander, Navy Installations Command

Subj: NAVY HOUSING ELIGIBILITY, ASSIGNMENT AND TERMINATION
CRITERIA

Encl: (1) Revised Enclosure (3), page 6
(2) Revised Enclosure (5), page 1

1. Purpose. To transmit new pages, enclosures (1) and (2), to CNICINST 11103.5. These changes consist of a correction and a clarification as follows:

a. Enclosure (3), page 6, paragraph 6d changes "E5" to "E4."

b. Enclosure (5), page 1, paragraph 3c changes include:

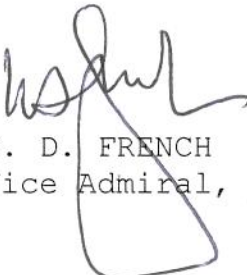
(1) deletion of "(i.e. two sailors married to each other);"

(2) addition of "if they are E1-E4" at the end of the first sentence;

(3) replacement of "member is eligible" to "member may be eligible;" and

(4) addition of "as per reference p."

2. Action. Remove page 6 of enclosure (3) and page 1 of enclosure (5), and replace with enclosures (1) and (2) respectively.


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Vice Admiral, U. S. Navy

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From: Commander, Navy Installations Command

Subj: NAVY HOUSING ELIGIBILITY, ASSIGNMENT AND TERMINATION
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Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.4
(c) CNICINST 11103.11
(d) CNICINST 11103.3B
(e) DoD 4165.63-M of 28 Oct 2010
(f) CNICINST 1752.1
(g) OPNAVINST 5400.44
(h) DOD Directive 1400.6 of 15 Feb 1980
(i) OMB Circular A-45
(j) 10 U.S.C. §2835a
(k) CNO ltr (N130)7720 Ser N130/07U0311 of 27 Jul 07
(l) CNO ltr 11103 Ser DNS/11U106028 of 24 Mar 11
(m) ASN (EI&E) memo of 11 Aug 11, Subj: Waiver to DOD
4165.63-M Unaccompanied Housing Standards
(n) Joint Federal Travel Regulations
(o) OPNAVINST 4700.38B
(p) OPNAVINST 7220.12 CH1
(q) NETCINST 1500.11

Encl: (1) Eligibility, Assignment and Termination General
Guidelines
(2) Eligibility and Assignment to Family Housing (FH)
Except General and Flag Officer Quarters
(3) Eligibility and Assignment to Permanent Party
Unaccompanied Housing (UH)
(4) Eligibility and Assignment to Student Dormitories
(5) Special and/or Unique Assignment Considerations
(6) PPV Family Housing Priority List
(7) Exceptions to Housing Assignment Termination
(8) Glossary of Terms

1. Purpose. To provide policy and criteria governing the eligibility for, assignment to, and termination of occupancy, of Navy owned or leased housing per references (a) and (b). This

instruction applies to all Installations with Navy owned/leased and privatized Family Housing (FH) and with Navy owned Unaccompanied (UH) or UHP-PPV Housing facilities. This instruction does not apply to Wounded Warrior facilities or units supported in whole or in part by non-appropriated funds (e.g. Navy Gateway Inns and Suites). Policy for eligibility and referral to Unaccompanied Housing Public Private Venture (UH-PPV) is addressed in reference (c). Policy for eligibility, assignment and termination of General and Flag Officer Quarters is addressed in reference (d).

2. Cancellation. CNICINST 5009.5 dated 13 May 2008.

3. Policy. All eligible personnel, without regard to race, color, sex, religion, national origin, or disability, will be afforded equal opportunity for assignment to safe and adequate housing generally reflecting contemporary community living standards.

a. Aligning with Department of Defense (DoD) housing policy specified in reference (e), the Navy will encourage and rely on private sector housing wherever possible.

b. Navy owned/leased and Public Private Venture (PPV) housing assets are managed to maintain maximum utilization in support of fleet readiness in accordance with the corresponding guidelines listed in references (a) through (q).

c. Enclosures (1) through (7) provide amplifying guidance. Enclosure (8) lists definitions of terms used in this instruction.

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

4. Responsibilities

a. Commander, Navy Installations Command (CNIC), in accordance with references (a) through (q), is responsible for:

(1) Providing instructions and guidance regarding eligibility, assignment and termination policies and procedures for Navy-owned/leased or PPV housing, as applicable.

(2) Ensuring compliance with requirements on the implementation of the sex offender policy contained in reference (f).

b. Region Commanders (REGCOMs) are responsible for:

(1) Ensuring dissemination and compliance.

(2) Providing assistance to the Installations in the implementation of local policies to comply with this instruction.

c. Installation Commanding Officers (COs) are responsible for:

(1) Developing and implementing local policies in compliance with this instruction.

(2) Ensuring prompt actions and dispositions on applications for assignment to and termination from Navy owned/leased or PPV housing, as applicable.

5. Action

a. CNIC Housing (N93) shall:

(1) Assist the Regions to ensure compliance with this instruction.

(2) Evaluate reports and impact statements from Regions and provide decisions on exceptions or waivers to the provisions of this instruction.

b. REGCOMs shall:

(1) Disseminate and ensure compliance with policies contained in this instruction.

(2) Review and endorse applications for exceptions or waivers submitted by the Installations.

(3) Collect and forward reports from Installations to CNIC N93 in compliance with reference (f).

c. Installation COs shall:

JUL 31 2012

(1) Process applications for Navy-owned/leased or PPV housing in accordance with policies and procedures stated in this instruction and in reference (c).

(2) Require that eligible applicants for housing read and sign the "Sex Offender Policy and Acknowledgement Disclosure Form" as prescribed by reference (f).

(3) Collect and forward reports to CNIC N93 via the Region in compliance with reference (f).

(4) Establish and maintain a waiting list of eligible applicants for Navy-owned/leased or PPV housing, consistent with reference (g).

(5) Prepare and forward necessary documents for the termination and reinstatement of the basic allowance for housing (BAH) for military personnel.

(6) Prepare impact statements and forward applications for exceptions/waivers to CNIC N93 via the Region.



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ELIGIBILITY, ASSIGNMENT AND TERMINATION
General Guidelines

1. Eligibility. Military personnel, DoD civilian employees, and DoD-sponsored civilian employees, on Permanent Change of Station (PCS) orders, or Duty Under Instruction (DUINS) are eligible for Navy housing. Eligibility does not ensure availability of, or assignment to Housing. Enclosures (2) through (7) provide additional guidance.

a. In compliance with reference (f), except where prohibited by law or otherwise waived for the Secretary of the Navy by the Region Commander, individuals identified as registered sex offenders are not eligible for Navy owned/leased, or Public Private Venture (PPV) housing. Reference (f) provides guidelines for waiver requests of those not eligible as specified herein.

b. Military Personnel. DoD military personnel with or without dependents (whether or not accompanied by dependents). Accompanying family members must be command-sponsored in OCONUS locations.

c. Civilian Employees. DoD civilian personnel may be provided Government housing in foreign countries where DoD employees cannot enjoy the facilities of the civilian community without restriction or where appropriate and adequate facilities do not exist or are not readily available, as per reference (g).

