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

IN REPLY REFER TO
OPNAVINST 11101.29
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OPNAV INSTRUCTION 11101.29

From: Chief of Naval Operations
To: Distribution List

Subj: Assignment of Authority and Responsibilities for Family Housing

Ref: (a) SECNAVINST 11101.2C of 21 October 1969

1. Purpose. This Instruction assigns authority and responsibilities for providing and administering family housing facilities and for executing family housing programs pursuant to the authority vested in the Chief of Naval Operations by reference (a).

2. Applicability. This Instruction applies to all family housing facilities and programs (except those supported by non-appropriated funds) which the Navy administers, controls, or has an interest in. The properties (real and personal) directly supported and administered by the Navy that are included can be identified with the "Defense Family Housing Property Account."

3. Assignment of Responsibilities.

a. The Commander, Naval Facilities Engineering Command, under the Chief of Naval Material, shall:

(1) Provide staff and advisory services to the Chief of Naval Operations and the Commandant of the Marine Corps as required.

(2) Formulate and coordinate, with representatives of the Commandant of the Marine Corps where appropriate, annual legislative proposals. Recommend the Department of the Navy annual legislative proposals for submittal by the Chief of Naval Operations, with the concurrence of the Commandant of the Marine Corps, to the Assistant Secretary of the Navy (Installations and Logistics).

(3) Conduct surveys and formulate and recommend to the Chief of Naval Operations construction, leasing, and other acquisition programs to meet requirements at Navy activities. Justify approved projects to the Assistant Secretary of Defense (Installations and Logistics), and the Congress.

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(4) Develop and monitor, with input from the Commandant of the Marine Corps for Marine Corps command activities, improvement program for the Department of the Navy.

(5) Develop and justify for the Chief of Naval Operations the Navy Five Year Defense Plan and annual budget requirements for family housing.

(6) Select sites for Department of the Navy family housing construction, with concurrence of the Commandant of the Marine Corps for construction at Marine Corps commanded activities, and obtain required approvals therefor.

(7) Establish criteria and standards for plans, design, construction, and maintenance of family housing for the Department of the Navy.

(8) Act as Program Administrator; accept plant account custody; and manage, maintain, and operate family housing and related collateral facilities serving Navy activities funded under the "Family Housing Management Account, Defense, Navy."

(9) Establish the allowances, standards, procedures, and controls for providing government furniture, furnishings, and household equipment items in Navy family housing.

(10) Monitor occupancy of family housing to obtain appropriate and maximum utilization of Navy controlled facilities.

(11) Execute the Department of the Navy domestic and foreign leasing program within guidance and priorities established by the Chief of Naval Operations and the Commandant of the Marine Corps, as appropriate.

(12) Effect approved disposals for the Department of the Navy through the established disposal channels.

(13) Establish and maintain, with input from the Commandant of the Marine Corps, central inventory and use records, and reporting systems for Department of the Navy family housing. Prepare departmental reports to authorities outside the Department of the Navy.

(14) Perform periodic reviews of the efficiency, economy, and effectiveness of management, maintenance, and operation of family housing at Navy activities, and prepare reports for appropriate action.

(15) Administer relations with the Federal Housing Administration, mortgages, private management and others with respect to projects under the National Housing Act; and perform liaison for the Department of the Navy with Government agencies, public authorities and private interests with respect to other housing programs, projects, and operations.

(16) Administer, budget, and finance housing referral services. Review program effectiveness and consolidate and submit reports to higher authority.

* (17) Establish and administer rents and charges for Department of the Navy family housing, and review and recommend on appeals pertaining thereto.

* b. Naval District Commandants and Area Coordinators shall:

(1) Coordinate and recommend the acquisition (construction, leasing, other) of family housing to meet the requirements of the Navy within assigned coordination areas, including Marine Corps requirements at Naval complexes.

(2) Execute family housing designation, assignment, and utilization responsibilities as directed by the Chief of Naval Operations.

(3) Review, coordinate, and initiate such other actions as necessary to insure the overall efficiency, economy, and effectiveness of the Navy family housing program.

4. Action. Addressees will take action as required to disseminate this Instruction and implement the responsibilities assigned herein.



L. C. Bernard
By direction

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