



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 11103.14  
N9  
15 Oct 2013

CNIC INSTRUCTION 11103.14

From: Commander, Navy Installations Command

Subj: UNACCOMPANIED HOUSING ASSIGNMENT REVIEW BOARD

Ref: (a) CNICINST 11103.13  
(b) CNICINST 11103.5  
(c) OPNAVINST 1754.2D  
(d) Joint Federal Travel Regulations  
(e) OPNAVINST 5009.1

1. Purpose. To provide guidance on the establishment and responsibilities of an Unaccompanied Housing Assignment Review Board (UHARB).

2. Background. UHARBS are established to administer the Resident Advisor (RA) Program in accordance with reference (a) and to provide oversight of the Unaccompanied Housing (UH) waitlists.

3. Policy. All installations with UH will establish a UHARB in accordance with the following guidance to manage the RA Program and oversee the UH waitlists. Waitlist oversight does not apply at installations where community housing is not an option.

a. UHARB membership will consist of, at a minimum, the following personnel: a designated representative of the installation's Commanding Officer (CO), such as the Command Master Chief (CMC); the UH Manager; the Personal Financial Management (PFM) Manager/Coordinator and the Exceptional Family Member Program (EFMP) Manager from the Fleet and Family Service Center (FFSC). Additional membership may include CMC representation from some or all of the tenant commands supported by the installation.

b. The UHARB will meet, at a minimum, quarterly.

c. The UHARB will administer the RA Program in accordance with reference (a) and will:

(1) Review RA applications and submit endorsed applications and designation letters to the installation CO for approval.

(2) Oversee the RA housing waitlist and training program.

(3) Conduct RA evaluations at least quarterly.

(4) Terminate RAs from the program who fail to perform in accordance with their RA Agreement.

d. The UHARB will oversee the UH waitlists and review requests to increase a Service member's priority for housing.

(1) Requests by the Command to increase a Service member's priority on a waitlist may be considered by the UHARB.

(a) Generally, the top ten percent of any waitlist is considered the freeze zone.

(b) Individuals should not be bumped from the freeze zone for any reason.

(2) Per reference (b), a separate waitlist will be maintained by UH for geographic bachelors (GBs) and E5 and above Service members with dependents serving on an overseas unaccompanied tour. The UHARB will review waitlist requests and make assignment recommendations when space is available (Space A), based upon the following priorities:

(a) Priority 1: Service members enrolled in the Exceptional Family Member (EFM) Program, as identified in reference (c). Once assigned Space A, they will be housed for the duration of their tour.

(b) Priority 2: Service members requesting housing due to financial hardship. Once assigned Space A, the Service member will be housed in a protected status for a period of 180 days. Thirty days before the residency period ends, the Board will re-evaluate the case to determine if the hardship still exists and if protected status should continue. Re-evaluations will continue every 180 days until the non-EFM GB departs the station or the financial hardship no longer exists.

(c) Priority 3: All other GBs and E5 and above Service members with dependents serving on an overseas

unaccompanied tour. Once assigned Space A, the Service member will be given no less than seven days notice to vacate in order to provide housing for higher priorities identified in reference (b).

(3) Per reference (d), JFTR Chapter 10, Part U10306, Service members in receipt of Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) at the with dependents rate cannot be housed in UH in space that exceeds the minimum standards for their rank without risk of forfeiture of BAH/OHA at their dependents' locations.

#### 4. Responsibilities

a. Commander, Navy Installations Command (CNIC) Housing (N93) is responsible for:

(1) Providing instructions and guidance regarding the operations and management of Navy Housing Programs in accordance with reference (e).

(2) Providing guidance for the UHARB Program in accordance with policy and standards identified in references (a) through (e).

b. Region Commanders (REGCOMs) are responsible for ensuring dissemination of and compliance with this instruction.

c. Installation COs are responsible for:

(1) Developing and managing a UHARB and associated local policy in accordance with this instruction.

(2) Monitoring the UHARB and providing technical direction as required.

#### 5. Actions

a. CNIC N93 shall ensure implementation of the UHARB is in compliance with this instruction.

b. REGCOMs shall provide assistance to the installations in the development and implementation of local policies in accordance with this instruction.

c. Installation COs shall:

(1) Develop and implement local policies in compliance with this instruction.

(2) Designate UHARB membership.

(3) Ensure the UHARB provides prompt action and disposition on applications for the RA Program.

(4) Ensure UH waitlist management and assignment actions are in compliance with references (b) and (d).

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.

  
W. D. FRENCH  
Vice Admiral, U.S. Navy

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