(1) In CONUS and Hawaii and Alaska where appropriate and adequate facilities do not exist or are not readily available, civilian employees may be given equal priority as their grade equivalent military counterparts only if they are designated Key and Essential personnel by the Commanding Officer (CO) of the Installation.

(2) In foreign locations, U.S. possessions and territories civilian employees shall be given equal priority as their grade equivalent military counter parts only if:

(a) They are designated Key and Essential or

(b) Community housing and support services are unacceptable/unsafe/nonexistent as reflected in the local Housing Requirements Market Analysis (HRMA), or as determined by

the local Housing Authority (HA) with Region Commander approval;
or

(c) There exists Housing in excess to military requirements, as determined by the local HA; or

(d) It is a condition of employment. Approval must be obtained from the local HA, prior to including Government housing as a condition of employment for non-key and essential civilian employees.

d. Non-DoD Personnel. When acceptable housing, as determined by the HA, cannot be obtained in the vicinity of that Installation, personnel serving on DoD military Installations in foreign countries or U.S. territories and possessions may occupy Navy managed housing. These include but are not limited to the following: Coast Guard personnel, non-military uniformed personnel of the National Oceanic and Atmospheric Administration, the U.S. Public Health Service, Red Cross personnel, United Services Organization (USO) and other civilian employees (e.g. key contractor personnel). Installations must negotiate fixed rate agreements providing for reimbursements of operation and maintenance (O&M) costs to permit authorized non-DoD employees and their dependents to occupy FH when available IAW reference (i).

e. Foreign Nationals. Where a specific agreement exists between a foreign Government and the United States regarding the provision of Housing, foreign nationals with or without accompanying family members will be provided housing by the terms of that agreement.

2. General Assignment. Assignment of personnel to housing will be offered by the appropriate housing office (Family, Unaccompanied, or consolidated) based on eligibility and assignment priorities and procedures only to designated FH or UH housing. This does not restrict temporary changes made by the HA due to special circumstances, e.g., natural disasters, emergency personnel surge, etc.

a. Application for Assignment. To receive advance information about the local housing market or privatized, government-owned or leased housing at a prospective duty station, Service members will be provided the option to submit an advance housing application using the Housing Early Application Tool (HEAT). HEAT allows Service members and their families to begin the application process for housing at one or

more locations before, or after, they receive their PCS orders. All active duty military, with dependents, can use HEAT. This helps them start the application process and communication with the Housing Service Center prior to leaving their current duty station. It does not place the Service member on the wait list earlier or in a higher spot. Position on the wait list is based on housing priority and detachment date from the current duty station. More information is available on the CNIC Navy Housing website: www.cnic.navy.mil/HEAT. Applications may also be submitted to the receiving housing office at any time following the date of the Chief of Naval Operations (CNO) message promulgating a homeport change or pre-commissioning and new ships in accordance with reference (g).

b. Wait List Management

(1) The HA will establish and maintain a wait list of eligible personnel who have applied for Navy housing. Wait lists will be posted and available to all interested personnel. Separate wait lists will be established for those with and without accompanying dependents. Revisions or updates to the lists will be made, at a minimum, every 30 days. In locations with privatized housing, the HA will fully disclose wait list information to the PPV property management company.

(2) Placement Position on Wait List. Eligible housing applicants will be placed on the appropriate wait list upon receipt of application based on the following order of precedence.

(a) Applicant's assignment priority as outlined in Enclosures (2) and (3).

(b) Control Date. Control Date along with assignment priority determines a member's position on the wait list. Control date criteria and definition is different for Family and Unaccompanied Housing. Enclosures (2) and (3) provide the defining criteria for control date.

c. Varying housing assets have unique eligibility and assignment criteria. The type of unit assigned (FH or UH) will be based on familial status and entitlement based on eligibility. For eligibility and assignment to FH, UH, and Student Dormitories see Enclosures (1) through (4), respectively.

d. Special and unique assignment considerations are addressed in enclosure (5).

e. Personnel will not be involuntarily assigned to housing at less than assignment criteria for their pay grade except when there is military necessity or for intermediate assignment to facilitate Homeport Ashore goals.

f. In accordance with reference (j), members without dependents may be assigned to 801 leased family housing. Basic Allowance for Housing (BAH) or other housing allowances will be forfeited upon assignment. Specific leasing eligibility and assignment details can be found in reference (e).

g. Available housing, other than designated as billeted, special environment or student quarters, will not be kept vacant for assignment to a specific individual or group. Member or designee must be present to accept or the unit will be offered to the next member on the list.

h. A FH unit designated as Billeted Quarters, may be kept vacant for that billet up to a maximum of 3 months. In no case will billeted quarters be kept vacant for a specific billet in excess of 3 months from the date the quarters become available for occupancy.

i. No eligible personnel shall be discriminated against in the assignment of housing because of special health or disability requirements. Reference (e) requires that at least 5 percent of the total military FH (no less than one house) of an Installation shall be easily modifiable for use by persons with disabilities. If it is anticipated that no handicap-accessible unit will be vacant/available in time for a housing assignment, appropriate modifications to existing housing shall be accomplished on a high priority basis to ensure availability of an accessible housing unit when the eligible party's name is at the top of the wait list. A minimum of 60 days will be required for proper notification to the HA. If unable to provide an accessible housing unit, appropriate private sector housing should be identified for referral.

j. Upon acceptance of housing, written guidance delineating occupant responsibilities will be provided. The military member or eligible civilian will acknowledge in writing, receipt and understanding of their responsibilities.

k. Members on GWOT Support Assignment (GSA) orders have the option to leave dependents at their previous duty station (CONUS and non-foreign OCONUS locations only). Per reference (k), a member with dependents who resides in Navy owned/controlled housing at a previous duty station at the time the member executes their GSA PCS orders, and who elects to execute the GSA PCS orders without moving dependents, may desire to leave their dependents in Government or PPV housing for the duration of the GSA assignment. In such circumstances, members must submit a request to the CO of the Installation to enable dependents to remain in Government housing at the old duty station.

l. Dependents of members on GSA orders, Indeterminate Temporary Duty (ITDY) or Temporary Additional Duty (TEMADD) in excess of 12 consecutive months who are approved to remain at previous duty station and occupy Billeted Quarters, may be required to relocate to alternate suitable Government housing not designated Billeted Quarters, at no cost to the member.

