



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

CNICINST 11103.8B
N9
14 Aug 2018

CNIC INSTRUCTION 11103.8B

From: Commander, Navy Installations Command

Subj: NAVY HOUSING LEASING PROGRAM

Ref: (a) OPNAVINST 5009.1
(b) SECNAVINST 11011.47
(c) FC 4-721-10N, Navy & Marine Corps Unaccompanied Housing CH-6, of 1 May 2015
(d) UFC 4-711-01, Family Housing, of 13 July 2006
(e) 10 U.S.C. § 2828
(f) DoDM 4165.63, DoD Housing Management of 28 October 2010
(g) DoD 7000.14-R, Financial Management Regulations of June 2013
(h) CNICINST 11103.3
(i) ASN (EI&E) memo, High Cost Leases in Foreign Countries, of 13 Jun 12
(j) CNICINST 11103.10
(k) DoD Instruction 2000.16 of 5 May 2007
(l) UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings CH-1, of 1 October 2013
(m) UFC 3-310-04, Seismic Design for Buildings, of 9 February 2012

Encl: (1) Navy Housing Leasing Standard Operating Procedures
(2) Housing Leasing Responsibilities and Authorities
(3) Domestic High Cost Lease Data Sheet Template
(4) Request Leasing Action Template
(5) Make-Ready Cost Estimate Template
(6) Foreign High Cost Lease Data Sheet Template

1. Purpose. To define responsibility for policy, program management, overall coordination and execution of the Navy Housing Leasing Program. Standard Navy Housing leasing procedures are outlined in enclosure (1). Housing leasing responsibilities and authorities are defined in enclosure (2). Templates are provided in enclosures (3) through (6).

2. Cancellation. CNICINST 11103.8A and CNIC Housing Desk Guide V1 (August 2009)

3. Scope and Applicability. This instruction applies to Commander, Navy Installations Command (CNIC) Headquarters (HQ), Regions and Installations.

4. Background

a. Reference (a) assigns responsibility for providing and administering Navy Housing and related programs to CNIC. CNIC is responsible for overall policy, operations and fiscal accountability for all housing programs within the Navy. CNIC may acquire, by leasing, required real property for family housing (FH) and unaccompanied housing (UH). Reference (b) tasks Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), under the direction of the Chief of Naval Operations (CNO), with issuing implementing instructions, prescribing operating procedures and developing controls to ensure the acquisition by leasing of real property complies with reference (b).

b. COMNAVFACENGCOM is solely responsible for warranting Real Estate Contracting Officers (RECO) for the Department of the Navy (DON) and is the Navy's acquisition agent for all foreign leasing actions in areas where COMNAVFACENGCOM is co-located with military installations. Leases required by individuals not stationed near military installations are executed and managed by the Department of State (DOS) (except in CONUS). The United States Army Corps of Engineers (USACE) is contracted by the Navy to execute and manage its domestic recruiter leases. Leases will conform to the building and construction standards outlined in references (c) and (d). Copies of all foreign lease contracts entered into, pertinent to Navy Housing, are maintained by COMNAVFACENGCOM as the central cadastral records repository for the DON.

5. Policy. Per reference (e), sections 2828 and 2874, the Navy will acquire FH and UH real property by leasing only for temporary use and if it is determined to be the most cost-effective way to address a Navy housing shortage and meet requirements for housing.

a. Per reference (f), enclosure (3), paragraph 1a, it is Department of Defense (DoD) policy to rely on the private sector as the primary source for housing DoD personnel. When it has been determined the community cannot adequately meet military housing needs, it is CNIC policy to rely on Public-Private Venture (PPV) housing (wherever a partnership is in place). There will be no FH leasing where there is FH PPV and no UH leasing where there is UH PPV, unless it is determined that PPV inventory is not able to meet the housing requirement.

b. Per reference (g), volume 2B, chapter 6, the Navy Housing Leasing Program will be administered within the criteria, cost limitations and use of appropriate funds.

c. Domestic leasing is only authorized for Navy recruiters when there is no available military housing within 20 miles of the recruiter's duty station or within a 60-minute commute. CNIC HQ manages the domestic recruiter leasing program.

d. Foreign leasing for Navy Housing is authorized when the requirement is temporary; leasing is more cost effective than other forms of acquisition; or military construction of housing is ongoing, but not complete, or pending authorization. Leasing of housing in foreign countries

is authorized for Special Command Positions (SCP) (determined by the Secretary of Defense) or defense attaches where the cost of housing or other lease terms would pose an undue hardship on personnel, or in countries where military or civilian members are prohibited from entering into individual leases. Navy SCPs are listed in reference (h), enclosure (6).

