

#### **DEPARTMENT OF THE NAVY**

COMMANDER, NAVY INSTALLATIONS COMMAND 716 SICARD STREET, SE, SUITE 1000 WASHINGTON NAVY YARD, DC 20374-5140

> CNICINST 11103.3B CH-1 N9 2 Feb 2012

#### CNIC INSTRUCTION 11103.3B CHANGE TRANSMITTAL 1

From: Commander, Navy Installations Command

Subj: MANAGEMENT AND OVERSIGHT OF NAVY-OWNED AND PRIVATIZED GENERAL AND FLAG OFFICER QUARTERS

Encl: (1) Revised Page 3

- (2) Revised Enclosure (1), pages 1
- (3) Revised Enclosure (1), page 2
- (4) Revised Enclosure (2), pages 2
- (5) Revised Enclosure (2), page 4
- (6) Revised Enclosure (3), page 4
- (7) Revised Enclosure (3), Appendix C
- (8) Revised Enclosure (5)
- 1. <u>Purpose</u>. To transmit new pages, enclosures (1) through (8). These changes consist of word replacements in order to provide clarity and an updated list. The following changes were made:
- a. Page 3, f. and g. changed specific date to " as of date this instruction is signed." This will align with language on the enclosures themselves.
- b. Enclosure (1), page 1, paragraph 3 changed "frocked" to "selected" and adds "(and select)."
- c. Enclosure (1), page 2, paragraph 8 changed "frocked" to "selected."
  - d. Enclosure (2), page 2, paragraph 4a added "or select."
- e. Enclosure (2), page 4, paragraph 6a(2) changed "ten days" to "ten working days."
- f. Enclosure (3), page 4, paragraph 6 changed "ten days" to "ten working days."

- g. Enclosure (3), Appendix C changed "ten days" to "ten working days"
- h. Enclosure (5) is an updated list of billeted GFOQs and ICQs.
- 2. <u>Action</u>. Remove page 3, pages 1 and 2 of enclosure (1), pages 2 and 4 of enclosure (2), page 4 and appendix C in enclosure (3) and enclosure (5) and replace with enclosures (1) through (8) respectively.

M. C. VITALE

Vice Admiral, U.S. Navy

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- b. Enclosure (1) is a listing of definitions of terms used in this instruction.
- c. Enclosure (2) provides the policy specific to Navy-owned/controlled GFOQs.
- d. Enclosure (3) provides policy specific to Privatized GFOQs.
- e. Enclosure (4) lists optional furnishings items, available for Flag and Installation Commander Quarters (ICQs).
- f. Enclosure (5) is a list of billeted quarters as of date this instruction is signed.
- g. Enclosure (6) is a current list of Special Command Positions (SCP) housed by the Navy as of date this instruction is signed.
- h. Quarters under the operational control of a Service are subject to the regulations and policies established by that Service, for example Navy Flag occupies Air Force quarters, Air Force policy applies.
- 5. <u>Responsibilities</u>. Commander, Navy Installations Command (CNIC) is responsible for:
  - (1) Administering the provisions of this instruction.
  - (2) Reviewing and revising policy instructions.

#### 6. Action

#### a. CNIC shall:

- (1) Approve or disapprove waiver requests as established in this instruction.
- (2) Approve or disapprove exceptions to Flag Officer Housing policy when requested by the Region Commander.
- (3) Review and approve design, floor plans and final construction plans for any new flag quarters.
- (4) The following apply only to government-owned or leased GFOQs:

#### TERMS OF REFERENCE

- 1. <u>Billeted Quarters</u>. Those quarters designated for assignment to personnel filling billets to which those quarters are assigned. The Region Commander designates billeted quarters.
- 2. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority per SECNAVINST 11103.73B. This includes special allowance household goods authorized for designated Special Command Positions such as china, glassware, silver, table linen, cutlery and kitchen utensils. In foreign areas, includes equipment or appliances normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures in accordance with the CNIC Desk Guide-Management of General and Flag Officer Ouarters.
- 3. General and Flag Officer Quarters (GFOQs). A family-housing unit assigned to a general officer (including those selected to O-7), or a civilian equivalent. GFOQs are designated Navy managed housing units specifically identified for occupancy of O-7 (and select) and above personnel. The unit may be a single structure or part of a multiple-family building, including grounds, walks, patio, privacy fence, utility service lines, carport, garage, driveway or other paved areas and other structures on the grounds for the exclusive use of the residents.
- 4. <u>Housing Authority (HA)</u>. The Region Commander or Installation Commanding Officer who has the housing plant account responsibility and/or responsibility for the implementation of housing policy.
- 5. <u>Improvements</u>. Alterations, additions, expansions and extensions including rehabilitation of a housing unit as defined by the CNIC Desk Guide-Management of General and Flag Officer Quarters.
- 6. <u>Incidental Improvements</u>. Minor construction or improvements funded from the routine maintenance account. Installations are limited to a total expense on such improvements of \$3,000 annually. This is a cumulative total, in other words several small tasks may not total more than \$3,000 per year per quarters. CNIC may approve incidental improvements up to \$7,500 per quarters. Incidental improvements are charged against the maintenance and repair (M&R) budget for the quarters in accordance with SECNAVINST 11103.73B.

- 7. <u>Initial Development Plan</u>. The initial work, including construction, repairs and improvements, projected for a privatized GFOQ for accomplishment over the first five years of the privatization project.
- 8. Privatized GFOQ. A family-housing unit assigned to an officer of pay grade O-7 and above (including those selected to O-7) or civilian equivalent that has been privatized under the authority of 10 U.S.C. § 2872. Under this authority, a managing partner is responsible for the operation and maintenance of the home. Privatized GFOQs are not Navy owned nor controlled.
- 9. Special Command Position (SCP). A position designated by the Office of the Secretary of Defense (OSD) in accordance with DoD 4165.63-M and DoD Directive 5105.53. SCPs are authorized additional furnishings as detailed in enclosure (3).
- 10. Six-Year Maintenance Plan. A long-range plan for Navy-owned/controlled GFOQ covering a six-year period used to budget for routine preventive maintenance, grounds maintenance, maintenance & repair, and improvements. The plan details the scope and total cost of projected major maintenance and repair, minor alterations, and improvements to include work planned for change of occupancy. This plan defines GFOQ requirements, which are integrated into the Navy Family Housing Master Plan to prioritize funding allocations. The plan contains information for the past year, current year and four future years.

- b. SECNAVINST 11103.73B stipulates that maintenance and repair budgets (including incidental improvements, management, services and furnishings) above \$35,000 require approval by Congress, as part of the President's regular budget submission each January.
- 4. <u>Eligibility</u>. Eligibility for a GFOQ does not ensure availability or assignment to a particular unit. In accordance with CNICINST 5009.5 paragraph C2.5.1.2, the priority of foreign military personnel and the non-military uniformed personnel of the U.S. Public Health Service will be determined by CNIC.
- a. Active Duty military O-7(or select) and above personnel, and others as designated by the Office of the Secretary of Defense that are serving in a Special Command Position are eligible for GFOQs.
- b. Eligibility for Billeted Quarters, where established, is determined by the position of Command assignment, for example CO, Fleet Commander. Billeted Quarters are established for the Command position and must be vacated when the position is no longer held by the incumbent. Refer to enclosure (5) for a list of billeted quarters.
- c. Single members or members unaccompanied by their dependents may be assigned to Billeted Quarters when the member is ordered to the corresponding billet. Assignment to Billeted Quarters would stop the member's entitlement to Basic Allowance for Housing.
- 5. Assignment to GFOQS and Billeted Quarters. The Region Commander will determine the requirements for GFOQs and Billeted Quarters. Refer to enclosure (5) for the approved list of Billeted Quarters. Each Region Commander will establish procedures for assignment to GFOQs and/or Billeted Quarters within their respective Regions, to include local assignment priority.
- a. Per CNICINST 5009.5, guidelines for assignment priority are as follows:
- (1) <u>Priority I</u>. Personnel serving in billets listed in enclosure (3). Those billets correspond to numbered dwelling and are referred to as Billeted Quarters.
- (2) <u>Priority II</u>. Personnel not included in Priority I that are serving in the capacity of Special Command Positions (SCPs) and quarters are necessary based upon operational

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must submit a request to CNIC via the Region Commander, to enable dependents to remain in government quarters at the previous duty station. Such action may require moving dependents to other available quarters, at no cost, if currently occupied GFOQ are required for a higher priority member.