3. Termination of Housing Assignment. Once assigned, the member and/or eligible dependents may not be displaced or terminated from the housing unit assigned for reasons other than those stated throughout this instruction. Enclosure (7) details criteria for voluntary or involuntary termination of occupancy of Navy owned or leased housing. When any of the following condition/s exist, termination of housing is required:

a. When the sponsor/member receives PCS orders to a command not supported by the HA.

b. When a member's and/or family member's personal behavior warrants removal, as determined by the HA.

c. When a member without dependents will be deployed for greater than 90 days.

d. Upon identification of a registered sex offender in the household as defined in reference (f). Subsequent to assignment to Navy owned, leased or PPV Housing, if the member or sponsored resident of the household becomes a sex offender and willingly discloses this fact to the Housing Office, the member is entitled to a government sponsored short distance move (Intra-Station Move).

e. When the member is declared a deserter; released from active duty; separated from the service; transferred to the

Fleet Reserve; retired; transferred to the Temporary Disability Retired List; deceased; in an appellate leave status (not entitled to pay and allowances).

f. When a member who occupies billeted, or student quarters is transferred to another position or retires from Active Duty.

g. Upon a member's request (or designee with power of attorney). For UH, upon request due to promotion to E5; E4s and below require Command approval prior to termination from existing housing assignment.

h. Upon termination of a Government domestic/foreign lease or occupancy agreement.

i. When the member or sponsored dependents residing in Navy Housing engage in subleasing.

j. When the member is separated from dependents (i.e. legal separation or divorce) and does not have legal custody of any dependent; or is separated from family members for more than 60 consecutive days for reasons other than temporary duty or deployment.

k. When a member goes on terminal leave.

l. Upon the death of the sponsor or the sponsor's sole dependent.

**ELIGIBILITY, AND ASSIGNMENT TO FAMILY HOUSING (FH)
Except General and Flag Officer Quarters**

1. Allowance Standards and Bedroom Eligibility. Eligibility determination is based on both pay grade and family composition. The Housing Authority (HA) will apply the following eligibility standards to provide equitable availability of housing to all eligible personnel. Eligible civilian employees sponsored by the Command when provided Navy managed housing will be eligible for the same minimum space standards or bedroom allotment as their military equivalents, as defined in reference (f).

a. By Pay Grade. Assignment by pay grade is subject to inventory availability. Minimum standards based upon pay grade are as follows:

(1) Officers (O6 and above) are eligible for a minimum of four bedrooms where available.

(2) Officers (O1-O5); Chief Warrant Officers (W1-W5); Limited Duty Officers; officers who received their commissions via other programs (e.g., Enlisted Commissioning Program (ECP)), and who had a minimum of nine years enlisted active service at time of commissioning (O1E - O3E); and senior enlisted personnel (E7-E9) are eligible for assignment to a three-bedroom unit. The HA has discretion (depending on inventory and local conditions) to establish a three-bedroom minimum assignment policy for these personnel.

b. Family Composition. For enlisted personnel (E1-E6), bedroom eligibility is based on family composition. Where inventory permits, families will normally be eligible for one bedroom per child and a separate bedroom for the dependent parents.

c. Wait List Management. The HA will maintain wait lists for those requesting Navy Housing. The member will be placed upon the appropriate wait list based upon bedroom eligibility. Eligible civilians will be placed on the appropriate wait list based on their pay grade/band equivalency. Members may request in writing to be placed upon a list with fewer bedrooms than they are eligible. Where local housing areas are designated for separation of officers and enlisted personnel, separate wait lists will be maintained. The HA may establish requirements for additional wait lists to encompass specific housing areas, pay-

grades, etc. Where appropriate the following lists should be established.

- (1) Officers by bedroom eligibility
- (2) Enlisted by bedroom eligibility
- (3) Sub-standard housing.

2. Assignment to Family Housing. Assignment is the formal provision of quarters to an eligible military or non-military or civilian personnel. Assignment to housing may not occur without prior determination of entitlement and eligibility. No reassignment is allowed unless in compliance with the provisions of this instruction. Housing for members accompanied with dependents will be assigned by Control Dates and Priority of the applicants.

a. Control date is defined below:

Housing Applicant	Control Date is...
New Military Personnel (those reporting for initial permanent station tour)	<ul style="list-style-type: none"> • NO EARLIER THAN enlistment or entry into Navy
Career Military Personnel	<ul style="list-style-type: none"> • The date of detachment from the previous command if the application is submitted within 30 days of the reporting date; or the date of receipt of the application by the Housing Office if application is not submitted within 30 days of the reporting date. • The date of promulgation on the Chief of Naval Operations (CNO) message for Change in Homeport Certificates. • The date of promulgation on the CNO message for

	Pre-Commissioning/New Ships.
Civilian Employees	• NO EARLIER THAN offer and acceptance letter.

b. Priority of Applicant for Assignment to Adequate FH

(1) Priority 1. Key and essential Service members and civilians, including special command positions.

(2) Priority 1A. Commanders and Commanding Officers of deployable units in pay grade O-6, Master Chief Petty Officer of the Fleet/Force, host Command Master Chief Petty Officer (CMC), Current Navy-wide Fleet/Shore Sailor of the Year, and sponsors with family members in EFM levels IV and V.

(3) Priority 2. All sub-categories are equal and members will be placed on the wait list by order of control date.

(a) Service members assigned or attached for duty at the Installation (including deployable ships/units).

(b) Foreign North Atlantic Treaty Organization (NATO) personnel assigned for duty at the Installation.

(c) Civilian employees in foreign countries and U.S. overseas areas who are assigned to, or attached for duty at, the Installation (including ships) or who are assigned to other Installations that are served by the housing complex.

(d) Independent duty personnel of any Service assigned or attached for duty or working at activities within a 1.5-hour commute during rush hour of the Installation or of a housing complex serving the Installation. If there is more than one Installation with family housing within commuting distance of the independent site, the nearest one will be the family housing provider unless another Installation consents to a transfer of the responsibility.

(e) National Guard and Reserve personnel, serving on active service (active duty service or full-time National Guard/Reserve duty) who are assigned to or attached for duty at the Installation or within a 1.5-hour commute during rush hour of the Installation or of a housing complex serving the Installation.

(4) Priority 3. Civilian employees in foreign countries and U.S. overseas areas assigned to duty in the area of the installation but are not served by the housing complex.

(5) Priority 4. National Guard and Reserve Personnel on active guard and reserve duty pursuant to an active duty or full-time National Guard for a period of 180 consecutive days.

(6) Priority 5. Unaccompanied military families. All U.S. citizen civilian employees in CONUS with family members. All U.S. citizen civilians in pay grade GS-3 and below (or equivalent) in foreign countries and U.S. overseas areas.

c. Assignment Considerations. Assignment to housing units for eligible personnel is supported by the following where inventory allows.

(1) Dependent parents will be assigned one bedroom per couple if married, and separate bedrooms if not married.

(2) Where inventory allows, each dependent child should have a private bedroom. If inventory does not support, assignment will be based upon the following criteria.