(1) Reference (i) defines high cost foreign leases as leases exceeding the dollar limitations in reference (e), section 2828. High cost leases (HCL) are authorized for SCPs or defense attaches where the cost of housing (or other lease terms) would pose an undue hardship on personnel, or where extraordinary anti-terrorism or force protection measures are required. HCLs may also be submitted for designated level 1 or level 2 high-risk billets and high-risk personnel if it can be demonstrated there are no less costly options available to ensure provision of a secure residence. HCLs, for other than the billets listed in this paragraph, will only be considered if there are other circumstances or conditions that demonstrate, in a compelling manner, that an HCL is in the best interest of the government.

(2) Reference (e), section 2834, allows DoD to enter into an agreement with DOS under which DOS agrees to provide housing and related services for personnel assigned to duty in a foreign country. The agreement will be implemented if there is a shortage of adequate housing in the area of the foreign country in which DoD personnel are assigned to duty and participation in the DOS housing pool is the most cost-effective means of providing housing for such personnel. DOS determines the necessity of DoD participation in the DOS housing pool. The Chief of Mission of the Embassy must issue a statement that participation in the DOS housing pool is required before Navy can fund a DOS lease. Units leased by virtue of participation in a DOS pool do not count against the HCL authority allocated by DoD. The Navy will reimburse DOS, as provided in the agreement, for housing and related services furnished to personnel under the Navy's area of responsibility.

6. Responsibilities

a. Per reference (a), CNIC is responsible for the overall policy, operations and fiscal accountability for all housing programs within the Navy, including:

(1) Disseminating leasing program guidance and ensuring compliance with Navy leasing and housing asset management policies.

(2) Reviewing and validating housing leasing requirements and the overall leasing program against alternative acquisition strategies in light of current global shore infrastructure plans, Regional Shore Infrastructure Plans (RSIP) and Installation Master Plans (IMP) to provide a more permanent solution.

(3) Validating and consolidating installation requirements from Regions and obtaining resources in support of the Navy Housing Leasing Program.

(4) Establishing budgetary and housing unit controls, procedures and reports for the management of the Navy Housing Leasing Program consistent with implementing instructions, operating procedures and controls issued by COMNAVFACENGCOM to ensure compliance with Navy leasing policy.

(5) Allocating and approving installations' requests for housing lease points (dwelling units) via the Regions.

(6) Disseminating annual foreign and domestic lease cost limits as established by the Office of the Secretary of Defense (OSD) to Regions.

(7) Complying with required congressional notification and forwarding proposed block leases, executed under the authority of reference (e), section 2828 to Congress via COMNAVFACENGCOM and the Principal Deputy Assistant Secretary of the Navy (Energy, Installations and Environment) (PDASN (EI&E)).

(8) Carefully reviewing and preparing the necessary documentation to comply with required congressional notification and forwarding proposed HCLs to Congress via PDASN (EI&E), per reference (b).

(9) Overseeing the domestic recruiter leasing program.

b. Region Commanders are responsible for:

(1) Disseminating and ensuring compliance with controls, procedures and reports for the management of the Navy Housing Leasing Program within the Region as set forth in this instruction.

(2) Managing a Navy Housing Leasing Program at their respective Region and assisting the installations in the administration and management of the Navy Housing Leasing Program.

(3) Reviewing and validating housing leasing requirements and the overall leasing program against alternative acquisition strategies in light of current RSIPs and IMPs to provide a more permanent solution.

(4) Disseminating annual foreign and domestic lease cost limits as established by OSD to installations and distributing CNIC approved housing lease points to installations as requested.

(5) Ensuring compliance with Navy Housing leasing policy consistent with housing asset management policy within the Region.

(6) Working with RECOs and installations within the Region to ensure costs for executed Navy Housing leases comply with statutory limits, as defined by reference (e), section 2828 and reference (i).

(7) Assisting and working with installations to determine and validate Navy Housing leasing requirements for submission to and obtaining resources from, CNIC. Written justification for the lease requirement will be attached to the request forwarded to CNIC.

(8) Validating and consolidating leasing funding requests submitted to CNIC, including new DOS lease costs and providing leasing funds to installations as authorized by CNIC.

