



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNIC INSTRUCTION 5009.5

From: Commander, Navy Installations Command

Subj: NAVY HOUSING ELIGIBILITY, ASSIGNMENT AND TERMINATION
CRITERIA

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 5009.2
(c) DoD 7000.14-R Volumes 1-11, Department of Defense
Financial Management Regulations (FMRS), date varies
by volume
(d) DoD 4165.63-M, DoD Housing Management, 30 Sep 1993
(e) OPNAVINST 11010.37
(f) Joint Federal Travel Regulations
(g) Title 10, U.S.C.
(h) OPNAVINST 7220.12
(i) OPNAVINST 5009.2
(j) OPNAVINST 1754.2
(k) OMB Circular A-45

Encl: (1) Eligibility, Assignment and Termination to Bachelor
Housing (BH)
(2) Eligibility, Assignment and Termination to Family
Housing (FH)
(3) Assignment to General and Flag Officer Quarters
(G&FOQs) and Billeted Quarters
(4) Assignment to Dormitories
(5) Special and/or Unique Assignment Considerations
(6) Mobile Home Spaces
(7) Termination of Housing Assignment

1. Purpose. To provide policy and criteria governing the eligibility for, assignment to, and termination of Navy managed Housing. Policy guidance on referral and utilization of Public Private Venture (PPV) housing will be addressed separately. The Operations & Management Plans that are developed to guide the partnerships may utilize this instruction if desired as a basis for their policies and rules.

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2. Cancellation. CNIC Letter 11103 Ser CNI/15962 of 24 January 2006.

3. Scope. This instruction applies to all installations with Housing facilities administered and controlled by the Navy. For purposes 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.

4. Policy. All Permanent Party Navy personnel, their families and eligible civilians shall be afforded safe and adequate housing generally reflecting contemporary community living standards. Aligning with Department of Defense (DoD) housing policy, the Navy will encourage and rely on the private sector housing wherever possible. Where the private sector is unable to satisfy these requirements, the Navy will take action to provide military housing. Housing assets under Navy control are managed in accordance with guidelines in references (a) through (k).

a. 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.

b. All eligible personnel shall report to the appropriate Housing office prior to execution of a commitment for private housing, to include PPV. Assistance in obtaining suitable housing in the local community will be provided as requested.

c. Varying housing assets have unique eligibility and assignment criteria. For eligibility and assignment to Bachelor Housing (BH), Family Housing (FH), General and Flag Officer Quarters (G&FOQs)/Billeted Quarters, and Dormitories see enclosures (1) through (4).

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

e. While the Navy is divesting of Mobile Home Spaces, for those areas that still have residual lots, enclosure (6) will provide basic guidance for utilization and ultimate termination of the spaces.

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f. Criteria for voluntary or involuntary termination of occupancy of Navy managed and controlled housing is detailed in enclosure (7).

g. Explanations of terms and acronyms commonly referred to in this instruction can be found in the CNIC Housing Desk Guide located at: <https://cnicportal.cnic.navy.mil>.

5. Eligibility. Basic eligibility for Navy Housing is defined as military personnel, DoD civilian employees, and DoD-sponsored civilian employees with or without dependents (whether or not accompanied by dependents), on Permanent Change of Station (PCS) orders, or Duty Under Instruction (DUINS). Eligibility for Navy Housing does not ensure availability of, or assignment to Housing. The following categories of personnel are eligible under certain circumstances for assignment to Housing unless otherwise stipulated. (See enclosures (1-5) for additional guidance.)

a. Military Personnel. DoD military personnel with or without dependents (whether or not accompanied by dependents). In Hawaii, Alaska and overseas, accompanying family members must be command-sponsored.

b. Civilian Personnel. DoD civilian employees (Federal employees) and DoD-sponsored civilian employees (non-Federal employees) with or without accompanying family members as stated in this instruction.)

c. Non-DoD Personnel. Coast Guard personnel, non-military uniformed personnel of the National Oceanic and Atmospheric Administration, the U.S. Public Health Service, personnel of Red Cross, United Services Organization (USO) and other civilian employees (e.g. U.S. or third-country national bank and key contractor personnel) serving on DoD military installations in foreign countries or U.S. territories and possessions may occupy Navy managed housing when acceptable housing, as determined by the Housing Authority (HA), cannot be obtained in the vicinity of that installation.

d. 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.