(a) No more than two children should share a bedroom, unless HA/Installation commander determines the bedroom is large enough to accommodate more children.

(b) Children of opposite sex under age 6 may share a bedroom.

(c) A child 6 years of age or older should not share a bedroom with a child of the opposite sex.

(d) A child 10 years of age or older is eligible for a separate bedroom and should not be required to share a bedroom.

(3) Members who have joint legal and physical custody of dependent children for at least six months will be considered for appropriate bedroom eligibility.

(4) An unmarried dependent child under 23 years of age who is enrolled full-time (i.e. \geq 12 hours course load) in an institution of higher learning, will be counted as a family

member when determining bedroom eligibility, provided the child will be residing with the sponsor six months a year.

(5) When a live-in aide is approved by the CO of the Installation, the live-in aide will be eligible for a separate bedroom.

(6) When the sponsor or spouse is pregnant (requires doctor certification), the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

(7) Additional bedrooms will not be considered for persons not qualifying as a family member, such as a foster child, foreign exchange student, etc.

(8) Additional bedroom allowances will not be considered for purposes other than providing a sleeping area for dependents. Establishment of approved home business does not qualify member for additional space.

(9) To the extent possible, families with children five years and younger will be assigned to one level homes and/or to housing units with windows equipped with the appropriate window fall prevention devices. Careful consideration of this action will require review of impact on the wait list and may result in providing window fall prevention devices prior to actual occupancy.

(10) Personnel will be provided a minimum of 30 days advance notice of availability to allow time for relocation planning. The sponsor or sponsor's designee (power of attorney required for the latter) will sign acceptance of Government housing upon assignment.

**ELIGIBILITY AND ASSIGNMENT TO PERMANENT PARTY UNACCOMPANIED
HOUSING (UH)**

1. Eligibility Standards. Eligibility determination is based on both pay grade and dependency status. Eligibility for Unaccompanied Housing Public Private Venture (UH-PPV) can be found in reference (c). The Housing Authority (HA) will apply the following eligibility standards to provide equitable availability of housing to all eligible personnel. Civilian employees sponsored by the Command will be eligible for the same minimum space standards as their military equivalents as defined in reference (e).

a. Per policy in reference (l), Navy will program to house all unaccompanied E1-E4 Sailors with less than four years of service (E1-E4<4) and, based upon local conditions, the maximum percent of E4 with more than four years of service (E4>4) on base. As per reference (l), the Navy is programming to house E1-E3 Sailors in shared bedrooms and E4 Sailors in private bedrooms, with no more than two Sailors sharing a bathroom. CNIC may approve exceptions to this programming standard for locations with a lack of adequate community housing.

2. Adequacy Standards. Minimum adequacy assignment standards for unaccompanied members (both without dependents and those not accompanied by dependents) based upon pay grade, as defined by reference (e), are indicated in Table (1) below. Per reference (e), assignment to housing below these standards after November 2011, without a written SECNAV waiver, is not authorized.

a. As per reference (m), the Assistant Secretary of the Navy has approved a shared bedroom standard for E1-E3 Sailors residing in UH without a living/dining room and full kitchen. Under this standard, no more than 2 Sailors would share the bedroom and bathroom in a non-market unit, with each Sailor provided a minimum of 90 net square feet of sleeping area.

b. Except in cases of military necessity, unaccompanied members will be assigned in accordance with minimum standards as defined by reference (e). Unaccompanied members receiving Basic Allowance for Housing (BAH) at the "with dependent" rate are not allowed to reside in a space which exceed the minimum standards without forfeiture of housing allowances per reference (n).

Table 1. DoD UH Minimum Configuration and Privacy Standards for Assignment

PAY GRADES	MINIMUM ADEQUACY STANDARDS FOR PERMANENT PARTY PERSONNEL
O1 and above, WO and above, and E7 to E9	Private unit with living room, bedroom, kitchen, and bathroom
E5 to E6	Shared unit with a living room: Private bedroom with 118 net square feet (NSF), bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room: Private bedroom with 135 NSF, bathroom shared with not more than one other, and a kitchenette
E1 to E4	Shared unit with a living room: Shared bedroom with not more than one other and with a minimum of 72 NSF for each occupant, bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room: Private bedroom with 90 NSF, bathroom shared with not more than one other, and a kitchenette
<p>NOTES:</p> <p>1. NSF minimums for units can be established by the Military Departments.</p> <p>2. The minimum standards can be waived on a temporary basis (for no more than 1 year) due to military necessity. However, exceptions for longer periods of time can only be approved by the Secretary of a Military Department. This includes realigning pay grades as warranted by similarity of responsibilities.</p>	

3. Assignment Standard. As per reference (1) and in accordance with reference (e), the Navy will assign:

a. E1-E3 Sailors to shared bedrooms, no more than 2 per bath, where inventory allows.

b. E4 to private bedrooms, no more than 2 per bath, up to 100% of E4s, where inventory allows.

4. Assignment Priority UH. The Navy's goal is to provide suitable housing for all E1- E4<4 Sailors and based on local conditions, the maximum percent of E4>4 Sailors. While all members are eligible, UH is intended to be for the Navy's most junior Sailors. Eligible personnel will be assigned to UH in the order supported by the following priorities and categories.

a. Priority 1. Unaccompanied key and essential Service members and civilians, including special command positions.

(1) Category I, Military Necessity. Military Necessity may be declared when, in the judgment of the CO of the Installation, housing of an individual or unit is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Every effort will be made to provide adequate accommodations as outlined in reference (e) and defined in enclosure (8) to members as a result of Military Necessity. Military Necessity will not be declared for the sole purpose of avoiding the payment of appropriate housing allowances.

b. Priority 2. Unaccompanied permanent party personnel in specific pay grade categories required to reside in Government-provided housing; PCS students with no dependents, and Duty Under Instruction (DUINS); and involuntarily separated personnel.

(1) Category II, Sea Duty Sailors E1-E4<4. The Homeport Ashore program supports Sailors assigned to all self-propelled vessels, including submarines, while in their designated homeport. Installation Homeport Ashore Transition Plans will define priority and availability.

(2) Category III, E1-E4<4 Rotational in Homeport. Sailors assigned to a Sea duty component of a deployable unit such as Air Squadrons, Mobile Training Units (MOTU), and Mobile Construction Battalions (Seabees), etc.

(3) Category IV, E1-E4<4 Single Shore Duty Sailors

(4) Category V, Wounded Warriors/Medical Hold or Holdover as determined by BUMED. May apply if member is not housed in a Medical Treatment Facility.

(5) Category VI, Assigned to Duty Under Instruction (DUINS), Training of 20 weeks or more.

(6) Category VII, E4>4 Single Sailors

(7) Category VIII, Sailors on Dependent Restricted OCONUS Tours. Applies to any overseas duty station with an established tour that does not permit Command-sponsored dependents. Involuntary separation as defined by reference (e).

