



DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350

OPNAVINST 11101.13J  
Pers-67  
16 December 1992

**OPNAV INSTRUCTION 11101.13J**

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** ASSIGNMENT AND UTILIZATION OF NAVY-MANAGED MILITARY FAMILY HOUSING (MFH)

**Ref:** (a) NAVFAC P-930 (NOTAL)  
(b) OPNAVINST 11101.42  
(c) OPNAVINST 4600.16E  
(d) CNO Washington DC 032228Z Jul 91 (NAVADMIN 086/91)  
(e) CNO Washington DC 131910Z May 92 (NAVADMIN 066/92)  
(f) CNO Washington DC 290249Z Feb 92 (NAVADMIN 026/92)  
(g) OPNAVINST 11101.21D  
(h) DOD 4165.63-M of Jun 88 (NOTAL)  
(i) Joint Federal Travel Regulations (JFTR Volumes I and II) (NOTAL)  
(j) SECNAVINST 4650.19B  
(k) OPNAVINST 11101.44  
(l) OPNAVINST 11101.43  
(m) SECNAVINST 11101.2C (NOTAL)  
(n) Title 10, U.S.C. Chapter 58  
(o) OPNAVINST 1700.9C (NOTAL)  
(p) SECNAVINST 1740.2D  
(q) OPNAVINST 5400.24D

**Encl:** (1) Eligibility Criteria  
(2) Application Procedures  
(3) Waiting List  
(4) Assignment to Quarters  
(5) Termination of Housing Assignment  
(6) Utilization  
(7) Inventory Actions  
(8) Definition of Terms

**1. Purpose.** To provide policy and criteria governing the assignment to, and utilization of, Navy-managed military family housing (MFH);

to promote standardization in the Navy-wide implementation of these policies and criteria; and to ensure that eligible Department of Defense (DoD) personnel and their family members are provided equal housing opportunities regardless of race, color, religion, sex, age, national origin, handicap or familial status. This instruction is a complete revision and should be reviewed in its entirety.

**2. Cancellation.** OPNAVINST 11101.13H.

**3. Scope.** This instruction applies to MFH under Navy control and supported by Family Housing, Navy (FH,N) account funds.

**4. Background.** The Navy considers housing a premier Quality of Life (QOL) issue. It is the policy of the Navy to provide housing which enhances the QOL of its members and their families. Recognizing the importance of members' and their families' QOL, the Navy will take action to provide quality military housing and secure housing in the civilian community meeting this standard. MFH under Navy control is managed per guidelines in references (a) through (p). The principal objective of the DoD Family Housing Program is to ensure that members of the United States Armed Forces with dependents are suitably housed. To achieve this goal, it is DoD policy to rely on the local civilian housing market in communities near military installations as the primary source of housing for military families. MFH is constructed or leased only in those locations where the civilian housing market cannot meet the needs of the local military community, where available housing in the community has been determined to be unacceptable or where personnel must reside on the military installation for reasons of military necessity. Assignment procedures and utilization criteria have been developed from DoD policy in order to provide the greatest opportunity for occupancy by the greatest number of eligible personnel.



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**5. Policy.** Navy policies with respect to assignment and utilization of Navy-managed MFH are as follows:

a. Assignment of eligible personnel, as defined in enclosures (1) through (4), to Navy MFH will be made without regard to race, color, religion, sex, age, national origin, handicap or familial status.

b. Management and utilization of housing assets will be centralized for control.

c. All personnel eligible for MFH are required to report to the appropriate family housing office prior to execution of a commitment for private housing. Individuals, including bachelor personnel, who are not immediately assigned to government quarters, will be provided assistance in obtaining housing in the local community (see references (a) and (g)).

d. MFH termination criteria is provided in enclosure (5).

e. Management procedures are provided in enclosures (6) and (7).

f. Definitions are provided in enclosure (8).