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6. Application for Assignment. To receive advance information about the local housing market at the receiving location, members are encouraged to submit an advance housing application for the appropriate type housing (BH/FH). Applications may be submitted to the receiving housing office at any time following either receipt of PCS orders, or the distribution of Chief of Naval Operations (CNO) message announcing a homeport change for members assigned to relocating commands.

7. Wait List Management.

a. 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.

b. Placement Position on Wait List. Eligible housing applicants will be placed on the appropriate wait list based on the following order of precedence.

(1) Applicant's assignment priority (see enclosures (1) and (2))

(2) Control date (predetermined qualifying date)

8. General Assignment. Assignment of personnel to Housing will be offered by the appropriate housing office (Bachelor, Family, or consolidated). Single or unaccompanied members will not be assigned to FH unless units have been diverted/converted to BH as recorded on the property records. (This does not restrict temporary changes made by the HA due to special circumstances, e.g., natural disasters, emergency personnel surge, etc.)

a. Personnel will not normally be involuntarily assigned to quarters at less than assignment criteria for their pay grade except when military necessity is declared in writing by the installation Commanding Officer (CO).

b. Personnel will normally 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 quarters upon assignment.

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c. Available housing, other than designated as billet, special environment or student quarters, will not be kept vacant for assignment to a specific individual or group.

d. Housing units that have been designated as Billeted Quarters, may be kept vacant for a specific resident up to a maximum of 3 months. In no case will Billet Quarters be kept vacant for a specific resident in excess of 3 months.

e. No eligible personnel shall be discriminated against in the assignment of housing because of special health or disability requirements. If it is anticipated that no handicap-accessible units 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 quarters should be identified for referral.

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

g. Once assigned, the member and/or eligible dependents may not be displaced or terminated from the unit assigned for reasons other than those stated throughout this instruction.

9. Termination of Housing Assignment is required under the following conditions:

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 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).

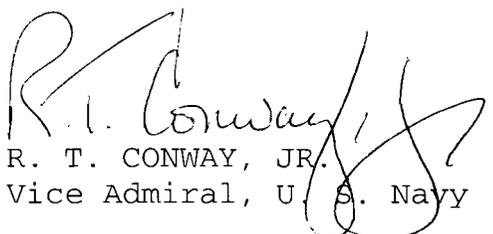
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d. When a member who occupies Flag, billeted, or student quarters is transferred to another position or retires from Active Duty.

e. Upon a member's request (or designee with power of attorney).

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

10. Action. All region and installation HAs will conform to the policies and procedures contained in this instruction and enclosures (1) through (7). Requests for waiver of established policy will be forwarded to the CNIC Housing Director.


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Vice Admiral, U. S. Navy

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ELIGIBILITY, ASSIGNMENT AND TERMINATION TO BACHELOR HOUSING
(BH), (Less Dormitories)

1. Eligibility Standards. Eligibility determination is based on both pay grade and dependency status. The Housing Authority (HA) will apply the following eligibility standards to provide equitable availability of housing to all eligible personnel. Eligible civilian personnel sponsored by the Command when provided Navy managed housing will be eligible for the same minimum space standards as their military equivalents. (Contact the local Human Resource Office for equivalency determination.)

a. Except in cases of military necessity, unaccompanied members will be assigned in accordance with minimum square footage requirements as defined by DoD. Voluntarily unaccompanied members are considered to be geographic bachelors and are not allowed to reside in spaces which exceed the minimum square footage without forfeiture of housing allowances.

b. Minimum standards for unaccompanied members (both with dependents and those not accompanied by dependents) based upon pay grade are as follows:

(1) Officers (O-3 and above, W-3 through W-5). Entitled to 400 square feet net living area: living room; bedroom; private bath.