(8) Category IX, E5. E5 Sailors, eligible for, but not in receipt of a housing allowance.

c. Priority 3. All other unaccompanied personnel, including voluntarily separated personnel, with occupancy on a space-available basis.

(1) Category X, Resident Advisors. E5 and above Service members approved by the Command review board. Resident Advisors (RAs) who are receiving BAH at the "with dependent" rate cannot be housed at greater than their minimum standards as defined by reference (e) without risk of forfeiture of housing allowances. Note: The population of RAs will not exceed 5% of the total E1-E3 permanent party population. Details on the RA program can be found in operational guidance.

(2) Category XI, Sailors with Exceptional Family Members (EFM). Sailors that are registered in Category III, IV, V, VI of the EFM program who are prevented from bringing dependents to the new duty station due to EFM and have been authorized BAH at the dependent's location by PERS-451.

(3) Category XII, Sailors assigned to ships in overhaul. When the ship is determined to be uninhabitable during period of overhaul (not pre-construction), Sailors are to be housed in accordance with reference (n). Members in the following categories (XIII - XV) are provided housing on space available basis only, and will not jeopardize the eligibility for those in a higher priority. Once assigned, these members may be given no less than 48 hours notice to vacate in order to provide housing for a higher priority member assignment.

(4) Category XIII, E6 and above Sailors, eligible for, but not in receipt of a housing allowance.

(5) Category XIV, Geographic Bachelors (GBs). Service members, in receipt of BAH at the "with dependents" rate and have executed Permanent Change of Station (PCS) orders that authorized movement of dependents, who for reasons other than the availability of housing, elect not to be accompanied by the dependents. This includes Service members on overseas tours who are not accompanied by their command sponsored dependents (Unaccompanied Orders).

(a) COs of Installations may provide up to five percent of UH bedrooms for use by GBs. The five percent may be increased up to 15 percent with Region Commander approval. Any

amount greater than 15 percent requires prior approval from CNIC.

(b) Housing for GBs will not exceed the space criteria in reference (e) for their paygrade/rank. In no case will GBs be assigned to less than 72 square feet unless the local Fire/Safety authority provides clearance.

(c) Calculation of allowance for the number of GBs allowed includes all active Permanent Party rooms. UH-PPV rooms will not be included in the total inventory for purposes of accommodating GBs.

(d) Metropolitan areas and consolidated area Regions may calculate the allowance based upon total area population in lieu of separate allowances per each Installation.

(6) Category XV, Permanent Party Personnel assigned to units not supported by the Installation (e.g. member assigned to NAS Kingsville requesting assignment to NAS Corpus Christi UH).

(7) Category XVI, Space Available (Others). This category includes those members that are not part of the normal Installation Unaccompanied Housing requirement (e.g. members removed from permanent housing for safety/security purposes).

5. UH Wait Lists. The HA will keep the following separate wait lists for those desiring to move into Navy UH, UH-PPV and for those requesting to draw an allowance for housing in lieu of assignment to Government quarters. Where applicable, wait lists for Sailors choosing to move into PPV units will be in accordance with reference (c).

a. Wait list for Members requesting assignment to UH

- (1) E1-E4<4 Sailors
- (2) E4>4 and above Sailors
- (3) Resident Advisor (RA) Applicants
- (4) Geographic Bachelors (GBs)

b. Wait list for Members requesting referral to UH-PPV as per reference (c).

c. Wait list for single members requesting BAH in lieu of UH assignment based on eligibility as stated in section 4.

d. Control date is defined below:

Housing Applicant	Additional Criteria
New Military Personnel (those reporting for initial permanent station tour)	Date of application; NO EARLIER THAN enlistment or entry into Navy
Career Military Personnel	Date of application; NO EARLIER THAN date of orders (date time group no.) or date of Certificate of Homeport Change
Civilian Employees	Date of application; NO EARLIER THAN offer and acceptance letter.

6. BAH Entitlements for Single Members. The Military Pay and Compensation Policy Branch (OPNAV N130) is the entitlement authority for the Navy. Reference (p) provides clear guidance regarding BAH entitlements. For the purposes of BAH entitlement, "full utilization" of UH inventory is defined as 95% occupancy of available and on-line beds. UH-PPV beds will be included in UH inventory in accordance with reference (m) section U10010 C, for the purpose of determining full utilization. Beds occupied by Geographical Bachelors shall be considered available in determining the occupancy percentage.

a. Single Sea Duty Sailors E1-E3 are prohibited by law from receiving full BAH/OHA.

b. Single Sea Duty Sailors E-4<4 are not authorized by Navy policy to receive full BAH/OHA.

c. Single Sea Duty Sailors in pay grades E4>4 can submit a request to receive BAH/OHA. The CO of the Installation is the approving authority. In accordance with reference (l) approval of the request for BAH/OHA is contingent on the "full utilization" of UH/UH-PPV beds, as defined above.

d. Single E1-E4 Sailors on shore duty and rotational Sailors assigned to a sea duty component of a deployable unit such as Air Squadrons, Mobile Training Units (MOTU), and Mobile Construction Battalions (Seabees), etc., may request to live in

such as Air Squadrons, Mobile Training Units (MOTU), and Mobile Construction Battalions (Seabees), etc., may request to live in the community and be authorized BAH/OHA when UH/UH-PPV have reached "full utilization" as defined above.

7. Housing Allowance Verification. The UH occupancy report will be provided on a monthly basis to the local Personnel Support Detachment to allow local pay authorities the ability to verify eligibility for continued payment of housing allowances.

ELIGIBILITY AND ASSIGNMENT TO STUDENT DORMITORIES

1. General Applicability. The term Dormitories covers a wide range of facilities and/or student housing. The following are typical assignments which entitle the service member to reside in the supporting Dormitory. (This list is not all inclusive.)

- a. Enlisted Recruit Training
- b. Enlisted Initial Skills Pipeline("A" School)
- c. Officer Accession Training
- d. Special Training Environment

2. Student Training Environment. Enlisted and Officer students in accession training (basic through initial skills) require certain controls with housing to meet the objectives of Sailorization, Unit Cohesion, and Training Integrity. In accordance with reference (q), students that are not entitled to per diem or a housing allowance must be housed in Dormitories during their training period.

3. Special Training Environment. Special training environments exist within the Navy and enhance the specific mission of a Command by providing a controlled environment for residents.

4. Eligibility for Assignment. Members in receipt of initial orders or Permanent Change of Station (PCS) orders to a temporary unit or training command are eligible for housing in Dormitories where facilities are available.

a. Members with dependents who are assigned for less than 20 weeks are entitled to housing in the respective Dormitory without loss of housing allowances.

b. Members with dependents drawing housing allowances at the "with dependent rate," who are assigned for 20 weeks or more, are Duty Under Instruction (DUINS) and are GB's and eligible for assignment on a space available basis. Assigned housing cannot exceed the minimum standard defined in reference (h).