(9) Working with RECOs to assist installations within the Region competitively locate, negotiate, execute and monitor Navy Housing leases, including renewals and renegotiations.

(10) Working with RECOs and installations within the Region to comply with required congressional notifications and forward to PDASN (EI&E) via CNIC.

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

(1) Managing a Navy Housing Leasing Program at the installation that ensures compliance with controls, procedures and reports set forth in this instruction.

(2) Reviewing and validating housing leasing requirements, per reference (j) and the overall leasing program against alternative acquisition strategies in light of current IMP to provide a more permanent solution.

(3) Working with the Region to determine and validate Navy Housing leasing requirements for submission to and obtaining authorization and resources from, CNIC. Written justification for the lease requirement will be attached to the request forwarded to CNIC via the Region.

(4) Developing and forwarding the leasing funding requests to CNIC via the Region.

(5) Working with RECOs and the Region to identify requirements that ensure all leased units comply with DoD-leased construction requirements (to include force protection standards of reference (k), volume 1; reference (l); seismic standards of reference (m); and local building and housing codes) and ensuring proposed use complies with local zoning and fire codes.

(6) Working with RECOs and Regions to competitively locate, negotiate, execute and monitor Navy Housing leases, including renewals and renegotiations.

(7) Ensuring costs for executed Navy leases are and remain, within statutory limits

throughout the duration of the leases.

(8) Working with RECOs and Regions to comply with required congressional notifications and forward to PDASN (EI&E) via CNIC and the Region.

(9) Ensuring leased quarters will be assigned and occupied only by personnel for whom leasing has been justified, unless a waiver is granted by CNIC.

(10) Ensuring all leased units are adequately maintained.

(11) Ensuring leased quarters comply with criteria and habitability standards as required by the leasing action prior to acceptance and assignment.

(12) Counseling prospective residents regarding obligations, responsibilities and entitlements when assigned to leased quarters.

(13) Ensuring timely initiation of leasing actions and compliance with expiration dates, renewals, renegotiation and vacating of leased quarters.

7. 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.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N9) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 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.

9. Forms Management. The following forms are available for download from the enterprise Military Housing (eMH) management system: Family Housing Justification Report (DD Form 1523) and Unaccompanied Housing Requirements Report (R-19).



M. M. JACKSON

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>

NAVY HOUSING LEASING STANDARD OPERATING PROCEDURES

1. Purpose. This enclosure provides guidance for the Navy Housing Leasing Program consistent with the policies, implementing operating procedures and controls issued by CNIC, COMNAVFACENGCOM, CNO and Assistant Secretary of the Navy (Energy, Installations and Environment) (ASN (EI&E)). Per reference (f), enclosure (3), section 2h, leasing may be used for requirements of short-range, uncertain duration or special situations as authorized by reference (e), section 2828. Leased housing units will be designated public quarters and managed as government-controlled quarters.

2. Housing Leasing Procedures. Per reference (e), section 2828, the Navy may acquire by leasing, FH and UH real property and real property interests. Figure 1 provides an overview of the typical housing leasing process (see enclosure (2) for typical responsibilities and authorities for housing leasing actions). Navy housing leasing actions will comply with the applicable provisions of references (b), (d), (e), (f) and (j) through (m), as specified below.