(2) Officers (O-1, O-2, W-1, W-2). Entitled to 250 square feet net living area: sleeping/living room; private bath.

(3) E-7 to E-9. Entitled to 270 square feet net living area; private room; private bath.

(4) E-5 to E-6. Entitled to 135 square feet net living area: private room; bath shared with not more than one other.

(5) E-1 to E-4 (less Recruits). Entitled to 90 square feet net living area: not more than four to a room, central bath. When space is available, E-4 personnel with more than four years of service should be housed at 135 square feet.

(6) E-1 Recruits. Entitled to 72 square feet net living area: open bay; central bath.

2. Bachelor Housing (BH) Wait Lists. The HA will keep the following wait lists for those desiring to either move into Navy housing or those requesting to draw an allowance for housing.

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Where applicable, wait lists may be maintained for Sailors choosing to move out of Navy managed and operated housing into Public Private Venture (PPV) units.

- (1) E1-E3 requesting BH assignment
- (2) E4<4 Shipboard Sailors requesting BH assignment
- (3) E4 and above requesting BH assignment
- (4) Resident Advisor (RA) Applicants
- (5) Geographic Bachelors (GBs)/ Overseas Geographic Bachelors (OGBs) requesting BH assignment
- (6) E1-E3 Shore Duty and Rotational Sailors requesting BAH

3. Assignment to Bachelor Housing (BH). The Navy's goal is to provide suitable housing for all E1-E3 Sailors. While all members are eligible, the core base of BH occupancy is intended to be the Navy's most junior Sailors. Eligible personnel will be assigned to BH in the priority supported by the following Categories.

a. Category I, Military Necessity. Military Necessity may be declared when, in the judgment of the installation Commanding Officer (CO), 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 (d) to members accommodated 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. Category II, Homeport Ashore E1-E3, E4<4 yrs of service, (Sailors not legally eligible or entitled to housing allowance). Homeport Ashore supports Sailors assigned to all self-propelled vessels, including submarines. Region Homeport Ashore Transition Plans will define priority and availability.

c. Category III, E1-E3 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.

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d. Category IV, E1-E3.

(1) Single Shore Duty Sailors (first priority); then

(2) Assigned to Duty Under Instruction (DUINS), Training of 20 weeks or more. (Included in this category are E1-E3 GBs assigned to DUINS.)

e. Category V, Resident Advisors. E4 and above personnel approved by the Command review board. Resident Advisors (RAs) who are also GBs or OGBs cannot be housed at greater than their minimum square footage as defined by DoD without risk of forfeiture of housing allowances. Note: The population of RAs will not exceed 5% of the total Permanent Party spaces available.

f. Category VI, Sailors with Exceptional Family Members (EFM). Sailors that are registered in Category III, IV, V, VI of the EFM program who have executed Permanent Change of Station (PCS) orders that authorized movement of dependents; however, the member is unaccompanied by those members.

g. Category VII, Unaccompanied E4 and Above Duty Under Instruction (Training of 20 weeks or more.) Category includes members with or without dependents.

h. Category VIII, E4 and Above. The most recent Housing Requirement Market Analysis will define number of spaces for E4 and above personnel.

i. Category IX, Geographic Bachelors (GBs) and Overseas Geographic Bachelors (OGBs). Installation COs may provide up to five percent of BH rooms for use by GBs or OGBs. The five percent may be increased up to 15 percent with Regional approval. Any amount greater than 15 percent requires prior approval from CNIC Housing Program Director.

(1) GBs and OGBs will be housed at no greater than reference (d) criteria for their paygrade/rank. In no case will GBs and OGBs be assigned to less than 72 square feet unless the local Preventative Medicine Unit/medical authority provides clearance.

(2) Calculation of allowance for GB spaces includes all active Permanent Party spaces and spaces designated for use by DUINS.

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j. Category X, Permanent Party Personnel assigned to units not supported by the Installation.

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(Less 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 personnel 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.

a. By Pay Grade. Eligibility for assignment based upon pay grade is dependent upon 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 (O4 and O5) are eligible for a minimum of three bedrooms where available.

