



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

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ND
JUN 17, 94
IN REPLY REFER TO

OPNAVINST 11101.30
OP-442
Ser 5179P44
28 SEP 1970

OPNAV INSTRUCTION 11101.30

From: Chief of Naval Operations

Subj: Centralized Family Housing Offices at Navy Installations

Ref: (a) Chapter 4, NAVFAC P-352 (Interim), Housing Administration
(b) OPNAVINST 11101.20 of 14 Mar 69 (Notal)
(c) OPNAVINST 11101.21 of 7 Apr 69 (Notal)

Encl: (1) DODINST 4165.53 of 22 Jun 1970

1. Purpose. To provide for maintaining a centralized Family Housing Office at all Navy installations with family housing responsibilities, in accordance with enclosure (1).
2. Background. Enclosure (1) is a revision of the previous issue of this same instruction. It describes in greater detail the functions of centralized Family Housing Offices. The guidance provided by references (a), (b) and (c) are consistent with this revision.
3. Policy. It is Navy policy that each installation having family housing responsibilities will have a Family Housing Office headed by a family housing manager who will be responsible for centralized management of all aspects of family housing, including housing referral services. The organization will be identified as a separate entity within the Public Works Department directly under the supervision and direction of the Public Works Officer. While some housing support functions may be combined with others at the installation, management responsibilities for family housing facilities and programs will not be fragmented. Family housing organizations will be staffed and operated by permanently assigned personnel at adequate grade levels which encourage a career field. Recurring training in housing management is encouraged.
4. Action.
 - a. Commanding Officers of Navy installations with family housing responsibilities will ensure that organization for the administration of family housing facilities and programs are in accordance with the

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policy and management concept prescribed herein and as outlined in detail in enclosure (1) and references (a), (b), and (c).

b. Area Coordinators will periodically review implementation of this Instruction by activities within their area of coordination to ensure that effective Centralized Family Housing Offices are maintained by activities on a continuing basis and that responsibilities for family housing matters are not fragmented.

c. Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), under the Chief of Naval Material, will provide assistance to Commanding Officers and Area Coordinators upon request in the continuing implementation of this Instruction. COMNAVFACENGCOM will advise the Chief of Naval Operations on matters addressed to the CNO concerning administration of family housing facilities and programs under this Instruction.

d. Inquiries regarding this Instruction will be submitted to CNO via the chain of command, the Area Coordinator, and COMNAVFACENGCOM, as appropriate.

A handwritten signature in cursive script, appearing to read "L. G. Bernard".

L. G. Bernard
By direction

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(See next page)

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