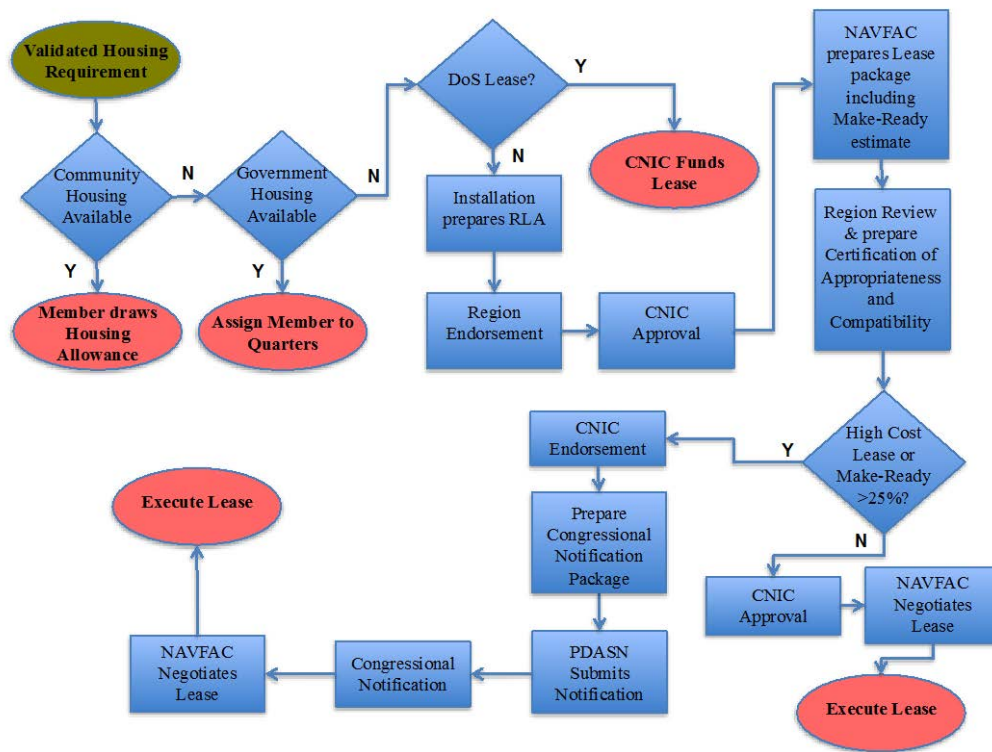


Figure 1, Typical Housing Leasing Process

a. Per reference (f), enclosure (3), paragraph 1a, it is DoD policy to rely on the private sector as the primary source of housing. If there is no adequate private sector or government housing available, then a housing leasing action may be considered.

b. All housing acquisitions, including leasing, will be based on validated housing requirements, as identified on DD Form 1523 Military FH Justification or a UH Requirements Report (R-19). Housing leasing actions may be authorized for housing requirements, validated per reference (j) and when one or more of the following conditions have been met:

- (1) Leasing would be more cost effective than construction or acquisition of new housing.
- (2) Construction of housing has been authorized and appropriated, but not yet completed.
- (3) Military construction authorization and appropriations bills pending in Congress include a request for authorization of housing construction.

3. Domestic Leases. Domestic housing leases are limited to the CNIC managed recruiter leasing program, executed by USACE. USACE will submit a signed HCL domestic data sheet, with a certification of appropriateness and compatibility for recruiter leases over the cost limits established by reference (e), section 2828 (see enclosure (3) for domestic data sheet template).

a. Domestic HCLs have costs over the established limits. HCLs are reported to Congress after the fact, in the quarter following execution of the lease. CNIC will prepare congressional notifications based on the data provided in the USACE data sheet.

b. Congressional notifications are not required for housing leases executed within cost limits.

4. Foreign Leases. Foreign housing leases may be acquired by either: entering into an agreement with DOS to provide housing and related services, as authorized by reference (e), section 2834; or requesting COMNAVFACENGCOM execute a Navy lease, as authorized by reference (e), section 2828.

a. The Navy may enter into an agreement with DOS to provide leased housing and related services for personnel where there is a shortage of adequate community housing in the area of the foreign country in which DoD personnel are assigned to duty and participation in the DOS housing pool is the most cost-effective means of providing housing for such personnel. Units provided by a DOS lease do not count against the HCL authority allocated by the DoD.

(1) When informed a DOS lease is required, the appropriate Region (Navy Region Europe, Africa, Southwest Asia; Navy Region Japan; or Navy Region Southeast) will review the proposed lease agreement, including occupancy data, proposed costs and projected termination dates. This review will ensure validated housing requirements are being met and appropriate funding is being used (e.g., FH, Navy funds for FH leases; and operations and maintenance, Navy funds for UH leases).

(2) Navy Housing only pays for the lease, maintenance and utilities. Other valid costs, such as transportation or rental cars, are the responsibility of the tenant's command and will not be paid for with housing funds.

(3) Regions should have the funds to pay for an initial DOS lease. Then it is their responsibility to request future funding for DoD leases via the annual programming and budgeting cycles. If a Region does not have funds available for a new DOS lease, Navy Housing should be contacted for guidance and funding.

(4) DOS leases are included in Navy Housing's annual budget submissions.

(5) All DOS leases will be reported to Navy Housing, with required inventory and occupancy data captured in the eMH leasing module. Similarly, Navy Housing will be notified of any DOS lease termination or change of occupancy.

b. Where there is not adequate community housing available to satisfy the Navy's validated housing requirements, Installations may prepare and submit a request for leasing action (RLA) to their local COMNAVFACENGCOM office, via the Region and CNIC.