(3) Officers (O1-O3); 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 Housing Authority (HA) has discretion (depending on inventory and local conditions) to establish a three-bedroom minimum assignment policy for these personnel. Service members will provide proof of active service (i.e., DD 214).

(4) 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.

b. 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. 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

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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. Housing for members accompanied with dependents will be assigned by Control Date and Priority of the applicant.

a. Priority of Applicant for Assignment to Adequate FH

(1) Priority 1. Key and Essential (K&E) service members and civilian employees, including designated billet and Special Command Positions (SCP).

(2) Priority 1A. Commanders and Commanding Officers of deployable units in pay grade O-6, Master Chief Petty Officer of the Fleet/Force, 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.

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(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.

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

(c) 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 consecutive months will be considered for appropriate bedroom eligibility.

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(4) An unmarried child under 23 years of age who is enrolled in an institution of higher education and dependent on the member for more than one-half of the child's support will be included as a family member when determining bedroom eligibility, provided the child will be residing with the sponsor six consecutive months a year.

(5) When a live-in aide is approved by the HA, 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.

3. Conditions for Termination of Family Housing. Termination of FH is required under the following conditions:

a. Upon the sponsor's or family member's acceptance of monetary compensation for accommodations from any individual (i.e. subleasing).

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

c. When the member is separated from dependents (i.e., legal separation or divorce); or separated from family members for more than 60 consecutive days for reasons other than temporary duty or deployment.

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ASSIGNMENT TO GENERAL AND FLAG OFFICER QUARTERS (G&FOQs) AND
BILLETED QUARTERS

The Housing Authority (HA) will determine the requirements for G&FOQs and Billeted Quarters.

1. Billeted Quarters are those which are designated for assignment to the authorized personnel serving in the capacity of a special command position, (e.g. installation Commanding Officer (CO)), or a billet designated by the installation CO as Key and Essential. Billeted Quarters will not exceed 8% of the Navy managed family housing inventory.

2. G&FOQs are designated Navy managed housing units specifically identified for occupancy of O-7 and above personnel.

3. Eligibility. Eligibility for G&FOQs does not ensure availability of, or assignment to a particular unit except for Billeted Quarters.

a. Active Duty military O-7 and above personnel, and others as designated by higher authority that are serving in a special command position are eligible for G&FOQs.

b. Eligibility for Billeted Quarters, where established, is determined by the position of Command assignment (e.g. CO, Fleet Commander). Billeted Quarters are established for the Command position and must be vacated when the position is no longer held by the incumbent.

c. Under special circumstances, single members or geographical bachelors may also be eligible for assignment to Billeted Quarters.

4. Assignment Policy. Each Regional HA will establish policy for assignment to G&FOQs and/or Billeted Quarters within their respective Region. All quarters are not of equivalent construction and therefore each Installation/Region may establish local assignment priority.

a. General guidelines for assignment priority are as follows:

Priority I. Personnel authorized designated position quarters where a numbered dwelling unit is assigned to the position.

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Priority II. Personnel not included in Priority I that are serving in the capacity of a special command position and quarters are necessary based upon operational considerations.

Priority III. Other Navy or Marine Corps O-7 and above that are not included in Priority I or II assigned to units supported by the host installation.

Priority IV. Other Navy or Marine Corps O-7 and above that are not included in Priority I, II or III.

Priority V. Senior Executive Service or equivalent personnel, where quarters are necessary based upon operational considerations.

Priority VI. Other Service O-7 and above, or civilian equivalent.

b. Officers that occupy billets with designated Billeted Quarters are required to occupy those quarters. Exceptions to this policy may be granted under special circumstances by the Regional HA. On such occasions, the Billeted Quarters will then be assigned to other eligible personnel from the wait list and will not normally be available for reassignment until vacated by the current occupant. The Regional HA may require a recapture agreement to be signed at the time of assignment, requiring a 30-day notice to vacate for an incoming Priority I eligible member.

c. Available housing will be assigned as soon as possible to ensure maximum occupancy. Housing will not be assigned more than 45 days in advance of anticipated reporting date. Housing, other than designated Billeted Quarters will not be held vacant without written exception from the Regional HA.

