



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 11010.3
N4
13 Aug 2018

CNIC INSTRUCTION 11010.3

From: Commander, Navy Installations Command

Subj: SITE APPROVAL REQUEST PROCESS

Ref: (a) OPNAVINST 11010.20H
(b) OPNAVINST 5450.348
(c) CNIC HQ Standard Organization and Regulations Manual of 23 May 13
(d) NAVFACINST 11010.45A

1. Purpose. To publish guidance, policy and procedures for initiation, coordination and approval of site approval requests for facilities projects and qualifying events onboard Navy installations per references (a) through (d). Navy tenants/commands on other service installations will adhere to host command policies and guidance for site approval.

2. Scope and Applicability. This instruction applies to all entities to include, but not limited to, Commander, Navy Installations Command (CNIC) Headquarters (HQ), Regions, Installations, special areas and all branches of military service, commands, contractors and other Government agencies requiring site approval on CNIC owned property.

3. Action

a. CNIC Operations (N3) will ensure that the Installation (N3) program managers have a process in place to review site approval requests that have the potential to impact N3 operations.

b. CNIC Facilities and Environmental (N4) will:

(1) Review site approval request packages for new use agreements and all other situations not covered in this instruction requiring CNIC HQ or higher level approval.

(2) Update and revise CNIC's overall real property utilization policy as needed.

c. CNIC and Region Strategy and Future Shore Integrated Requirements (N5) will review site approval request packages having potential Strategic Lay-Down (SLD) impacts and notify Chief of Naval Operations SLD Working Group as appropriate.

d. Region Commanders (REGCOM) will:

(1) Assist Installation Commanding Officers in properly executing this policy and guidance.

(2) Ensure site approval requests are approved for all Military Construction Projects, Special Projects and host nation-sponsored projects prior to award.

(3) Provide reports to CNIC as requested.

e. Installation Commanding Officers will:

(1) Have responsibility for site approval requests in their assigned area of responsibility.

(2) Review all Category A requests (events of temporary duration; e.g. air shows) and sign Section D on page 9 of Naval Facilities Engineering Command (NAVFAC) Form 11010/31, Part I.

(3) Review and forward for coordination and certification all Category B site approval requests per Systems Command (SYSCOM) and certification authority requirements, prior to approving/signing Section D of NAVFAC Form 11010/31, Part I.

f. Installation Public Works Departments will:

(1) Initiate, process and coordinate site approval request packages using NAVFAC MAXIMO and eProjects systems and site approval certification authority processing systems to record and track site approval request packages, to include storage of completed site approval actions. Site Approval packages will be developed and approved per reference (d).

(2) Ensure facility planning and work induction systems and procedures are utilized to effectively support compliance with regulations and financial/audit readiness requirements.

(3) Ensure all end user, host installation subject matter experts and installation Public Works Department subject matter staff coordinate on the site approval requests as appropriate.

(a) For all construction projects that impact installation operations, ensure that the appropriate N3 department head is involved in the site selection process.

(b) For all installations with airfields, ensure both the Airfield Operations Officer and Airfield Manager review and concur with the site approval request. Special emphasis will be placed on including air operations stakeholders such as Naval Air Systems Command, Space and Naval Warfare Systems Command and Naval Flight Information Group in the review and approval process.

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(4) Ensure all certifying agencies involved with the site approval request receive and maintain for record copies of the final site approval document(s).

4. 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, 2000 and 4000 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>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

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.

5. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N4) 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 5 years, unless revised or cancelled in the interim and will be reissued by the 5-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 only via CNIC G2 <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.