5. Minimum Configuration and Privacy Standards.

a. For Service members in basic training, the minimum adequate housing standard is open bay with a central bath and with at least 72 net square feet (NSF) for each Service member. This area includes space for a bed, locker, and circulation.

b. For Service members undergoing Enlisted "A" School, the Navy Education and Training Command has established a minimum assignment standard of 90 net square feet per person, reference (p) in addition to the new construction standard identified in reference (k).

c. For Service members undergoing all other training subsequent to basic training, assigned quarters should provide more space (minimum 72 NSF), privacy, and amenities than that specified for basic training, taking into consideration the type and length of training and the status of the trainee or student.

6. Assignment. Check-in and check-out for Dormitory residents will normally be handled by the school command operating the Dormitories. When assignment is handled by Housing personnel, policies stated in the body of this instruction apply.

SPECIAL AND/OR UNIQUE ASSIGNMENT CONSIDERATIONS

1. Activated or Mobilized Reservists. Reservists recalled to active duty on Permanent Change of Station (PCS) orders (and not authorized per diem in addition to a housing allowance) are housed on the same basis as their active duty counterparts.

2. Frocked Service Members

a. Single Shipboard Sailors frocked to the pay grade of E5 who have less than four years of service are not authorized housing allowances and shall not be displaced from Unaccompanied Housing (UH) until they are permanently promoted to the pay grade of E5. Single Shipboard Sailors frocked to the pay grade of E5 who have more than four years of service may request to live in the community and be authorized BAH/OHA when UH and, if applicable as per reference (n), UH-PPV have reached "full utilization", as defined in Enclosure (3).

3. Service Member Married to Service Member

a. Either member may be assigned to a Family Housing (FH) Unit when co-located or accompanied by a dependent. When co-located, the housing assignment will be based upon the senior member's eligibility. If an officer is married to an enlisted member, assignment will be made to officer housing.

b. If the military members have dependents and are assigned to separate Installations not in the same geographic area, the member with physical custody will be eligible for FH. Members are eligible for FH when assigned to the same Installation but separated by temporary duty assignment or deployment. The same geographic area is defined as within one-way 1.5 hour travel time.

c. A service member without dependents married to another service member without dependents stationed at separate Installations not in the same geographic area are eligible for UH if they are E1-E4. If no UH is available (i.e. UH is fully utilized), the member may be eligible for housing allowance at the "without dependent rate," as per reference (p).

d. A service member with dependents or with custody of dependents, but not accompanied by these dependents, married to another service member without dependents or without custody of dependents stationed at separate Installations, as defined

above, is considered a Geographic Bachelor (GB) for UH and entitlements purposes. The member without dependents is considered a single service member for UH or entitlements purposes.

4. Single Military Member with Legal and Physical Custody of a Child. A member entitled to housing allowances at the with dependent rate who has legal and physical custody of a child who lives with the sponsor at least six months of the year will be authorized to live in FH. Single members without child custody (not entitled to housing allowances at the "with dependent" rate) are ineligible for FH; however are entitled for UH. See reference (d) for eligibility for UHP.

5. Deployed Military Member. Members who are accompanied by dependents are eligible for FH, even if deployed. Family members must reside with the sponsor, at the homeport location, at least six months of the year to be authorized to live in FH.

6. Members with Dependents who are Unaccompanied by their Dependents

a. A member with dependents unaccompanied by their dependents may not be housed in Government quarters at greater than the entitlement to minimum standards criteria for single permanent party members of the same pay grade/rank without risk of loss of their entitlement to housing allowances, regardless of any fees paid.

b. Members who are approved by the Housing Authority (HA) to serve as a Resident Advisor in the UH are also restricted to the minimum standards criteria as stated above.

c. Members who are serving a dependent restricted tour have a higher assignment priority category; however, are also restricted to the minimum standards criteria as stated above.

7. Single Pregnant Member

a. Upon doctor's medical certification of pregnancy, a single military member with no other dependents is eligible to apply for FH and, at the discretion of the CO of the Installation, may occupy FH before the birth of the expected child.

b. A service woman who has no other dependents who is a current UH resident is authorized to remain in the UH for the full term of pregnancy if so desired by the member.

c. Up to the twentieth week of pregnancy, an E1-E4 rotational in homeport and shore duty Service woman may request, and the Installation CO may authorize permission for off base housing and payment of appropriate housing allowances at the "without dependent" rate. From the twentieth week forward to full term delivery, the service woman may request, and the Installation CO must authorize off base housing and payment of housing allowance at the "without dependent" rate.

d. Up to the twentieth week of pregnancy, a shipboard Sailor E1-E4 will reside in UH while in homeport. From the twentieth week forward to full term delivery, the service woman may request, and the Installation CO must authorize off base housing and payment of housing allowances at the "without dependent" rate. The authorization for housing allowance ends if the member does not maintain custody of the child.

8. Sailors Undergoing Processing. Except as provided in reference (m), no per diem is payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing processing, indoctrination, basic training, or instruction in a TDY status at a place where both Government mess and Government quarters are available.

9. Special Environment Housing. Housing designated for a specific mission and the exclusive use of a tenant command. Unless otherwise defined in the Host Tenant Command Support Agreement, eligibility and assignment for these facilities will be handled by the Tenant Command (includes housing for Marine Corps and Transient Personnel Units).

10. Civilian Employees. Civilian employees normally will be expected to rely on surrounding civilian communities for housing support whether stationed in the Contiguous United States (CONUS), Hawaii, U.S. territories and possessions, or foreign areas. Where the HA determines appropriate and adequate community services and support facilities do not exist, are substandard, or cannot be enjoyed without restriction, housing will be allocated to provide reasonable and equitable treatment to both eligible military personnel and eligible U.S. citizen civilian employees. Where applicable, Fair Market Rental rates

will be established in accordance with reference (h). Local HA will establish policy for collection of rental payment.

a. DoD Appropriated and Non-Appropriated Fund Civilian Employees

(1) Key and Essential (K&E) employees designated by Installation COs in special circumstances that must relate to military necessity, accomplishment of mission, safety, or security.

(2) Submission of justification and approval of civilian employee designation as K&E will be documented and retained in Installation files for 2 years after the employee has vacated housing.

b. Non-DoD Employees

(1) Coast Guard personnel and non-military uniformed employees of the National Oceanic and Atmospheric Administration and the U.S. Public Health Service with or without accompanying family members will be provided housing when inter-service support agreements (ISSA) are in place between Department of the Navy (DoN) and the agency concerned.

(2) Red Cross personnel in foreign areas will be furnished quarters in foreign areas on the same basis as DoD U.S. citizen civilian employees recruited from the U.S. In instances where DoD U.S. citizen employees are furnished Government quarters without charge, Red Cross personnel also shall be furnished quarters without charge. When American Red Cross personnel are provided Government quarters in the U.S. or its territories and possessions, the established rental rate for those quarters will be charged.