(1) At a minimum, an RLA will address current and projected housing requirements, requested lease terms and local housing market conditions (see enclosure (4)) for a sample RLA letter).

(2) The RLA package will include a copy of the latest approved Housing Requirements Market Analysis (not more than 3 years old), DD Form 1523, R-19 (if UH leases are being requested) and report(s) documenting current and projected housing requirements.

(3) As specified in enclosure (2), CNIC approval is required prior to initiating any leasing action.

c. Upon receipt of a CNIC-approved RLA, COMNAVFACENGCOM real estate will prepare a lease package for Region review. This package will typically include the following:

(1) Economic analysis of total lease costs for the proposed lease compared with alternatives.

(2) Recommendation from the physical security office at the installation, certifying local threat assessments and any required modifications to comply with reference (k), volume 1 and reference (l). Where the physical security office recommends the addition of specific security alterations, those items must be identified with a detailed cost estimate, method of accomplishment, impact on lease cost and lease requirement and cost for removal or restoration at the end of the lease term.

(3) Recommendations for any required modifications to comply with seismic requirements specified in reference (m). Recommended modifications must be identified with a detailed cost estimate, method of accomplishment, impact on lease cost and lease requirement and cost for removal or restoration at the end of the lease term.

(4) Recommendations for required modifications to meet the housing adequacy and assignment standards specified in references (c) and (d). Recommended modifications must be identified with a detailed cost estimate, method of accomplishment, impact on lease cost and lease requirement and cost for removal or restoration at the end of the lease term.

(5) Identification of all “make ready” costs, including costs for any required or recommended life safety, threat assessment, seismic and adequacy modifications. The proposed “make ready” costs should be accompanied by an itemized description, detailed cost estimate, method of accomplishment and expected cost to restore or remove the “make ready” items (see enclosure (5) for the “make ready” cost estimate template).

(6) Recommendations from the local COMNAVFACENGCOM real estate office servicing component regarding lease feasibility, sufficient market survey completed, lease terms and anticipated restoration costs.

d. The Region will review the COMNAVFACENGCOM prepared lease package, verify housing requirements have been appropriately addressed and coordinate with COMNAVFACENGCOM to complete a foreign lease data sheet with “certification of appropriateness and comparability” (see enclosure (6) for the data sheet template). The certifying official will be the Installation CO.

e. CNIC will review the housing leasing package and associated data sheet and, depending on the cost of the lease, will either approve, per reference (a), leases within cost limits established by reference (e), section 2828; or endorse HCLs or leases with “make ready” costs greater than 25 percent of annual shelter costs and prepare a congressional notification package.

(1) Upon CNIC approval of within cost leases, COMNAVFACENGCOM will proceed with lease negotiations and execution of the housing lease. Congressional notifications are not required for housing leases executed within cost limits.

(2) For foreign HCLs, (leases with costs over the established limits and leases with “make ready” costs greater than 25 percent of the first year’s annual shelter rent), CNIC will prepare a congressional notification package based on data provided in the COMNAVFACENGCOM lease package and HCL data sheet. The congressional notification package will include a CNIC endorsement letter, draft ASN (EI&E) notification letter and associated documentation. The notification package will be routed to the appropriate congressional committees via the Office of the Chief of Naval Operations, Assistant Secretary of the Navy.

f. Per reference (e), section 2828, the Navy may not execute a housing lease until 21 days after the appropriate committees receive the congressional notification. This waiting period may be expanded if one or more congressional committees raise a question, or objection to the proposed lease.

g. Upon completion of the required congressional notification period, COMNAVFACENGCOM will begin negotiations on the housing lease.

(1) The Region and installation will review lease documents against stated lease requirements (e.g., number, type and size of units, etc.) prior to completion of lease negotiations. This review will also ensure the unit(s) proposed for lease meet the minimum adequacy and assignment standards in references (c) and (d).

(2) The Region will ensure funds are available to COMNAVFACENGCOM for lease execution and lease payment.

h. Upon completion of negotiations, COMNAVFACENGCOM will execute the housing lease.

(1) Copies of all housing lease documents are maintained by COMNAVFACENGCOM as the central cadastral records repository for DON. Within 30 days of lease execution, COMNAVFACENGCOM will provide a copy of the lease to the Region and an executive summary of lease provisions to CNIC, the Region and installation housing offices.

(2) Per reference (j), housing inventory records in eMH will be updated to reflect lease execution; specifically, lease information, cost and property details (see figures 2 through 4 for screen shots of applicable pages from the eMH leasing module).