5. Termination of Assignment. The sponsor or designated representative (Power of Attorney), will advise the appropriate HA a minimum of 30 days in advance (60 days preferred) of their intent to transfer via Permanent Change Station (PCS) orders, relocate into the community, or retire from Active Service.

a. Absent extraordinary, special situations, residents of Navy Flag/General Officer Quarters will terminate their quarters on the earlier of the following:

(1) The Officer's effective date of retirement from Active Duty.

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(2) No more than ten days after relinquishing the Officer's billet if he/she is not ordered to a successive assignment within the area.

b. Billeted Quarters must be vacated when the occupant is no longer the incumbent of the position authorizing assignment to those quarters, (i.e. Change of Command date). The last authorized date of occupancy is the same as the last date of duty in the position authorizing the designated housing.

c. Outgoing occupants transferring within the area will be placed at the top of the Wait List (within their Priority) for other available housing. They will be offered the first available government housing for which they are qualified; however, there is no guarantee of availability/assignment. Relocation will be government funded.

d. Requests to remain in available housing beyond retirement or new reporting date, must be submitted to the Regional HA for approval no later than 45 days prior to the effective date. The request will detail the justification and hardship incurred.

(1) Only one extension of up to 60 days may be permitted if housing is available.

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

(3) The HA will establish rental charges and payment procedures in accordance with reference (k).

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ASSIGNMENT TO DORMITORIES

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

- Recruit Training
- "A" or "C" School
- Officer Candidate School (OCS)
- Navy Military Training Unit (NMTU)
- NMTU Officer Indoctrination
- Naval Academy Preparatory School (NAPS)
- Broadened Opportunity for Officer Selection and Training (BOOST)
- Survival, Evasion, Resistance, and Escape (SERE) Training
- Integrated Training Brigade (ITB)

2. Special Environment Housing. Special environments enhance the specific mission of a Command by providing a controlled environment for residents.

3. 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 berthing in Dormitories where facilities are available.

a. Eligibility for minimum square footage as described in this instruction applies.

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

c. Member with dependents drawing housing allowances at the "with dependent rate," who are assigned for 20 weeks or more, Duty Under Instruction (DUINS), and are unaccompanied by dependents, are considered Geographical Bachelors (GBs). These members are entitled to berthing, but must adhere to the policy, and will be housed in the same priority status as all other GBs.

4. 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.

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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 paygrade of E5 who have less than four years of service are not eligible for housing allowances and shall not be displaced from Bachelor Housing (BH) until they are permanently promoted to the paygrade of E5. Single Shipboard Sailors frocked to the paygrade of E5 who have more than four years of service may request and be authorized housing allowances to live in town regardless of the utilization percentage of BH.

b. Single Rotational Sailors in Homeport and single Shore Duty Sailors frocked to the paygrade of E4 may request and be authorized housing allowances to live in town regardless of the utilization percentage of BH.

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 BH if there are no other dependents. If no BH is available, the member is eligible for housing allowance at the "without dependent rate."

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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 BH and entitlements purposes. The member without dependents is considered a single service member for BH 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 consecutive 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 BH.

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 consecutive 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 voluntarily unaccompanied by their dependents may not be housed at greater than the entitlement to minimum square footage criteria for single permanent party members of the same paygrade/rank without 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 BH are also restricted to the minimum square footage criteria as stated above.

c. Members who are serving a dependent restricted tour have a higher assignment priority category; however, they are not permitted to exceed the appropriate minimum square footage without loss of entitlement to housing allowances.

7. Pregnant Service Women.

a. Upon doctor's medical certification of pregnancy, a single military member with no other dependents is eligible to

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apply for FH and, at the discretion of the installation Commanding Officer (CO), may occupy FH before the birth of the expected child.

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

c. Up to her twentieth week of pregnancy, an E1-E3 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 her twentieth week of pregnancy, a shipboard Sailor E1-E3 and E4 with under four years of service will reside in BH 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 Servicewoman does not maintain custody of the child.

e. Shore Duty and Rotational E4 and above service women may request, and the installation CO must authorize payment of the appropriate housing allowance at the "without dependent" rate.

f. Shipboard service women who are E4s with more than four years of service in Homeport may request, and the installation CO must authorize payment of the appropriate housing allowance at the "without dependent" rate.