(3) United Service Organizations, Inc. (USO) executive and professional staff may be provided housing on a reimbursable basis at locations in foreign countries or U.S. territories and possessions when it is within the capability of the overseas military command and not prohibited by appropriate Status of Forces Agreements.

(4) Personnel (e.g., U.S. or third-country national bank personnel and key contractor personnel) serving on DoD military Installations in foreign countries or U.S. territories and possessions, as specified in written agreements.

c. Foreign Nationals. Where a specific written agreement exists between a foreign Government and the U.S. regarding the provision of Housing, foreign nationals with or without accompanying family members will be provided housing by the terms of that agreement. In the absence of such agreement, those in the Personnel Exchange Program (PEP), Foreign Military Sales (FMS), and trainees in the International Military Education and Training (IMET) program may occupy Government housing under the conditions stated below.

(1) Subject to the approval of the HA, and

(2) Foreign students, including those in FMS and IMET, may occupy Government housing only after a determination has been made that U.S. student housing requirements are satisfied and will be satisfied for the projected duration of the foreign student's occupancy.

PPV FAMILY HOUSING (FH) PRIORITY LIST

1. The Navy makes referrals to the FH PPV property management company based on a priority listing that was created at the time of business agreement development. Although there are slight variations from project to project, active duty families are always the first priority and private sector civilians are always the last.

A typical priority list for referral to family housing PPV is as follows:

1. DoD active-duty personnel assigned to the Region who are entitled to BAH at the "with dependents" rate.
2. Active-duty Coast Guard personnel with families (at some locations, Coast Guard families may share top priority with DoD personnel).
3. Active-duty reserve and National Guard families
4. Active-duty unaccompanied
5. Reserve unaccompanied
6. DoD civilians
7. Military retirees
8. Private sector civilians.

2. The Navy manages the priorities 1-7. Private sector civilian waitlists (8) are managed by the PPV property management company. The Navy has the flexibility to refer individuals of different priority levels to privatized housing at any time.

31 Jul 2012

EXCEPTIONS TO TERMINATION REQUIREMENTS

1. Extension of Assignment. Members/sponsors are required to provide written notification and request for extension to the Housing Authority (HA) within 30 days of original detachment date. The following are special conditions which constitute exceptions to the termination policy.

a. Permanent Change of Station (PCS) Orders To a Dependent-Restricted Tour. Family members (including military spouses) of members transferred to a dependent-restricted overseas tour who occupy FH at the time of departure of the member will be permitted continued occupancy until the sponsor returns or reports to the next Permanent Duty Station (PDS) on an accompanied tour. The following conditions apply:

(1) Retention of FH is voluntary on the part of the sponsor and must be requested in writing upon receipt of orders or at least 30 days prior to departure of member, whichever is later.

(2) Personnel who retain FH during a dependent-restricted tour will be required to terminate and clear quarters within 30 days after member's detachment date to an accompanied tour, unless the member receives orders to return to the same geographic area.

b. PCS Orders to School on Temporary Duty (TEM DU)/Temporary Duty Under Instruction (TEM DUINS)/Duty Under Instruction (DUINS), not to exceed 11 months. The HA will allow family members to continue to reside in quarters until the member reports to the ultimate duty station, or in the case of an overseas duty station, the family members receive authority to travel.

c. PCS Orders to Another Installation Within a 1.5-Hour Commuting Distance During Rush Hour. The HA may permit the member to remain in quarters at the first Installation.

d. Pre-Commissioning Site. A member ordered to TEM DU in connection with outfitting or conversion of a vessel other than the prospective homeport site may leave family members in FH at the old duty station until member executes a move to the new station.

e. Member Barred From Contact with Family Members for More than 90 Days - Pending Investigation. The HA will allow the family members to continue to occupy FH while the case is under investigation, and will follow up as appropriate.

f. Sponsor Sentenced to More than 90 Days Confinement by Military/Civilian Authority. The HA may authorize the family members of a sponsor sentenced to more than 90 days confinement by military/civilian authority to remain in FH until civilian housing is arranged, not to exceed 90 days from the start of confinement.

g. Hospitalization of Sponsor for More than 90 Days. If a sponsor is transferred out of the area for treatment requiring hospitalization of more than 90 days, the HA may authorize the family members to remain in FH until civilian housing is arranged. Generally, this period will not exceed 90 days, but may be extended by the HA in cases of severe hardship.

h. Ships in Overhaul. As per reference (n), members attached to ships changing homeports for routine overhaul (ROH): Dependents occupying FH at the original homeport may continue to do so in lieu of PCS travel. BAH approval at the dependent's location is determined by OPNAV N130.

i. Unit Homeport/Location Changes. Personnel assigned to ships, aviation squadrons, staff and shore activities that are changing homeport/location will be required to vacate FH at the previous location 15 days after the effective date of change or 15 days after the unit arrives at the new homeport/location, whichever is later.

j. Resident Request. Upon written request, residents may be permitted to remain in assigned quarters for reasons other than those cited above although a condition requiring termination exists. The HA will determine if special circumstances warrant an exception to termination policy, approve or deny the request in writing, and specify the duration if approval is granted. The HA will retain documentation concerning the special circumstances for 2 years after the service member has vacated.

2. Special Instructions Regarding Required Termination. Special instructions apply in the following required termination circumstances:

a. PCS Orders Overseas and OCONUS. Family members of a sponsor transferred to an overseas or OCONUS tour may retain FH while awaiting family member entry approval. The HA shall establish a periodic review policy (recommended every 30 days) in which to follow up with the member to determine status of the awaited approval.

b. Retirement and/or PCS Orders from Billeted Quarters. For members who occupy billeted quarters, and whose duty status or location changes from area of assigned Installation, the member's assignment to the assigned unit will terminate unless an extension waiver has been approved. Requests to remain in available housing beyond retirement or new reporting date must be submitted to CNIC HQ for approval no later than 30 days prior to the effective date. The request will detail the justification and hardship incurred. Waiver requests for extensions will be considered on a case-by-case basis and must demonstrate significant hardship to the resident if forced to move within these guidelines.

(1) No authorized personnel should be denied housing to accommodate a request for extension.

(2) The HA will establish rental charges and payment procedures in accordance with OMB Circular A-45.

c. PCS Orders to Locations with Lack of FH. Members with PCS orders to locations with limited housing shall be eligible to leave their family members in government quarters at the previous duty station until housing is available at the new duty station provided the following criteria are met.