- e. Dependents of members on GSA orders, Indeterminate Temporary Duty or Temporary Additional Duty in excess of 12 consecutive months who are approved to remain at previous duty station and occupy GFOQ or Billet Quarters, may be required to relocate to alternate suitable government quarters not designated as GFOQ or Billet Quarters, at no cost to the member.
- 6. <u>Termination of Assignment</u>. The sponsor or designated representative (Power of Attorney) will advise the appropriate HA a minimum of 30 days in advance (60 days preferred) of the intent to terminate assignment to quarters due to PCS orders, relocation to the community, or retirement from Active Service.
- a. Absent extraordinary, special situations, residents of billeted quarters will terminate their quarters on the earlier of the following:
- (1) The Officer's effective date of retirement from Active Duty.
- (2) No more than ten working days after relinquishing the Officer's billet if the officer is not ordered to a successive assignment within the area.
- b. GFOQs, whether Billeted Quarters or not, must be vacated when the occupant is no longer the incumbent of the position authorizing assignment to those quarters, for example a Change of Command date. The last authorized date of occupancy is the same as the last date of duty in the position authorizing the designated housing, unless granted a waiver under terms of paragraph 6a above. Flag Officers residing in Billeted Quarters and transferring to an assignment within the same Housing Area will be offered the first available government housing for which they are qualified; however, there is no guarantee of availability/assignment. Relocation will be government funded.
- c. Requests to extend assignment to housing beyond retirement or new reporting date must be submitted to CNIC for approval no later than 30 days prior to the effective date or the termination criteria in this paragraph will apply. The request will detail the justification and hardship incurred.

6. Extension after Transfer or Change of Command. Extensions to remain in Privatized GFOQs more than ten working days after PCS or retirement dates will not normally be approved. If requested, the extension will be forwarded to CNIC for approval. Waiver requests for extensions to remain in quarters will be considered on a case-by-case basis and must demonstrate significant hardship to the resident if forced to move within these guidelines. Residents of billeted quarters must request waivers to remain or extend occupancy after relinquishing their billets.

### 7. Furnishings Allowance

- a. Region Commanders may limit quantities as deemed necessary. Requests for items not on enclosure (4) must be approved by CNIC.
- b. SCPs generally have significantly more responsibilities than non-SCPs for official entertainment activities in representing the interests of the United States. Incumbents of SCPs are often housed in larger homes which may require more than the usual amount of furniture. Therefore, incumbents of SCPs are authorized furnishings in one guest bedroom as well as in all public entertainment areas. Window treatments are authorized throughout the quarters. SCPs are authorized commercial-grade appliances.
- c. Small kitchen appliances, kitchen utensils, and cookware are authorized for SCP quarters for the purpose of food preparation for official functions. This list is not all-inclusive and other items may be purchased as needed.
- d. Non-SCP quarters are only authorized residential quality/size appliances. Residential stoves fit standard openings of 30-32 inches wide. Residential refrigerators are limited to 27 cubic feet. If a residence already has commercial grade appliances, they may be replaced in kind. Non-SCPs may have a total of three residential refrigerators or freezers in any combination; that is, two refrigerators plus one freezer, or one refrigerator plus two freezers.
- e. Gas for portable grills in SCP quarters is considered a consumable, and will be the responsibility of the resident.
- 8. <u>Waivers</u>. Exceptions or waivers to policy contained herein, unless as otherwise stated, shall be forwarded with impact statements to CNIC for approval. These waivers include requests

# APPENDIX C - SAMPLE ADDENDUM TO LEASE AGREEMENT-PRIVATIZED GFOQ

Addendum to Lease Agreement Privatized GFOQ Lease Termination Agreement

Community: Wherry Housing

Address: 111 Main Street

Anywhere, USA

Absent extraordinary, special situations (as approved in writing by the Owner (Managing Member <u>and</u> Member)), Resident will terminate the lease and vacate the home on the earlier of the following:

- a. The Flag or General Officer's effective date of Retirement from Active Duty.
- b. No more than ten working days after relinquishing the Officer's billet if he/she is not ordered for permanent change of station to a successive assignment within the Department of Navy Region.
- c. (If applicable include this statement) I understand I am voluntarily accepting assignment to a vacant Privatized GFOQ which I do not normally qualify for and accept the inherent risk of being asked to vacate upon the arrival of a qualified member.