8. Civilian Personnel. 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 (k). Local HA will establish policy for collection of rental payment.

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a. DoD Appropriated and Non-Appropriated Fund Civilian Personnel.

(1) Key and Essential (K&E) personnel 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 Civilian Personnel.

(1) Coast Guard personnel and non-military uniformed personnel 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 inter-agency agreements.

c. Foreign Nationals. Where a specific agreement exists between a foreign government and the U.S. regarding the provision of Housing, foreign nationals with or without

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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.

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MOBILE HOME SPACES

1. General Policy. The Navy is divesting of mobile home spaces. Where they are still in existence the utilization and termination procedures are the same.

2. Resale of Mobile Homes. Resale of a mobile home in a Navy mobile home park is permitted under the following conditions:

a. A statement signed by the seller and the buyer is provided to the housing office certifying that the mobile home will not be retained on the present lot.

b. The government will not incur any costs associated with the movement/removal of the mobile home.

3. Abandonment of Mobile Homes. All costs incurred by the government in moving an abandoned mobile home from the park will be charged to the tenant. In the absence of a rental payment or Housing Authority (HA) approval of prior notification from the member and/or family member(s) in regards to an extended period of absence from the home, the mobile home will be considered abandoned when not occupied by the military member for a period of 30 days.

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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 sponsors transferred to a dependent-restricted overseas tour who occupy Family Housing (FH) at the time of departure of the sponsor 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 sponsor, 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 sponsor 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 temporary duty 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 reports to the PDS.

e. Member Barred From Contact with Family Members for More than 90 Days - Pending Investigation. The HA will allow the

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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. Routine Overhaul. Personnel attached to ships changing homeports for routine overhaul (ROH):

(1) Personnel occupying FH at the regular homeport at the beginning of ROH may continue to do so for the duration of ROH with or without simultaneous entry on the wait list at ROH site.

(2) Personnel ordered directly to the ship at the overhaul homeport will be eligible for family housing at the regular homeport or overhaul homeport, whichever they elect.

(3) If adequate FH is occupied at the ROH site, members may not remain on the housing wait list or reapply for quarters at the regular homeport until the official date of location change is issued or member vacates quarters, whichever is earlier.

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. Personnel attached to ships or units operating in an overseas area for a year or more, shall be eligible to receive all housing benefits granted to personnel attached to a dependent-restricted tour.

j. Resident Request. Upon written request, residents may be permitted to remain in assigned quarters for reasons other

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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 a Flag, or Billet Quarters. For members who occupy Flag, or billet quarters, and whose duty status or location changes from area of assigned installation, the member's assignment to the assigned unit will terminate unless a waiver of extension has been requested. Requests for extensions of 15 days or less may be approved by the installation Commanding Officer; for less than 30 days by the Regional Commander; for over 30 days only by the Commander, Navy Installations Command.

c. PCS Orders from Student Quarters. For members who occupy student quarters, and whose duty status or location changes from area of assigned installation, the HA shall terminate member's assignment to existing unit and will permit the member to move into another available unit. This will be allowed only at the base or station of residence at the time of receipt of orders and only on a not-to-interfere basis with personnel already provided a firm housing assignment.

b. PCS Orders from a Flag, Billet or Student Quarters. For members who occupy Flag, billet or student quarters, and whose duty status or location changes from area of assigned installation, the HA shall terminate member's assignment to existing unit and will permit the member to move into another available unit. This will be allowed only at the base or station of residence at the time of receipt of orders and only on a not-to-interfere basis with personnel already provided a firm housing assignment.

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c. PCS Orders to Locations with Lack of, or Use-Restricted, Civilian Housing. Members with PCS orders to dependent restricted locations 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. The member must apply for housing at the new duty station. Occupancy of FH at the previous duty station will terminate upon member's assignment to FH 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

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