Property Name = Istanbul - 1

Lease	Property	Occupant	Unit	Costs	Justification	Documents
Lease Category	Dept of State				Lease Stage	New
Lease Type	Single Unit				Execution Agent For Lease	
Housing Type	Family Housing				Contract Number	
*Length of Options (Years-Months)	n/a				*Contract Start Date	Jun 30 2018
*Renewal Clause	n/a				*Firm Term Expiration Date	Jun 30 2018
*Termination Clause	n/a				Expiration Date of Last Option Year	
Is there a Provision for Automatic Cost Increase?	No				Projected Lease Termination	
Provision for Automatic Cost Increase					Sole Source	Yes
Notice to Renew	30				Type of Currency	US Dollar
Notice to Terminate	30					

Buttons: Save, Cancel, Terminate

Figure 2, Lease Information Screen

Property Name = Istanbul - 1

Non-DoS Lease Costs			DoS Lease Costs	
Category	Previous Cost	Current Cost	Category	Cost
Lease Costs				
Shelter Rent	0	76000		
Utilities	0	6000		
Management	0	0		
Maintenance	0	0		
Service	0	0		
Furnishing	0	0		
Other	0	0		
Sub-Total	0	82000		
Make Ready				
Start-up/Improvement Costs	0	0		
AT/FP	0	0		
Seismic	0	0		
Make Ready Furnishings	0	52000		
Other	0	0		
Sub-Total	0	52000		
Total	0	137000		

Buttons: Save, Cancel, Terminate

Figure 3, Lease Costs Screen

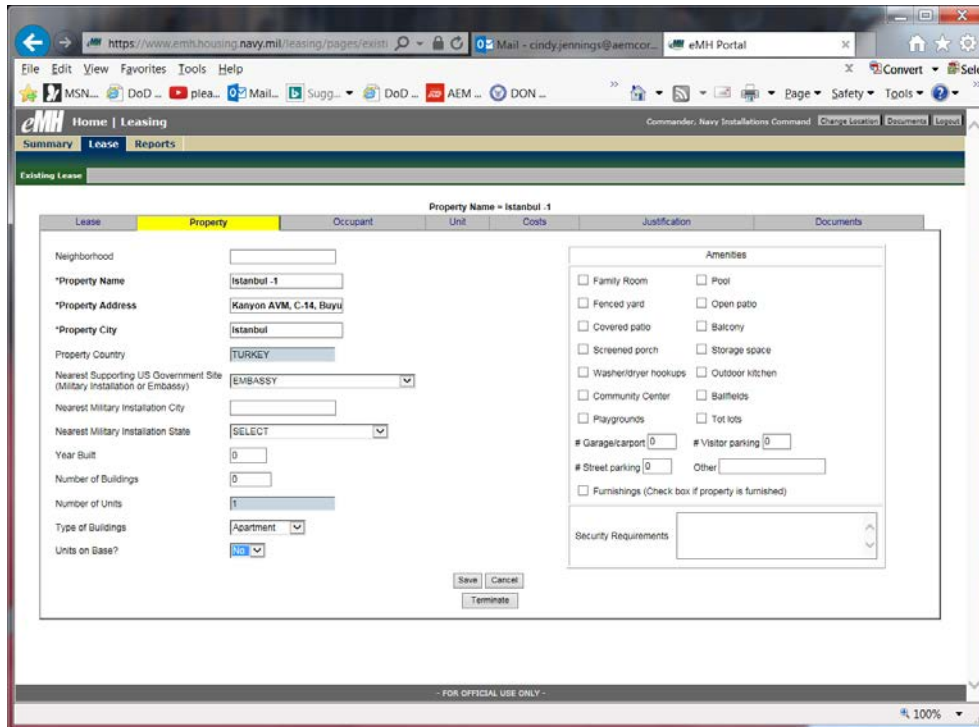


Figure 4, Lease Property Details Screen

5. Housing Lease Administration and Management. Housing lease administration requires close coordination between Navy Housing, the client user and COMNAVFACENCOM (acquisition agent). Regions and installations will ensure the timely initiation of leasing actions and compliance with expiration dates, renewals, renegotiation and vacating of leased quarters.

a. The management of housing leased units includes, but is not limited to:

(1) Ensuring eMH data reflects all acquisition, renewal or termination of and changes in assignments to, leased quarters.

