



DEPARTMENT OF THE NAVY

U.S. NAVAL BASE GUAM

PSC 455 BOX 152

FPO AP 96540-1000

NAVBASEGUAMINST 11101.3A

N93

15 Sep 10

NAVBASE GUAM INSTRUCTION 11101.3A

Subj: HOUSING REVIEW PANEL (HRP)

Ref: (a) CNIC INSTRUCTION 5009.4
(b) CNIC INSTRUCTION 11103.4
(c) CNIC Housing Desk Guide
(d) JTREGMARIANAS INSTRUCTION 11101.2

Encl: (1) Sample Request Format
(2) Sample Command Endorsement
(3) HRP Exception Request Recommendation Form

1. Purpose. To establish procedures for Naval Base Guam (NBG) housing residents to request exceptions to Navy Housing policy and to define the advisory role of the Housing Review Panel (HRP) in adjudicating these requests.

2. Cancellation. NAVBASEGUAMINST 11101.3.

3. Scope. This instruction applies to all housing facilities administered and controlled by NBG. For the purpose of this instruction, the term "housing" refers to all Navy administered and controlled accommodations, for members with or without dependents. This instruction does not apply to units supported in whole or in part by non-appropriated funds.

3. Background. Reference (a) establishes policy and criteria governing the eligibility for, assignment to, and termination of Navy managed housing. Reference (b) defines responsibility for policy, program management, overall coordination and execution of housing programs (Bachelor and Family) within the Navy. Reference (c) provides supplemental guidance on the management of Navy housing and provides uniform management practices. Reference (d) provides supplemental policy and guidance specific to Joint Region Marianas. References (a) through (d) designate the Commanding Officer (CO) as the Housing Authority (HA) for NBG housing and further authorizes the CO to grant exceptions to housing policy on a case by case basis.

4. Policy

a. All permanent party Navy personnel, their families and eligible civilians shall be afforded safe and adequate housing generally reflecting contemporary community living standards. Assignment of eligible personnel to Navy managed and controlled housing will be made without preference to race, color, religion, sex, age, national origin, disability, or familial status. The type of unit assigned (bachelor or family) will be based on familial status. Exceptions to this policy are only approved by the HA in rare instances and generally not for the convenience of the resident.

b. Residents submitting requests for exception to policy should provide full and complete justification for the specific policy exception(s) they are seeking. Requests that lack proper or legitimate justification will be recommended for denial by the HRP.

5. Procedure. The CO has designated the HRP to review requests for exceptions to the housing policy. The HRP makes recommendations to the CO as the sole approval authority for policy exceptions.

a. The HRP is chaired by the NBG Executive Officer (XO) and is comprised of the following additional voting members:

Standing Members:

NBG Installation Business Manager (IBM)
NBG Command Master Chief (CMC)

Quarterly Rotating Members-XO/Officer in Charge (OIC):

Naval Hospital Guam XO (October to December)
EODMU FIVE XO (January to March)
FISC Yokosuka Det Marianas OIC (April to June)
USS FRANK CABLE (AS 40) XO (July to September)

Quarterly Rotating Members-CMC/Senior Enlisted Advisor (SEA):

MSRON SEVEN CMC (October to December)
NSWU ONE CMC (January to March)
NCTS Guam SEA (April to June)
CSS-15 CMC (July to September)

Non-voting members:

Housing Director (Technical Advisor)
Housing Management Specialist (Recorder)

Providing alternate panel members, in the absence of their primary members, shall be the responsibility of each individual command.

b. HRP meetings are held the last Friday of every month, at 1300 in the CO's Conference Room, building 3190. When the last Friday of the month is a holiday, the HRP meeting will be held the following Friday. In the event of a conflict in scheduling, the HRP chairperson may reschedule the meeting. The requestor may present his/her request in person or in writing and may have a command representative in attendance during the HRP meeting. All requests should be submitted and received by the Housing Office no later than five working days prior to the scheduled panel meeting. Enclosures (1) and (2) provide the format for requests for exception to policy.

c. The HRP may convene on an unscheduled basis to consider emergent, time-sensitive requirements. Personnel submitting HRP requests that are time-sensitive shall communicate the circumstances which require an unscheduled HRP to their chain of command and to the Navy Housing Office. The HRP chair shall notify members of meeting time and location.

d. The HRP will review each case and the voting panel members will indicate whether they approve or disapprove of the policy exception request prior to reviewing the next case. Each member will sign and check the appropriate block on the HRP Exception Request Recommendation Form (enclosure (3)). This form, along with a decision paper, meeting minutes, and all justification from the requestor will be submitted to the HA for final decision. Residents submitting requests to the panel will be notified via official correspondence of the HA's decision.


R. K. WOOD

Distribution:
NAVBASEGUAMINST 5216.1
Lists I and II

SAMPLE REQUEST FORMAT

Date: _____

From: Resident
To: Commanding Officer, U.S. Naval Base Guam
Via: Resident's (Command) Commanding Officer,

Subj: REQUEST EXCEPTION TO HOUSING POLICY

Ref: (a) NAVBASEGUAMINST 11101.3A

Encl: (1) Supporting documents (i.e. Physician's endorsement,
Orders, Transportation Agreement etc..) if applicable

1. Resident's request providing full justification addressing
the specific policy exception they are seeking.

Very Respectfully,

Enclosure (1)

SAMPLE COMMAND ENDORSEMENT

Date: _____

FIRST ENDORSEMENT on Resident's ltr

From: (Command's) Commanding Officer,
To: Commanding Officer, U.S. Naval Base Guam

Subj: SAME SUBJECT LINE AS ORIGINAL

1. Command's endorsement recommending approval/disapproval.
2. Supporting information/justification for recommendation of approval/disapproval. (Command shall provide background information on individual to allow Commanding Officer, U.S. Naval Base Guam to make informed decision).

(Appropriate Signature Block)

Copy to:
Housing
Resident

SAMPLE HRP EXCEPTION REQUEST RECOMMENDATION FORM

Date: _____

From: Chairman, Housing Review Panel
To: Commanding Officer, U.S. Naval Base Guam
Subj: HRP EXCEPTION REQUEST RECOMMENDATION ICO LT JOHN DOE
Encl: (1) LT JOHN DOE's Exception Request Package

1. Enclosure (1) forwarded for your review.
2. On (date), the HRP reviewed enclosure (1) and with a vote of X to X recommend approval/disapproval.
3. The recommendation for approval/disapproval is made for the following reason(s):

(HRP provide rationale for recommendation.)

(Appropriate Signature Block)
XO, NBG

Copy to:
Housing Director

Enclosure (3)

HRP RECOMMENDATION

HRP Chairman (NBG XO)

Signature Date

Approve / Disapprove

HRP Standing Member (NBG IBM)

Signature Date

Approve / Disapprove

HRP Standing Member (NBG CMC)

Signature Date

Approve / Disapprove

HRP Quarterly Rotating Member (XO, OIC)

Signature Date

Approve / Disapprove

Print Name, Rank, Command

HRP Quarterly Rotating Member (CMC, SEA)

Signature Date

Approve / Disapprove

Print Name, Rank, Command