



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 11103.6A  
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CNIC INSTRUCTION 11103.6A

From: Commander, Navy Installations Command

Subj: NAVY HOUSING FURNISHINGS PROGRAM

Ref: (a) CNICINST 11103.4  
(b) OPNAVINST 5009.1  
(c) DoD 4165.63-M, DoD Housing Management, 30 Sept 1993  
(d) Title 10 USC 2775  
(e) CNICINST 11103.7

1. Purpose. To provide Navy policy and procedures for the establishment and operation of the Navy (Bachelor and Family) Housing Furnishings Program in accordance with references (a) through (e).
2. Cancellation. CNICINST 11103.6
3. Applicability. This instruction applies to Navy installations worldwide including Permanent Party, Dormitory, Reserve and Recruit facilities, but excludes privatized assets. Also, this instruction is applicable for the management of supplemental full tour and loaner furnishings at OCONUS Navy Installations. Furnishings for use in General and Flag Officer Quarters (G&FOQs) are addressed in CNICINST 11103.3 and CNIC Desk Guide for G&FOQs.
4. Policy. Navy policy is to provide quality furnishings to enhance the quality of life for all Sailors and their families; identify and implement best business practices and initiatives to reduce costs. This includes the following:
  - a. Bachelor Housing (BH) Furnishings:
    - (1) In order to provide quality furnishings, achieve standardization and apply best business practices throughout the Navy, furnishings for Permanent Party, Dormitory, Transient Personnel Unit (TPU), Reserve and Recruit spaces will be centrally funded and procured, except for the initial outfitting of Military

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Construction (MILCON) funded projects as collateral equipment or small volume contingency purchases.

(2) Accounting for government property is important. There is an obligation to safeguard against property theft, abuse, waste and unauthorized use. Property accountability records and controls shall be conducted utilizing enterprise Military Housing (eMH) Asset module to ensure that furniture accounts are cleared prior to residents' departure. A physical (sight) inspection of furnishings will be conducted during check-in and check-out. Bachelor Housing residents shall be held liable for any loss or damage to equipment or furnishings caused by negligence or willful misconduct by resident/occupant and/or guest.

(3) Physical inventory of furnishings and appliances will be conducted and reconciled as outlined in the Navy Housing Furnishings Desk Guide.

b. Loaner and Supplemental Furnishings:

(1) In order to minimize Temporary Lodging Allowance (TLA), the Navy will provide temporary loaner furniture support for a period not to exceed 90 days for U.S. military personnel and Department of Defense (DoD) civilians, accompanied and unaccompanied, who are entitled to a household goods (HHG) shipment while their HHG are in transit. Exceptions or waivers due to mitigating circumstances may be approved by the local housing authority.

(2) Supplemental furnishings and appliances are provided for the full tour of duty for all military personnel and DoD U.S. civilians, accompanied and unaccompanied, who sign a lease through the Housing Welcome Center (HWC) to reside in private sector housing in overseas locations and are entitled to HHG shipment. These supplemental items may include: stoves, refrigerators, washers, dryers and microwaves.

(3) The installation and maintenance of Armed Forces Network (AFN) decoders and satellite dishes (Direct-to-Home service) will not be paid out of FH,N funds or the O&M,N (QO) account.

(4) The different fund sources involved with the overseas loaner and supplemental full tour furnishings make it essential to maintain a fiscal separation of funds and adequate audit trails. Costs involving joint use of furnishings, warehouse facilities, transportation vehicles, equipment, and manpower, will be shared

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pro rata by the FH,N and O&M,N (QO) appropriations. The pro rata share will be based on actual use records and, when actual records are insufficient, through use of a percentage of accompanied and unaccompanied personnel utilizing the furnishings program.

(5) Loaner and supplemental furnishings procured under a combined FH,N and O&M,N (QO) program will be identified and marked as appropriate. In no case will consolidation of the accounts be used to augment one appropriation with another or will additional furnishings be purchased to offset excess furnishings that are hand receipted to another account. The inventories will be physically separated and utilized to support either accompanied or unaccompanied personnel, depending on the funding source.

(6) Property accountability records and controls shall be conducted utilizing eMH Asset module to ensure that furniture accounts are cleared prior to personnel departure on Permanent Change of Station (PCS) orders. A physical (sight) inspection of furnishings will be conducted on property when issued and returned. Military members and/or DoD civilians shall be held liable for any loss or damage to equipment or furnishings caused by negligence or willful misconduct by resident/occupant and/or guest.

(7) Physical inventory of furnishings and appliances will be accomplished and reconciled as outlined in the Navy Housing Furnishings Desk Guide.

## 6. Responsibilities

a. Commander, Navy Installations Command (CNIC) is responsible for obtaining resources and providing policy, instructions, and guidance for management of the Housing Furnishings Program. CNIC shall:

(1) Establish objectives, standards and specifications to ensure quality, durable furnishings, and implement guidelines to maximize utilization and to ensure efficient and effective lifecycle management of furnishings inventory.

(2) Administer an overall Navy Housing Furnishings Program that includes planning, acquisition, management and disposal.

(3) Review the progress and effectiveness of the overall Housing Furniture Program, implementing modifications, corrections or improvements as required.

(4) Establish a Navy Housing Furnishings Desk Guide to implement standards and specifications to ensure quality, durable furnishings, promulgate procedures and priorities in developing and maintaining accurate inventory information facilitating efficient and effective management of furnishings inventory. This includes mandatory usage of the eMH Asset module to verify and validate inventory condition, usage, standardization and costs for developing historic data for life cycle analysis and evaluation.

(5) Establish and conduct an assessment to provide oversight and monitor compliance with policies contained in this instruction; no less than every three (3) years.

(6) Develop, update and coordinate training designed for the furnishings program.

b. Regions shall:

(1) Disseminate and ensure compliance with established objectives, standards and specifications to ensure quality, durable furnishings, and implementing guidelines to maximize utilization and to ensure efficient and effective life cycle management of furniture inventory.

(2) Administer a regional Housing Furnishings Program that includes planning, small volume contingency purchases, management and disposal.

(3) Review the progress and effectiveness of the regional Housing Furnishings Program, implement modifications, corrections or improvements as required.

(4) Disseminate and ensure installations are in compliance with the established Navy Housing Furnishings Desk Guide's standards and specifications to ensure quality, durable furnishings, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of furniture inventory. This includes mandatory usage of the eMH Asset module to verify and validate installation's inventory condition, usage, standardization and costs.

(5) Participate in and coordinate CNIC assessment visits with installations and ensure compliance with policies contained in this instruction.

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(6) Disseminate and coordinate training designed for the furnishings program.

c. Installations shall:

(1) Comply with established objectives, standards and specification for quality, durable furnishings and implementation guidelines to maximize utilization and ensure efficient and effective life cycle management of furniture inventory.

(2) Implement an Installation Housing Furnishings Program that includes planning, small volume contingency purchases, management and disposal.

(3) Monitor the progress and effectiveness of the installation Housing Furnishings Program, implement modifications, corrections or improvements as required. Inform members of their responsibilities and assess charges for damages as outlined in the Navy Housing Furnishings Desk Guide.

(4) Comply with the established Navy Housing Furnishings Desk Guide's standards and specifications to ensure quality, durable furnishings, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of furniture inventory. This includes mandatory usage of the eMH Asset module to verify and validate inventory condition, usage, standardization and costs.

(5) Comply with Housing Furnishings Program policies contained in this instruction.

(6) Coordinate and attend training designed for the furnishings program.

7. Waivers. Exceptions or waivers to policy contained herein shall be submitted by the installation with impact statements, via Region to CNIC for approval.



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