



**DEPARTMENT OF THE NAVY**  
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CNICINST 1700.2A  
N9  
25 April 2013

CNIC INSTRUCTION 1700.2A

From: Commander, Navy Installations Command

Subj: NAVY GATEWAY INNS AND SUITES NONAPPROPRIATED FUND  
RECAPITALIZATION PROGRAM

Ref: (a) DoD Instruction 1015.15 of 20 March 2008  
(b) DoD Instruction 1015.11 of 15 November 2011  
(c) DoD Instruction 1015.12 of 30 October 1996  
(d) OPNAVINST 11010.20G  
(e) DoD Instruction 7700.18 of 15 December 2004

Encl: (1) Navy Gateway Inns and Suites Project Submission and  
Evaluation Procedures  
(2) Navy Gateway Inns and Suites Directors Panel and  
Evaluation and Assessment Board Bylaws and Procedures

1. Purpose. To establish and define the Navy Gateway Inns and Suites (NGIS) nonappropriated fund (NAF) recapitalization program processes and the membership of the Director's Panel and the Evaluation and Assessment Board (EAB).

2. Background. Quality of Life operations and services contribute to personnel readiness and are essential to the effectiveness of the Navy. The NGIS program supports lodging operations worldwide for both official and unofficial travelers. The NGIS NAF recapitalization program evaluates the potential use of self-generated NAF for NGIS facilities to repair, renovate, upgrade and replace lodging facilities. The NGIS NAF recapitalization program is only considered when it has been documented by the sponsoring command that appropriated funds are not available. Enclosure (1) contains NGIS NAF recapitalization funding approval limitations.

3. Policy

a. The NGIS EAB evaluates, approves or disapproves, and recommends the priority of project execution to the NGIS Director's Panel (DP).

b. The DP evaluates and approves or disapproves the priority of NGIS capital projects submitted by the EAB.

c. Duties, responsibilities, and membership of the DP and EAB are provided in enclosure (2). NAF capital improvement reporting requirements shall follow the guidance contained in references (a) through (d).

#### 4. Responsibilities

a. Commander, Navy Installations Command (CNIC), Director, Fleet & Family Readiness (N9) is responsible for:

(1) Establishing NGIS programs, services and operational oversight.

(2) Implementing program direction and applying the execution authority necessary for successful administration of NGIS capitalization programs Navy-wide.

(3) Coordinating with other Department of Navy, Department of Defense (DoD) and non-DoD entities on appropriate matters associated with the NGIS NAF recapitalization program.

(4) Ensuring all NGIS NAF recapitalization projects are reported in accordance with reference (e).

b. The NGIS NAF recapitalization program DP is responsible for approving governing policies and strategic capital plans that affect mission requirements and incorporate fleet considerations pertaining to the NGIS Lodging Program.

#### 5. Action

a. CNIC Lodging (N924) shall support the deliberations of the DP and EAB to obtain approvals for the NGIS NAF recapitalization program.

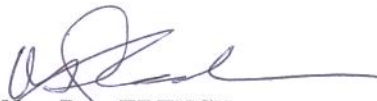
b. The NGIS NAF recapitalization program DP shall:

(1) Approve or disapprove priority order of construction and recapitalization projects to ensure that the mission and training requirements of official travelers are met.

(2) Ensure that the viability of NGIS NAF recapitalization requirements is maintained through programming

and resourcing of NAF support, as detailed in references (a) through (c).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.



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**NAVY GATEWAY INNS AND SUITES  
PROJECT SUBMISSION AND EVALUATION PROCEDURES**

1. The use of nonappropriated funds (NAF) to support Navy Gateway Inns and Suites (NGIS) capital facility requirements is identified in references (a) through (d).

2. Definitions

a. Construction. This includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation, whether to satisfy temporary or permanent requirements. Construction includes the erection, installation, or assembly of a new real property facility; the addition, expansion, extension, alteration, conversion (including category code changes), or replacement of an existing real property facility; or the relocation of a real property facility. Construction projects may include supporting utilities, roads, parking lots, equipment installed in and made a part of such facilities (built-in equipment), related site preparation, excavation, filling and landscaping, or other land improvements incident to the project.

b. Repair and Renovation (R/R). Work to restore a real property facility, system or component to such condition that it may effectively be used for its designated functional purpose. Deteriorated facility components may be repaired by replacement that is up to current standards or codes. Interior rearrangements (except for load-bearing walls) and restoration of an existing facility to allow for effective use of existing space or to meet current building code requirements is considered Repair and Renovation. Accessibility, health, safety, or environmental requirements may be included as repair and are APF funded items, unless the APF non-availability waiver form is obtained for expanded use of NAF funding.

c. Whole Room Concept (WRC). All required furniture, fixtures, artwork, wall decorations, appliances, window treatments, table and floor lamps, carpeting and wallpaper to furnish an NGIS facility. WRC projects may not include painting, flooring (other than carpet), or any permanently installed fixtures or equipment. All facility WRC requirements will be a region funding responsibility.