(1) The family must reside in CONUS, Hawaii, or Alaska;
and,

(2) The member must apply for housing at the new duty station

d. Deceased Sponsor. The HA will permit the family of a deceased sponsor to remain in assigned housing, without charge, for 365 days after the death of the sponsor (or the date of the Service Secretary's determination of death, if later). Extension requests must be forwarded no less than 30 days prior to the expiration of the 365 days via the Regional HA to the CNIC Housing Program Director for consideration/approval. When an extension beyond the 365 days is granted, rental rates

equivalent to the fair market value (FMV) of the quarters will be charged.

e. Death of a Sole Dependent. The HA may permit the military member or civilian employee to remain in assigned housing for up to 60 days after the death of the member's/employee's sole dependent and may extend occupancy in the case of severe hardship, as determined by the HA. Military members will continue to forfeit housing allowances until termination of assignment. Civilian employees will continue to pay the rental charge.

f. Member in an Appellate Leave Status (Not Entitled to Pay and Allowances). The HA may authorize members in an appellate leave status to retain quarters until civilian housing is arranged, not to exceed 60 days from the start of appellate leave status. Rental rates equivalent to FMV of quarters will be charged.

3. Discretionary Termination of DoD Civilian Employees in Overseas and Foreign Locations. In U.S. overseas and foreign locations, FH assignments (except for personnel in Key and Essential (K&E) positions) may be terminated at the discretion of the HA after 5 consecutive years when such action is required to:

a. Maintain an equitable and reasonable distribution of assets between eligible military personnel and eligible U.S. citizen civilian employees recruited from the U.S., or

b. Permit the assignment of other eligible U.S. citizen civilian employees from housing wait lists.

GLOSSARY OF TERMS

Adequate DoD Housing. Family Housing (FH) and Unaccompanied Housing (UH) that meets DoD minimum standards for configuration, privacy, condition, and health-safety.

Barracks. Single Permanent Party (Sea and Shore Duty) housing facility.

Basic Allowance for Housing (BAH). That portion of a member's military compensation which is intended to remunerate a member for housing expenses when Government quarters are not provided.

Community Housing. Private-sector housing located within a defined market area. This does not include housing privatized and used by the Military Services.

Control Date. The eligible date for assignment to quarters. Family Housing control date for the housing waiting list is the date of detachment from the previous command if the application is submitted within 30 days of the reporting date. If an application is not made within this time frame, the date of receipt of application by the Housing Office will be the control date. Unaccompanied Housing control date is defined as date of application; no earlier than date of orders or enlistment date if new recruit.

DoD Housing. FH and UH that the Department of Defense owns, leases, obtains by permit, or otherwise acquires. This is also referred to as "Government-controlled housing." It does not include privatized housing, except UHP as stated in reference (g).

DoD personnel. Military and DoD appropriated fund and non-appropriated fund personnel.

Dormitory. Unaccompanied (married or unmarried) student (Enlisted or Officer) housing facility.

Duty Under Instruction (DUINS). Member is ordered to attend a course(s) on instruction at a school or Installation where the scheduled cumulative duration is more than 140 days (20 weeks). The school or Installation is the members PDS regardless of the terms of the orders involved as per reference (m).

31 Jul 2012

Frocked Service Member. Member receives and is allowed to wear a rank prior to officially receiving the financial benefits of the rank.

Geographic Bachelor (GB). Service members, in receipt of Basic Allowance for Housing (BAH) at the "with dependents" rate and have executed Permanent Change of Station (PCS) orders that authorized movement of dependents, who for reasons other than the availability of housing, elect not to be accompanied by the dependents. This includes Service members on overseas tours who are not accompanied by their command sponsored dependents (Unaccompanied Orders).

Inadequate DoD Housing. FH and UH that does not meet DoD minimum standards for configuration, privacy, condition, and health-safety. Inadequate housing is not necessarily uninhabitable unless it has a serious health or safety deficiency.

Key and Essential Personnel. Military and civilian personnel designated by an Installation commanding officer to reside on the Installation because of military necessity and operational considerations.

Military Necessity. Housing supporting Individual's Accounts Personnel, Individual Augmentees, Sailors assigned to Transient Personnel Units while awaiting Ship's movement or separation from the Navy, Sailors executing Temporary Duty for Further Assignment (TEMDFURAS) Orders, Awaiting Medical Boards, Executing Limited Duty Orders, or Sailors directed by the Command to Temporarily reside in UH because of Restricted Duty, Military Protective Orders, Cool down, etc. Personnel are considered "Must House" on the Installation.

Net Square Footage (NSF), UH. The floor space in square feet within the interior face of full height walls of a room(s) with no deductions for furnishings, door swings, sinks, installed cabinets and countertops, heating and cooling system components, or exposed vertical pipes. NSF of a bedroom does not include the area of a closet.

Occupancy. Percentage of housing inventory occupied or assigned to members for housing purposes. It takes into account units that are "inactivated" due to ongoing repair or renovation, but not because of routine cleaning and maintenance for change of occupancy. Also referred to as utilization.

Overseas Housing Allowance (OHA). Allowance authorized to assist a member in defraying the housing costs incurred incident to assignment on permanent duty to a station outside CONUS (less Hawaii).

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

Permanent Party Personnel. Active duty and Reserve Component military personnel who are assigned to or are attached to an Installation in a PCS status. Also includes trainees or students who are attending a training course for 20 weeks or longer.

Promulgation Date. The date specified, or the date time group of Naval Message, or date of OPNAVNOTE signed by the Director-Navy Staff (DNS). DNS issues the promulgation date as the starting point in time for the activity and its chain of command to execute the Organizational Change Request (OCR) action on the effective date. Promulgation date has significance for ship and squadron personnel since it commences the homeport certificate process. The date is used by the Navy Housing to allow sailors to get on housing lists. For homeport or permanent duty station changes, the promulgation date is normally six months prior to the effective date to allow six months before and up to a year after the effective date to complete a PCS move. For new construction, promulgation dates are usually one year prior to allow more time for Sailor planning due to the time length of school pipeline training.

Privatized Housing. Military FH or military UH acquired or constructed by an eligible entity. This housing may be located on Government property leased to the entity, typically for 50 years. This housing is not DoD-owned, but is one of the housing choices available to Service members. Privatized housing can be located on or near military Installations within the United States and its territories and possessions.

Sea Duty. A tour of duty afloat or at a shore location for which sea duty credit is accrued. A member serving on Permanent Change of Orders to a self-propelled vessel, or deployable unit such as

Air Squadrons, Mobile Training Units (MOTU), and Mobile Construction Battalions (Seabees).

Temporary Duty under Instruction (TEMDUINS). Member is ordered to attend a course(s) of instruction at a school or Installation where the scheduled cumulative duration is less than 140 days (less than 20 weeks). The school or Installation is to be considered Temporary Duty (TEMDU) for entitlement purposes as per reference (1).

Utilization. The occupancy of FH or UH (Owned, Leased, and PPV) inventory during the reporting period.

Unaccompanied Housing (UH). Military housing for unaccompanied personnel, for both enlisted and officers, and for permanent party, trainees, and students.

Unaccompanied Housing Public Private Venture (UH-PPV). Privatized housing for UH personnel.