(2) Ensuring maximum utilization of leased unit(s).

(3) Ensuring new residents understand their obligations and responsibilities prior to being assigned to leased quarters.

(4) Ensuring leased quarter(s) are being maintained per the lease agreement.

(5) Ensuring 100 percent inspection and walk-through of unit(s) at the beginning of each lease and at resident turnover.

(6) Ensuring leased quarters are assigned and occupied by the personnel for whom the lease was justified, unless a waiver is granted by CNIC. Waivers and inventory actions will be undertaken per reference (h).

b. Installations will ensure the accurate preparation of individual quarterly and annual cost reports for leased General and Flag Officer Quarters (GFOQ) units. Per reference (h), reports will be forwarded to CNIC by means of the eMH general and flag officer module via the Region. A separate report will be maintained for each GFOQ lease and track operations, maintenance and repair, incidental improvements and facility project costs.

HOUSING LEASING RESPONSIBILITIES AND AUTHORITIES

APPROVAL AUTHORITY FOR NAVY HOUSING LEASING ACTIONS			
Action	Housing Authority ¹	Region	Commander, Navy Installations Command
Unaccompanied housing (UH) domestic leases	I	V	A
UH foreign leases	I	V	A
Family housing (FH) domestic leases (recruiter), new and renewal over the cost limits	I	V	A
FH foreign block leases, new and renewal >\$1M annual shelter rent	I	V	V to Congress Via ASN
FH foreign individual leases, new and renewal >\$20K or \$25K, as adjusted ²	I	V	V to Congress Via ASN
FH foreign individual leases, new and renewal <\$20K or \$25K, as adjusted ²	I	V	A
FH foreign leases, make ready costs >25 percent of the annual shelter rent	I	V	V to ASN
FH foreign leases, improvements to ³	I	V	V to ASN
Assignment of personnel other than for whom leasing has been justified	I	V	A
FH foreign high cost leases	I	V	V to Congress Via ASN

I = Initiate

V = Via or Endorsement

A = Approval

ASN = Assistant Secretary of the Navy

¹Housing authority is either the Installation CO or the Region commander.

²Foreign leases exceeding an annual cost per unit of \$20K, or \$25K as adjusted, require congressional approval.

³Make ready alterations, repairs and additions will be limited to work necessary to provide adequate living accommodations. Improvements include security, anti-terrorism force protection, seismic and minimum adequacy related issues.

DOMESTIC HIGH COST LEASE DATA SHEET TEMPLATE

INDEPENDENT DUTY LEASE PROGRAM

HIGH COST LEASE DATA SHEET				
1. Executive Agent for Lease			DISTRICT:	
2. USACE Lease Number		Date Prepared:		
SERVICE MEMBER DATA				
3. (a) RFMIS Action ID Number		4.(a) Bedroom Authorization		
(b) Last Name		(b) Number of Dependents		
(c) First Name		Spouse - DOB		Gender
(d) Rank		Child - DOB		Gender
(e) Service/Command		Child - DOB		Gender
(f) Unit Assignment		Child - DOB		Gender
(g) Duty Physical Address		Child - DOB		Gender
(h) City		Child - DOB		Gender
(i) State / Zip Code		Child - DOB		Gender
(j) End of Tour Date		Child - DOB		Gender
		Parent / Child DOB		Gender
		Parent / Child DOB		Gender
LEASE COST ALLOWANCE		LEASE TERMS		
5. Basic Allowance for Housing (Current Calendar Year)		6. Lease Start Date		
(a) Monthly BAH		7. Lease End Date		
(b) Out-of-Pocket Expense				
(c) Total Monthly BAH		8. Option to Renew		
(d) Total Annual BAH		9. Termination Clause		
PROPERTY DESCRIPTION				
10. Street Address		11. City	12. State	13. Zip Code
15. Property Record Square Footage		16. Number of Baths		17. Number of Bedrooms
(a) Net (heated & cooled)		(a) Full	(b) Half	
18. Distance to Duty Station		19. Garage Parking		1 Car
(a) Miles				2 Car
(b) Minutes				3 Car
ANNUAL COSTS				
20. Lease Costs		Increase in annual utility cost has caused the lease to become a HCL		
(a) Shelter Rent:				
(b) Utilities:				
(c) Maintenance:				
(d) Services:				
(e) Total Lease Costs:				