Resident: Property Manager:

(Signed) (Signed)

RDML Life Jane Doe

Date: 11 Nov 2012 Date: 11 Nov 2012

REGION/INSTALLATION	QUARTERS ID/ADDRESS	BILLET	CATEGORY
CNREURAFSWA			
Bahrain	Villa 1266	CO US NAVAL CENTRAL COMMAND/FIFTH FLT	Flag-Navy Owned/Controlled
	Villa 177	DEP CO US NAVAL CENTRAL COMMAND/FIFTH FLT	Flag-Navy Owned/Controlled
Naples, Italy	Villa Anna	COMNAVREGEURAFSWA	Flag-Navy Owned/Controlled
	Villa Capri	CO NSA NAPLES	ICQ
	Villa De Iorio	COM SUBGRU 8/DIR NEPO	Flag-Navy Owned/Controlled
	Villa Maria	OPS DIR-ALLIED JFC NAPLES	Flag-Navy Owned/Controlled
	Villa Nike	COM JFC NAPLES/COM NAVY EUROPE & AFRICA	Flag-Host Nation Owned/Navy Controlled
	Villa Pisa II	DEP COS (CNE-CNA-C6F) FOR STRATEGY, RESOURCES AND PLANS	Flag-Navy Owned/Controlled
	Villa Rosa	COS STRIKE FORCE NATO	Flag-Navy Owned/Controlled
	Villa Sara	DEP COM NAVY EUROPE & AFRICA/C6F	Flag-Navy Owned/Controlled
Sigonella, Italy	101 NAS1	CO NAS SIGONELLA	ICQ
Rota, Spain	942 Huelva Lane	CO NS ROTA	ICQ

REGION/INSTALLATION	QTRS ID/ADDRESS	BILLET	CATEGORY
CNRJ			
Yokosuka, Japan	2 Nimitz	NAVAL REACTORS REP (NRRO)	Flag-Navy Owned/Controlled
	11 Nimitz	COMSUBGRU SEVEN	Flag-Navy Owned/Controlled
	16 Halsey	COMCARSTRKGRU FIVE	Flag-Navy Owned/Controlled
	17 Halsey	COMNAVFORJAPAN	Flag-Navy Owned/Controlled
	18 Halsey	COMSEVENTH FLT	Flag-Navy Owned/Controlled
	9 Halsey	COMFLEACT YOKOSUKA	ICQ
Atsugi, Japan	430	COMMANDER, PATROL AND RECONNAISSANCE FORCE FIFTH/SEVENTH	Flag-Navy Owned/Controlled
	431	CO ATSUGI	ICQ
Sasebo, Japan	550	CO SASEBO	ICQ
RC SINGAPORE			
Singapore	275 Canada Rd	Singapore Area Coordinator (SAC)	Flag-Navy Owned/Controlled
	209 Lagos Circle	CO, Navy Region Center Singapore (NRCS)	ICQ
CNR MARIANAS			
Guam	4 Flag Circle	COMNAVFORMARIANAS	Flag-Navy Owned/Controlled
	3 Flag Circle	CO NBG	ICQ
	1000 Rota Drive	Commander, 36 <sup>th</sup> Wing	Flag-Navy Owned/Controlled

