



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

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ND
JUN 17 1974
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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FKA6A2 Weapons Center
FKA6A3B Ship Research and Development Laboratory
FKA6A8 Weapons Laboratory
FKA6A9 Ordnance Laboratory
FKA6B4 Test Facility (only Solomons)
FKL1 Shipyard (only Boston, Bremerton, Philadelphia, Portsmouth, N.S.,
Portsmouth, Va., Vallejo, San Francisco)
FKL9A Marine Barracks, NAVSHIPSYSCOM (less San Francisco)
FKM3 Fuel Depot NAVSUPSYSCOM (only Jacksonville)
FKM8 Supply Annex
FKM9 Supply Center (only Oakland, Bremerton)

FKM22 Publications and Forms Center
FKM13 Ships Parts Control Center
FKN2 Construction Battalion Center (less Davisville)
FKN5 Public Works Center NAVFACENGC
FKN10 Support Facility NAVFACENGC
FKP1A Ammunition Depot (only Hawthorne)
FKP1B Weapons Station
FKP1E Torpedo Station
FKP1J Ordnance Station
FKP4C Ordnance Missile Test Facility
FKR3A Air Engineering Center
FKR3C Air Test Center
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OPNAVINST 11101.30

28 SEP 70
NUMBER 4165.53

DATE June 22, 1970

Department of Defense Instruction

ASD(I&L)

SUBJECT Centralized Family Housing Offices at Installations

Ref: (a) DoD Instruction 4165.53, "Centralized Family Housing Offices at Installations," November 7, 1969 (hereby cancelled)

I. PURPOSE AND REISSUANCE

This Instruction provides for centralized Family Housing Offices at all installations with family housing management responsibilities. It is a reissuance of reference (a) to describe in more detail the functions of these offices.

II. CANCELLATION

Reference (a) is hereby superseded and cancelled.

III. APPLICABILITY AND SCOPE

The provisions of this Instruction apply to all DoD Components (Military Departments, Defense Agencies, and other DoD Activities).

IV. POLICY

Each installation having family housing management responsibilities will have a Family Housing Office headed by a Family Housing Officer. At smaller installations where full-time attention may not be required, functions assigned may be combined with others; however, responsibilities for family housing matters will not be fragmented.

V. FUNCTIONS

Functions of centralized Family Housing Offices at the installation level will include, but are not limited to, the following with respect to management of family housing:

A. Functions Pertaining to DoD-Owned, DoD-Controlled, and DoD-Leased Housing

1. Development and implementation of rules and regulations.
2. Assignments and terminations - inquiries, interviews and related paper work.
3. Utilization of housing assets and preparation of inventory, occupancy and utilization reports.

Encl (1)

5. Facilities inventory, including new orders, inventory, and calls, etc.
6. Establishment of rental rates.
7. Collection of rents, utilities and other charges.
8. Location, inspection, and negotiation for Leased housing.
9. Review of all reports containing Family Housing information including cost and financial reports.
10. Review of maintenance and operations performance data.
11. Control of issue, repair and procurement of furnishings.
12. Planning and programming for new construction and improvements financed by Family Housing Construction funds.
13. Planning and programming for operations, maintenance, repairs and minor alterations - Family Housing Operation and Maintenance funding.
14. Translation of plans and programs into budgetary requirements.
15. Application of available resources - budget execution.
16. Self-help program - promotion, training, supervision, inspection.

B. Functions Related to Private Housing

1. Performance of Housing Referral Services as prescribed by DoD Instruction 4165.51, November 25, 1968.
2. Certification and/or referral of applicants for unacquired Wherry housing, Section 809, Section 810 (See National Housing Act, as amended) and any other housing available for military occupancy.
3. Adequacy inspections of private rental housing in foreign areas.
4. Control of issue, repair and procurement of furnishings for private housing overseas.
5. Inspection of construction and administration of Rental Guaranty projects, designation of tenants for the occupancy of the projects and determination of the amount of payments which may become due pursuant to Rental Guaranty agreements.

Continuation of V.

C. General Functions Applicable to Both DoD and Private Housing or Not Identified to Any Housing Category

1. Community liaison and relations in regard to family housing.
2. Family Housing requirements surveys and development of data.
3. Preliminary Family Housing studies or engineering construction plans made prior to Office of the Secretary of Defense project approval.
4. Acquisition, disposition and diversion of Family Housing facilities.
5. Utilities conservation - promotion, training, inspection and coordination.
6. Resources Conservation Program (formerly Cost Reduction Program).

VI. RESPONSIBILITIES

Responsibility for these functions will not be fragmented. This does not mean actual performance by the Family Housing Office staff of all tasks involved, but rather, responsibility to insure good business management of family housing with maximum utilization of the existing organizational element performing the various associated tasks. As examples, the Family Housing Office will not make purchases but should determine requirements; will not do maintenance and repair work but should determine what is to be done and program and budget such work by time periods, utilizing the recommendations of appropriate offices; will not perform accounting but should receive and review cost and financial reports prepared by the installation financial and accounting office both for accuracy and for management action; and will not execute contracts but should determine when and for what purpose contracts in relation to family housing should be executed.

VII. ORGANIZATION

A rigid and mandatory organization is not prescribed. Nevertheless, appropriate steps should be taken to insure that organization alignments will enable discharge of the outlined responsibilities. It is not considered acceptable for a Commanding Officer, his Deputy or a member of his staff to assume the title of Family Housing Officer if in fact he does not personally discharge the functions and responsibilities described above. The administration chain of command in regard to the Family Housing Office,

Continuation of VII.

however, is optional so long as organizational placement does not interfere with performance of assigned functions and the coordinative responsibilities.

VIII. PERSONNEL AND TRAINING

Except when overriding considerations exist, Family Housing Offices should be staffed and operated by permanently assigned personnel. Staffing at adequate Civil Service grade levels and recurring training in housing business management are encouraged.

IX. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two (2) copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) within ninety (90) days.


BARRY J. SHILLITO
Assistant Secretary of Defense
(Installations and Logistics)