## **6. Action**

a. The Chief of Naval Operations (N1) is assigned responsibility for the implementation of DoD policy for assignment and utilization of Navy-managed MFH per references (h) and (m). In view of the significance of housing as a QOL and readiness issue, the CNO will:

(1) Review bi-annually the status of Navy housing, including assignment and utilization policies and their implementation.

(2) Issue periodic communications to the chain of command which convey the

significance of ready access to well maintained, affordable housing on the economy or on naval installations.

b. Chief of Naval Personnel (CHNAVPERS) (Pers-6) will:

(1) Facilitate realization of quality housing for all Navy members whether in the civilian community or on a naval installation, recognizing the importance of this key feature to the overall QOL of members and their families.

(2) Develop and issue Navy-wide policies for eligibility, assignment, utilization, occupancy and termination of Navy-managed MFH.

(3) Make final determination regarding the policies and criteria contained in this instruction.

(4) Make final determination in response to requests for exceptions, waivers and appeals.

(5) Annually by 1 January review all command, billet and key and essential quarters designations.

c. Major claimants responsible for housing will:

(1) Take action to impart convincingly the Navy's emphasis on quality housing as a key element of service QOL impacting morale, retention and readiness. Action will include guidance to subordinates, demonstrations of personal interest and commitment and appropriate oversight.

(2) Perform, at a minimum, administrative and operational reviews as part of their triennial inspection of MFH field activities to ensure that local policies and procedures are in compliance with this instruction.

(3) Endorse correspondence forwarded per paragraph 7 regarding the policy and criteria contained in this instruction.

(4) Make final determination concerning MFH inventory actions for billet/key and essential quarters within the five percent limit of officer and/or enlisted quarters (see enclosure (7), paragraph 3d).

d. The Commander, Naval Facilities Engineering Command (COMNAVFAC-ENGCOM) or designee will:

(1) Ensure that local assignment practices are equitable and consistent and that housing authorities issue implementing instructions.

(2) Ensure that MFH is efficiently utilized and implement specific utilization reporting requirements.

(3) Consolidate installation listings of excess housing available for assignment to unaccompanied families and coordinate with other services to issue the listing of excess housing.

(4) Issue Navy-wide guidance clearly delineating landlord-tenant responsibilities which shall be tailored to local needs as necessary by the Housing Authority (HA).

(5) Issue implementing directives as necessary in support of policies issued in this instruction and other pertinent directives from higher authority.

(6) Ensure that MFH assets are centrally managed.

e. Regional area coordinators shall assume responsibility for consolidating MFH policy within defined commuting areas to eliminate duplication of effort and conflicting guidance within regions.

f. The HA will establish and issue local policies and procedures, consistent with the policy guidance contained in this instruction, governing the assignment and utilization of

government-owned or controlled MFH units for which the HA is responsible within 180 days after issuance of this instruction.

## 7. Exceptions, Waivers and Appeals

a. Exceptions to policy contained in this instruction may be granted by the HA on a case-by-case basis in situations where hardships to personnel would otherwise result and the circumstances warrant special consideration. When exceptions are made, justification of the action will be documented and retained in installation files for 3 years after the service member has terminated MFH.

b. Establishment of local policy that permanently deviates from that contained in this instruction (other than on a case-by-case basis) must be approved by CHNAVPERS (Pers-6) via the Engineering Field Division of COMNAVFACENGCOM, the major claimant and COMNAVFACENGCOM.

c. Decisions made by the HA may be appealed. Appeals will be in writing and forwarded via the chain of command. Endorsers will expeditiously forward requests for exception and specifically explain any significant delay occurring in the forwarding process.

8. **Forms.** All housing and personnel offices will maintain a supply of DD 1746 (Rev. 7/88), Application for Assignment to Housing (S/N 0102-LF-008-4900) and DD 1747 (Rev. 10/85), Status of Housing Availability (S/N 0102-LF-001-7471). These forms are available from the Navy supply system per NAVSUP P-2002.

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**OPNAVINST 11101.13J**  
**16 December 1992**

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