REGION/INSTALLATION	QTRS ID/ADDRESS	BILLET	CATEGORY
CNRH			
Oahu, HI	201 Marine Barracks	Commander, Marine Corps Forces Pacific	Privatized GFOQ
Oahu, HI	A 4583 Hale Alii	Commander, U.S. Pacific Command	Privatized GFOQ
	37 Makalapa Drive	Commander, U.S. Pacific Fleet	Privatized GFOQ
	4501 Princeton Place	Commander, Submarine Forces USPACFLT	Privatized GFOQ
	29 Makalapa Drive	Deputy and Chief of Staff, USPACFLT	Privatized GFOQ
	C 4609 Hale Alii	Commander, Navy Region Hawaii	Privatized GFOQ
	H 4509 Hale Alii	Commander, Joint Base Pearl Harbor-Hickam	ICQ
Kauai, HI	1201 Regulas Drive	Commander, Pacific Missile Range Facility, KAUAI	ICQ
CNRNW			
Everett, WA	13017 5 <sup>th</sup> Ave	CO CARRIER STRIKE GROUP NINE	Privatized GFOQ
West Sound, WA	Quarters B	CO SUBMARINE GROUP NINE	Privatized GFOQ
	Quarters C	COMNAVREG NORTHWEST	Privatized GFOQ
	Quarters W	CO CARRIER STRIKE GROUP THREE	Privatized GFOQ
Whidbey Island, WA	Quarters A NASWI	CO NAVAIRSTA	ICQ
CNRSW			
Coronado, CA	Quarters A	COMNAVAIRFOR	Privatized GFOQ
	Quarters D	COMNAVSURFOR	Privatized GFOQ
	Quarters V	COMTHIRDFLEET	Privatized GFOQ
	111 Rendova	COMSPECWARCOM	Privatized GFOQ
	101 or 113 Rendova	CO NB Coronado	ICQ
China Lake, CA	1810 Enterprise	COMNAVAIRWARCENWPNDIV	Privatized GFOQ

REGION/INSTALLATION	QUARTERS ID/ADDRESS	BILLET	CATEGORY
China Lake, CA	1509 Lexington	CO NAWS China Lake	ICQ
El Centro, CA	3336 Rock Island	CO NAF El Centro	ICQ
Lemoore, CA	3175 Speicher	CO NAS LEMOORE	ICQ
Miramar, CA	1402 Orion Ct	Commanding General, 3d MAW	Privatized GFOQ
	1404 Orion Ct	Commanding General, 3d MAW FWD or 3d MAW Assistant Wing Commander	Privatized GFOQ
	1401 Orion Ct	CO MCAS MIRAMAR	ICQ
Point Loma, CA	355 Silvergate	COMNAVREG SW	Privatized GFOQ
	343 Silvergate	COMSPAWARSYSCOM	Privatized GFOQ
	333 Silvergate	COMNAVMAWC	Privatized GFOQ
	303 Silvergate	COMFISC	Privatized GFOQ
	154 N. Sylvester Rd	CO NB POINT LOMA	ICQ
San Diego, CA	Quarters C, NMC	COMNAVMEDCENSD	Privatized GFOQ
	Quarters B, NMC	CO NB SAN DIEGO	ICQ
Seal Beach, CA	103 Hussey Rd	CO NWS SEAL BEACH	ICQ
Ventura County, CA	1004 Polaris Drive	CO NB Ventura County	ICQ
Fallon, NV	May Ranch	COMNAVSTKAIRWARCEN	Privatized GFOQ
	760 Ponderosa Pl	CO NAS Fallon	ICQ
CNRMW		20222	
Great Lakes, IL	Qtrs AA	CNSTC	Privatized GFOQ
	Qtrs A	COMNAVREG MIDWEST	Privatized GFOQ
	Qtrs C	CO NAVSTA GREAT LAKES	ICQ
Mid-South, TN	6110 Attu	CNPC	Privatized GFOQ
	6081 Attu	ACNPC	Privatized GFOQ