3. Project Approval Authority Limits

a. Navy Region:

(1) Repair and Renovation (Up to \$500,000).

(2) Construction (no limits). It is only authorized with approved Office of Secretary of Defense waiver. Projects are submitted through the NGIS NAF recapitalization program.

(3) Whole Room Concept (no limits).

(4) Repair/Renovation requirements that are less than \$500,000 will be a region funding responsibility.

b. Commander, Navy Installations Command (CNIC):

(1) Repair and Renovation (Up to \$750,000).

(2) Construction (no limits). It is only authorized with approved Office of Secretary of Defense waiver.

(3) Furniture, Fixtures and Equipment (FF&E) (no limits).

c. NGIS Director's Panel (DP):

(1) Repair/Renovation projects are unlimited, in accordance with OPNAVINST 11010.20G.

(2) Construction (no limits). It is only authorized with approved Office of Secretary of Defense waiver.

d. Office of Secretary of Defense/Congress:

(1) Construction (no limits). All construction project initiatives require a waiver from the Secretary of the Navy or the Department of the Navy headquarters designee to use NAF. NAF construction projects, with waivers, must be submitted for approval by Office of the Secretary of Defense and Congress, per DoDI 7700.18 and DoDI 1015.15.

4. Project Nomination Process

a. Nominations for Repair/Renovation projects (over \$500,000) must be submitted to CNIC Facilities and Acquisitions (N944) not later than 1 February of the current year, for the following fiscal year approval.

b. Construction projects must be submitted not later than 1 February of the current year, for program consideration in the second follow-on fiscal year.

(1) Region funded projects under \$500,000, classified as construction, and identified to upgrade an existing facility, must be submitted to CNIC N944 not later than 1 February of the current year, for the following fiscal year.

a. The project nomination process is continuous and is encouraged throughout the year. The dates outlined above represent deadlines for submission of the NGIS NAF recapitalization program.

b. All construction projects and all Repair/Renovation projects will be individually reviewed to determine whether a Project Validation Assessment (PVA) must be completed prior to submission to the NGIS NAF Director's Panel (DP). Approval for the PVA will come from the EAB, if the project is recommended to the DP.

5. PVAs are independent studies performed by consultants engaged through CNIC N944. The PVA will evaluate the operation, market, demand, occupancy rates, and Certificates of Non-Availability. PVA consultants shall evaluate financials, including any required rate increases, building and construction cost estimates, and develop the DD 1391, FY\_\_ Military Construction Project Data form, based on the requested project work. The DD 1391 is available on the DoD Forms Management website at:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1391.pdf>.

a. The APF non-availability form is located on the CNIC G2: <https://g2.cnic.navy.mil/tscnichq/N9/N92/N924A/Lodging/Forms/AllItems.aspx> - NGIS, Whole Room Concept, Repair/Renovation, Construction Instructions and Forms.

b. Construction/conversion projects require a planning status sheet along with site approval and National Environmental Policy Act (NEPA) documentation. Planning Status Sheets are located on the CNIC G2 at:

<https://g2.cnic.navy.mil/tscnichq/N9/N92/N924A/Lodging/Forms/AllItems.aspx> - NGIS, Whole Room Concept, Repair/Renovation, Construction Instructions and Forms.

6. The EAB will meet not less than twice, annually.

a. PVAs will be completed not later than 30 August. Based on the completed PVA, the EAB will reconvene to evaluate and prioritize final nominations for presentation to the DP.

7. The DP will convene not later than 31 October to review and approve programming of Repair/Renovation projects and to approve construction projects for the upcoming submission to the Office of the Secretary of Defense and Congress.

a. To be considered execution-ready (approved by DP), Site Approval and NEPA documentation for all approved construction projects must be submitted to CNIC N944 not later than 1 April of the calendar year preceding the fiscal year for which the project is programmed. Projects which fail to meet this deadline will be returned for future resubmission.

b. All approved waivers for the use of NAF in lieu of appropriations/Military Construction, for execution-ready projects, shall be included in the annual NAF Capitalization Report to the Office of the Secretary of Defense, via the Assistant Secretary of the Navy (Energy, Installations & Environment), due out by 15 April.