CNICINST 11103.8B
14 Aug 2018

REQUEST LEASING ACTION TEMPLATE

From: *[Region Commander]*
To: *[Commander or CO], Naval Facilities Engineering Command [location]*
Via: Commander, Navy Installations Command

Subj: REQUEST LEASING ACTION APPROVAL FOR NEW LEASE AGREEMENT FOR
[LEASE AREA]

1. Request *[COMNAVFACENGCOM office]* take the appropriate actions to secure lease(s) to support the Navy's housing requirements at *[location or Installation]*. *[Note remaining term of existing lease(s), if applicable.]*
2. *[Validate the long-term, or projected, family and unaccompanied housing requirement at this location and the requested term of new or renewal lease.]*
3. *[Describe local housing market conditions, including rental costs and availability, security concerns, proximity to the Installation, etc. How will this requesting leasing action address these identified concerns?]*
4. My point of contact is *[name and title]*, who may be reached at *[number]* or via e-mail: *[e-mail address]*.

[Signature Block]

Copy to:
[Region N4, N5 & N9]
[Installation CO]

MAKE-READY COST ESTIMATE TEMPLATE

Make-Ready Costs		
Category	Scope	Cost
Civil or Site Work	<i>(Typical items may include)</i>	
(ATFP)	Clear existing shrubs or brush to improve sight lines	
	Add covered area near gate for guards	
	Add personnel gate to access guard checkpoint	
	Sub-Total Site Repairs Modification:	
Structural	<i>(Typical items may include)</i>	
(ATFP)	Mold remediation or ventilation	
	Hardening windows or doors	
	Security upgrades to walls, doors and windows	
	Sub-Total Structural Modification:	
Mechanical	<i>(Typical items may include)</i>	
(ATFP)	Expanding HVAC system	
	Install ventilation in kitchen or baths	
	Add smoke or CO detectors	
	Sub-Total Mechanical Modification:	
Electrical	<i>(Typical items may include)</i>	
(ATFP)	Upgrade meter	
	Provide back-up generator with automatic transfer switch	
	Perimeter lighting	
	Infrastructure for CCTV equipment	
	Power, lighting or infrastructure for secure communications	
	Sub-Total Electrical Modification:	
	Total Proposed Make-Ready Costs:	
	Annual Shelter Rent:	
	Make-Ready Cost Percentage:	

FOREIGN HIGH COST LEASE DATA SHEET TEMPLATE

Unit: *[name]*

Lease Type: High Cost Lease

Date:

[UNIT NAME] HIGH COST LEASE DATA SHEET

1. Execution Agent for Lease: Naval Facilities Engineering Command *[office]*
2. Unit: *[name]*
3. Property Description:
 - a. Address:
 - b. Description: Gross Square Feet:
Net Square Feet:
Number of Bedrooms:
Number of Full Baths:
Number of ³/₄ Baths
Number of Half Baths:
 - c. Distance to Work:
4. Lease Term:
 - a. Initial Lease Fixed Period: *[years]*
 - b. Option to Renew: *[yes or no]*
 - c. Renewal Option: *[number and term of options]*
 - d. Option to Terminate: *[yes or no]*
 - e. Cost (per annum) – U.S. currency
Shelter Rent:
Estimated Utilities:
Estimated Maintenance:
Estimated OPS or Services:
Total:

- f. Initial (Make-Ready) Costs:
 - Civil or Site [ATFP]:
 - Structural [ATFP]:
 - Mechanical [ATFP]:
 - Electrical [ATFP]:
- g. Provisions for Automatic Cost Increase: *[initial lease and options]*
- h. Type of Currency: *[Euro, Yen, etc.]*
- i. Rate of Exchange:

<u>Year</u>	<u>Budget Exchange Rate</u>
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5. Position Data:

- a. Name:
- b. Dependents: *[yes or no]*
- c. Billet: *[tenant's position]*
- d. Grade or Branch:
- e. Organizational Assignment: *[tenant's command]*
- f. End of Tour:

6. Reason for Leasing:

[To provide safe and secure housing for _____ in an overseas location where suitable on base housing does not exist.]

7. Justification:

[Discussion of: current housing accommodations and need or requirement for change; review economical and market analysis; validation of "best value" of lease for the U.S. Navy; property owner's willingness to lease and make-ready alterations, etc.]

8. Certification of Appropriateness and Comparability:

- a. These quarters are comparable in size and costs to those occupied by personnel of equal or similar status.

b. Members of the U.S. Armed Forces or equal or comparable status, are occupying comparable government-owned or leased quarters.