REGION/INSTALLATION	QTRS ID/ADDRESS	BILLET	CATEGORY
CNRMW			
Mid-South, TN	7663 S. Essex	CNRC	Privatized GFOQ
	7661 S. Essex	CO NSA MID-SOUTH	ICQ
Crane, IN	Qtrs A, 301 Hwy 361	CO NSA CRANE	ICQ
CNRSE			
Jacksonville, FL	Quarters A	COMNAVREG SOUTHEAST	Privatized GFOQ
	Quarters K	CO NAS JACKSONVILLE	ICQ
Mayport, FL	2186 Oakhill St	CO NAS MAYPORT	ICQ
	3909 Oakhill St	Commander U.S. 4 <sup>th</sup> Fleet	Privatized GFOQ
Pensacola, FL	Quarters A	CO NETC	Privatized GFOQ
	Quarters 45	CO NAS PENSACOLA	ICQ
Panama City, FL	430 Osprey Lane	CO NAS PANAMA CITY	ICQ
Key West, FL	CA Trumbo Point	DIR, JOINT INTERAGENCY TASK FORCE SOUTH	Privatized GFOQ
	1011 Mitscher Dr	DEP DIR JIATF SOUTH	Privatized GFOQ
	390 Truman Annex	ICO NAS KEY WEST	ICQ
	2052 Halsey Dr.	CO Key West Coast Guard Sector	ICQ
Kings Bay, GA	Dolphin House	Commander SUBGRU 10	Privatized GFOQ
	Trident House	CO SUBASE Kings Bay	ICQ
Charleston, SC	One Nemo Way	CO MWS Charleston	ICQ
Gulfport, MS	5014 Eagle Drive	CO CBC GULFPORT	ICQ
Meridian, MS	897 Murray Road	CO NAS MERIDIAN	ICQ
Corpus Christi, TX	SOQ 1	CNATRA	GFOQ-Navy Owned/Controlled
	4 King Drive	NAS Corpus Christi	ICQ

REGION/INSTALLATION	QUARTERS ID/ADDRESS	BILLET	CATEGORY
CNRSE			
Fort Worth, TX	3265 Captains Row	CO JRB FORT WORTH	ICQ
Guantanamo Bay, Cuba	Marine Site 101	CO JOINT TASK FORCE GTMO	GFOQ-Navy Owned/Controlled
	1101 Deer Point	CO NS GTMO	ICQ
CNRNDW			
Washington, DC	Tingey House	CNO	Privatized GFOQ
	AA-PA	VCNO	Privatized GFOQ
	CC-PA	DIR NAVAL NUCLEAR REACTORS	Privatized GFOQ
	B-WNY	COMMANDANT, NAVAL DISTRICT WASHINGTON	Privatized GFOQ
	S-WNY	CO NSA Washington	ICQ
	A-NSA Bethesda	SURGEON GEN OF THE NAVY	Privatized GFOQ
Annapolis, MD	Buchanan House	SUPERINTENDENT, USNA	Privatized GFOQ
	1 Kinkaid Road	CO NSA Annapolis	ICQ
Patuxent River, MD	A Mattapany	NAVAIR	Privatized GFOQ
Dahlgren, VA	509 Sampson Rd	CO NSASP	ICQ
CNRMA			
Hampton Roads, VA	Virginia House	COMUSFLTFORCOM	Privatized GFOQ
	Missouri House	DEP COMUSFLTFORCOM	Privatized GFOQ
	Connecticut House	COMMARFORCOM	Privatized GFOQ
	Cheatham House	COMDT JFSC	Privatized GFOQ

REGION/INSTALLATION	QUARTERS ID/ADDRESS	BILLET	CATEGORY
CNRMA			
Hampton Roads, VA	Vermont House	COMNAVREG MIDLANT	Privatized GFOQ
	Farragut House	DEP MARFORCOM	Privatized GFOQ
	Quarters A (NMC)	COMNAVMEDCEN PORTSMOUTH	Privatized GFOQ
	Ely House	CO NAVSTA NORFOLK	ICQ
	Gator House	JNTEXPBASE LC-FT STORY	ICQ
	Bell House	CO NAS OCEANA	ICQ
	Quarters A (NNSY)	CO NAVSHIPYD NORFOLK	ICQ
	Quarters A (York)	CO WPNSTA YORKTOWN	ICQ
Sugar Grove, WV	140 Armentrout Dr.	CO NOICC	ICQ
Earle, NJ	Qtrs A	NWS Earle	ICQ
Mechanicsburg, PA	970 Antrim Drive	COMNAVSUP	Privatized GFOQ
New London, CT	Quarters C	COMSUBGROUP TWO	Privatized GFOQ
	Quarters A	CO NAVSUBASE NEW LONDON	ICQ
Newport, RI	Quarters AA	PRES, NAVAL WAR COLLEGE	Privatized GFOQ
	Staff Quarters A	NAVSTA NEWPORT	ICQ
Portsmouth, NH	Quarters 1	CO NSY PORTSMOUTH	ICQ