**NAVY GATEWAY INNS AND SUITES  
DIRECTOR'S PANEL AND EVALUATION AND ASSESSMENT BOARD  
BYLAWS AND PROCEDURES**

1. Creation and Organization

a. The standing committee of the Navy Gateway Inns and Suites (NGIS) nonappropriated fund (NAF) recapitalization program is the Evaluation and Assessment Board (EAB).

b. The NGIS NAF recapitalization program Director's Panel (DP) and EAB may determine rules and procedures consistent with these bylaws or other direction from the DP.

c. Meetings of the DP or EAB may be called at the direction of the respective Chairperson. Meetings of the EAB will be scheduled prior to the DP. The EAB may forward matters for consideration to the DP to assist in the management of the NGIS NAF recapitalization program.

d. The quorum required to conduct NGIS NAF recapitalization program and EAB business will be eight members. At the direction of the Chairperson, any designated ex-officio non-voting member may be asked to participate in a designated event/meeting and to do so in a voting capacity.

e. At meetings of the DP or EAB, a majority of members is required to constitute a quorum for the transaction of business. When a quorum is present, action taken by the majority shall be considered the decision of the DP or EAB.

f. The DP or EAB shall maintain a record of all acts and proceedings, ensuring that it is reported to the DP at the next scheduled meeting following such action.

g. The DP or EAB may take action within its authority without a meeting, provided the matter requiring action is outlined in writing and all members are afforded the opportunity to vote.

h. Temporary additional duty travel funding for EAB members is the responsibility of the respective region.

i. Ex-officio members may participate in all deliberations of the DP or EAB, but may not vote unless designated as an alternate by the Chairperson.



2. Responsibilities

a. The NGIS EAB evaluates, approves/disapproves, prioritizes and/or recommends priority of execution to the DP.

b. EAB will review long range plans of the NGIS NAF recapitalization program and may make recommendations on capitalization or revenue matters that are referred to the DP.

c. EAB defines and champions appropriated fund support for authorized requirements, consistent with established policies.

d. EAB integrates and reviews capitalization requirements and establishes a process for prioritizing NAF project nominations, forwarding to the DP for review and approval. All construction requirements must be submitted for approval per the provisions of DoDI 7700.18, DoDI 1015.15, DoDI 1015.11, DoDI 1015.12 and OPNAVINST 11010.20G.

3. NGIS NAF Recapitalization Program DP Membership

a. Voting members of the DP are:

- (1) CNIC N9, Chairperson
- (2) Commander, Navy Region Mid-Atlantic (N9)
- (3) Commander, Navy Region Southwest (N9)
- (4) Commander, Navy Region Southeast (N9)
- (5) Commander, Navy Region Hawaii (N9)
- (6) Commander, Navy Region Japan (N9)
- (7) Commander, Joint Region Marianas (N9)
- (8) Commander, Navy Region Europe, Africa, Southwest Asia (N9)
- (9) Commander, Navy Region Northwest (N9)
- (10) Commander, Navy Region Midwest (N9)
- (11) Commandant, Naval District Washington (N9)
- (12) Navy Region Center Singapore (N9)

(13) Commander, Navy Region Korea (N9)

b. Ex-officio non-voting members are:

(1) CNIC N92

(2) CNIC N924

c. Alternate Panel Members. DP members may designate a temporary alternate to act and vote on his or her behalf. However, delegated membership will be at a sufficiently senior level to assure proper oversight and awareness of cognizant subject matter.

d. The DP shall meet at least annually. To meet emergent needs, the DP may also meet at the direction of the Chairperson.

e. In lieu of additional meetings, the Chairperson may elect to poll the voting members in any convenient manner to achieve resolution on matters that require expeditious handling.

f. Temporary additional duty travel funding for EAB members is the responsibility of respective regions.

4. NGIS NAF Recapitalization Program DP Proceedings

a. In the absence of the Chairperson, the CNIC Deputy N9, or other senior DP member as designated by CNIC, will assume the Chair for the designated event.

b. Only designated DP members or a designated alternate may vote.

c. The DP and EAB will be supported by CNIC N9 representatives.

5. NGIS EAB Membership. EAB membership shall consist of Regional Lodging/Housing Program Directors, by nomination.

a. At meetings of the EAB, a majority of members is required to constitute a quorum for the transaction of business. When a quorum is present, action taken by the majority shall be considered the decision of the entire EAB.

b. Voting members are:

(1) CNIC N92, Chairperson

(2) CNIC N924 Navy Lodging Program Manager

(3) The NGIS Regional Lodging/Housing Program Director from each region as follows:

(a) Commander, Navy Region Europe, Africa, Southwest Asia

(b) Commander, Navy Region Japan

(c) Commander, Navy Region Hawaii

(d) Commander, Navy Region Mid-Atlantic

(e) Commander, Navy Region Midwest

(f) Commander, Navy Region Northwest

(g) Commander, Navy Region Southeast

(h) Commander, Navy Region Southwest

(i) Commandant, Naval District Washington

(j) Commander, Joint Region Marianas

(k) Commander, Navy Region Korea

(l) Navy Region Center Singapore

6. Ex-officio non-voting members are:

(a) CNIC N924 Financial Manager

(b) CNIC N944

7. In the case of a voting tie, the NGIS EAB Chairperson becomes a voting member to cast the deciding vote.