



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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ANACOSTIA ANNEX, DC 20373-5802

CNICINST 5009.1

N9

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CNIC INSTRUCTION 5009.1

From: Commander, Navy Installations Command

Subj: NAVY TRANSIENT QUARTERS PROGRAM

Ref: (a) DODD 1015.2
(b) DODD 1015.11
(c) DODI 1015.10
(d) DODI 1015.12
(e) DODI 1015.14
(f) DODI 1015.15
(g) DODI 7600.6
(h) DODFMR 7000.14-R Volume 13
(i) BUPERSINST 1710.11C
(j) OPNAVINST 5009.1
(k) CNIC Lodging Manual

1. Purpose. To provide Navy policy that establishes the Transient Quarters (TQ) program.
2. Cancellation. OPNAVINST 11103.1B.
3. Scope. This instruction is applicable to the Navy Transient Quarters (TQ) for travelers in an official or unofficial capacity. TQ consists of all lodging on Navy Installations except the Navy Exchange Lodge. TQ policy and lodging governing guidance is applicable to all lodging functions captured within reference (k). It establishes special policies and controls and provides supplemental guidance to comply with the scope and intent of the Congress and Department of Defense (DOD), Secretary of the Navy (SECNAV), and Chief of Naval Operations (CNO) guidance, contained in references (a) through (j).
 - a. This instruction applies to Lodging programs administered and operated by the Navy, including, Navy Regions and Installations worldwide that operate Navy Gateway Inns & Suites Lodging programs for authorized patrons and their

families traveling for official and unofficial purposes. ^{FEB 05 2008} These Lodging programs include:

(1) Navy Gateway Inns and Suites (formerly known as the Visitors Quarters (VQ) Lodging Program).

(2) Recreational Lodging. Lodging provided to support the recreational needs and well-being of service members and their families, to include:

(a) Primitive Camping and Tent Sites

(b) Cabins, Cottages, Trailers, Trailer and/or Recreational Vehicle (RV) Parks

(c) Joint Service Facilities (New Sanno Hotel, Japan) and Outdoor Recreation Areas

(3) Navy Fisher Houses. Lodging provided to support patients and their families using Navy Medical Treatment Facilities (MTF) currently at Bethesda, MD, Portsmouth, VA and San Diego, CA.

b. This instruction does not apply to:

(1) Navy Exchange Lodging Program

(2) Live-aboard marinas

(3) Correctional facilities

(4) Medical in-patient facilities

(5) Structures used as field housing of units deployed for combat training

(6) Temporary lodging facilities that are not listed on the installation's plant property account.

(7) Afloat housing on Navy vessels and berthing barges.

4. Discussion

a. The Lodging Program encompasses all services provided to personnel on TDY and TEMDUINS status with a primary focus on being good stewards of Navy travel funds.

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b. The overall intent of the Lodging Program is to provide lodging accommodations to government personnel on official duty. It strives to meet the requirements of the Navy mission and to provide a positive Quality of Life for all Navy travelers at a minimum cost. New and innovative business practices and benchmarks must be explored and applied while meeting established Navy standards and statutory controls.

5. General Policy

a. The Navy Gateway Inns & Suites Lodging Program must provide adequate staff and advisory services to CNIC as required.

b. Reference (k) will be used to manage, measure, and perform all functions that are required in the delivery of lodging services.

c. Special policies and controls are required and must be met in the performance and management of associated Lodging functions. The following policies are in reference (k):

- (1) Chapter 1 - Introduction to the Lodging Program
- (2) Chapter 2 - Financial Management
- (3) Chapter 3 - Procurement/Contracting
- (4) Chapter 4 - Program Reviews
- (5) Chapter 5 - Staffing and Personnel Management
- (6) Chapter 6 - Operations
- (7) Chapter 7 - Physical Inventory, Transfer &
Disposal of Property
- (8) Chapter 8 - Facility Management
- (9) Chapter 9 - Property Management Systems
- (10) Chapter 10 - Records Management Program

d. Supplemental guidance is provided to comply with the scope and intent of Lodging Program regulations and to ensure

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consistent support is provided throughout all Lodging operations. The following guidance is in reference (k):

- (1) Appendix A - General Manager Responsibilities
- (2) Appendix B - Letters of Authorization and Appointment
- (3) Appendix C - Funding Matrix
- (4) Appendix D - Blood-borne Exposure Control Plan (ECP)
- (5) Appendix E - Fair Market Rental
- (6) Appendix F - MOA for Business Processes
- (7) Appendix G - MOA for Services Rendered
- (8) Appendix H - Performance Work Statement
- (9) Appendix I - Staffing Standards
- (10) Appendix J - Distinguished Visitors Quarters
- (11) Appendix K - Front Desk Operations
- (12) Appendix L - Reservation Procedures
- (13) Appendix M - Group Reservations
- (14) Appendix N - Housekeeping Operations
- (15) Appendix O - Quality Assurance Process
- (16) Appendix P - Furnishings, Supplies and Amenities
- (17) Appendix Q - Project Planning

6. Action. The following actions will be implemented by the chain of command regarding the Navy Gateway Inns & Suites Transient Quarters Program:

a. Commander, Navy Installations Command will:

- (1) Administer the provisions of this instruction and reference (k) through the Lodging Program Manager (CNIC N924).

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(2) Review, revise, and approve policy instructions.

(3) Grant exceptions to policy where warranted.

b. Regional Commanders will:

(1) Administer the provisions of this instruction and reference (k) in support of the CNIC Lodging Program, at Region and Installation levels.

(2) Review, revise, and approve regional policy instructions at the Installation level, in support of the CNIC Lodging Program.

(3) Review, analyze, validate, and forward questions of policy to CNIC when warranted.

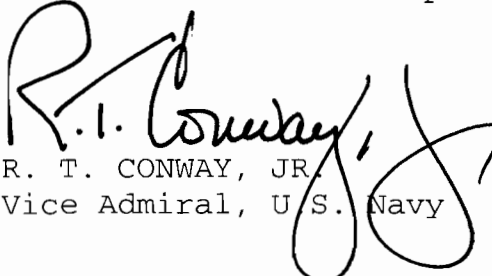
c. Installation Commanding Officers will:

(1) Administer the provisions of this instruction and reference (k) in support of the CNIC Lodging Program at the Installation level.

(2) Review, revise, and approve policy instructions at the Installation level, in support of the CNIC Lodging Program.

(3) Review, analyze, validate, and forward questions of policy to the Region Director or CNIC (via the Region), when warranted.

7. Effective Date. This instruction is effective upon signature.


R. T. CONWAY, JR.
Vice Admiral, U.S. Navy

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