



**DEPARTMENT OF THE NAVY**  
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CNICINST 11103.6B

N93

3 Jun 2013

CNIC INSTRUCTION 11103.6B

From: Commander, Navy Installations Command

Subj: NAVY HOUSING FURNISHINGS PROGRAM

Ref: (a) OPNAVINST 5009.1  
(b) DoD 4165.63-M, DoD Housing Management, 28 Oct 2010  
(c) 10 U.S.C. §2775  
(d) Joint Federal Travel Regulations  
(e) CNICINST 11103.7

1. Purpose. To provide Navy policy and procedures for the establishment and operation of the Navy Family and Unaccompanied Housing Furnishings Program in accordance with references (a) through (e).

2. Cancellation. CNICINST 11103.6A dated 1 November 2010.

3. Background. Reference (a) assigns responsibility for providing and administering Navy Housing and related programs to the Commander, Navy Installations Command (CNIC). As such, CNIC is responsible for the overall policy, operations and fiscal accountability for all Housing programs within the Navy. This includes Navy Housing furnishings except as noted below. Privatized assets are excluded and furnishings for use in General and Flag Officer Quarters (G&FOQs) are addressed in CNICINST 11103.3B and CNIC Desk Guide for G&FOQs.

4. Policy. Navy policy is to provide quality furnishings to enhance the quality of life for all Military members and their families; and to identify and implement best business practices and initiatives to reduce costs. This includes the following:

a. Unaccompanied Housing (UH) Furnishings

(1) In order to provide quality furnishings, achieve standardization and apply best business practices throughout the Navy, UH furnishings will be centrally funded and procured, except for the initial outfitting of Military Construction

(MILCON) funded projects as collateral equipment or small volume contingency purchases.

(2) Accounting for government property is important. There is an obligation to safeguard against property theft, abuse, waste and unauthorized use. Property accountability records shall be maintained and controls shall be conducted utilizing the enterprise Military Housing (eMH) Furnishings component to ensure furniture accounts are cleared prior to residents' departure. A physical (sight) inspection of furnishings will be conducted during check-in and check-out. UH residents shall be held liable for any loss or damage to equipment or furnishings caused by negligence or willful misconduct by the resident or guest.

(3) Physical inventory of furniture, fixtures and equipment (FF&E) will be conducted and reconciled as outlined in the Navy Housing Furnishings Desk Guide.

b. Overseas Loaner and Supplemental Furnishings

(1) In order to minimize Temporary Lodging Allowance (TLA), the Navy will provide temporary loaner furniture support for a period not to exceed 90 days for U.S. military personnel and Department of Defense (DoD) civilians, accompanied and unaccompanied, who are entitled to a household goods (HHG) shipment while their HHG are in transit. Exceptions or waivers to this period due to mitigating circumstances may be approved by the local housing authority.

(2) Supplemental furnishings and appliances are provided for the full tour of duty for all military personnel and DoD U.S. civilians, accompanied and unaccompanied, who sign a rental agreement through the Housing Service Center (HSC) to reside in private housing, and are entitled to a HHG shipment. These supplemental items may include: stoves, refrigerators, washers, dryers and microwaves.

(3) The installation and maintenance of Armed Forces Network (AFN) decoders and satellite dishes (Direct-to-Home service) will not be paid out of Family Housing, Navy (FH,N) and Operations and Maintenance, Navy Quarters Operations (O&M,N (QO)) accounts.

(4) Per reference (d), JFTR part U5315B, complete Government owned furnishings are provided in all quarters for

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military personnel and DoD U.S. civilians in locations where the Service has established administrative weight limits on HHG shipments.

(5) The different fund sources involved with the overseas loaner and supplemental full tour furnishings make it essential to maintain a fiscal separation of funds and adequate audit trails. Costs involving joint use of furnishings, warehouse facilities, transportation vehicles, equipment, repair, and manpower, will be shared pro rata by the FH,N funds or the O&M,N (QO) appropriations. The pro rata share will be based on actual use records and, when actual records are insufficient, through use of a percentage of accompanied and unaccompanied personnel utilizing the furnishings program.

(6) Loaner and supplemental furnishings procured under a combined FH,N and O&M,N (QO) program will be identified and marked as appropriate. In no case will consolidation of the accounts be used to augment one appropriation with another, or will additional furnishings be purchased to offset excess furnishings that are hand receipted to another account. The inventories will be physically separated and utilized to support either accompanied or unaccompanied personnel, depending on the funding source.

(7) Property accountability records shall be maintained and controls shall be implemented utilizing the eMH Furnishings component to ensure furniture accounts are cleared prior to personnel departure on Permanent Change of Station (PCS) orders. A physical (sight) inspection of furnishings will be conducted when issued and returned. Service members and DoD civilians shall be held liable for any loss or damage to equipment or furnishings caused by negligence or willful misconduct by residents or guests.

(8) A physical inventory of furnishings and appliances will be accomplished and reconciled as outlined in the Navy Housing Furnishings Desk Guide.

## 5. Responsibilities

a. CNIC Housing (N93) is responsible for obtaining resources and providing policy, instructions, and guidance for management of the Housing Furnishings Program.

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b. Region Commanders (REGCOMs) are responsible for disseminating and ensuring compliance with established objectives, standards and specifications to ensure quality, durable furnishings, and implementing guidelines to maximize utilization and to ensure efficient and effective life cycle management of furniture inventory.

c. Installation Commanding Officers (COs) are responsible for:

(1) Complying with established objectives, standards and specifications for quality, durable furnishings, and implementing guidelines to maximize utilization and ensure efficient and effective life cycle management of furniture inventory.

(2) Complying with Housing Furnishings Program policies contained in this instruction.

## 6. Actions

a. CNIC N93 shall:

(1) Establish objectives, standards and specifications to ensure quality, durable furnishings, and implement guidelines to maximize utilization and to ensure efficient and effective lifecycle management of furnishings inventory.

(2) Administer an overall Navy Housing Furnishings Program that includes planning, acquisition, management and disposal.

(3) Review the progress and effectiveness of the overall Housing Furnishings Program, and implement modifications, corrections or improvements as required.

(4) Establish and update a Navy Housing Furnishings Desk Guide to implement standards and specifications to ensure quality, durable furnishings, promulgate procedures and priorities in developing and maintaining accurate inventory information, and to facilitate efficient and effective management of furnishings inventory. This includes mandatory usage of the eMH Furnishings component to verify and validate inventory condition, usage, standardization and costs for developing historic data for life cycle analysis and evaluation.

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(5) Establish and conduct an assessment to provide oversight and monitor compliance with policies contained in this instruction, no less than every three years.

(6) Develop, update and coordinate training designed for the furnishings program.

b. REGCOMs shall:

(1) Administer a region Housing Furnishings Program that includes planning, small volume contingency purchases, management and disposal.

(2) Review the progress and effectiveness of the region Housing Furnishings Program, and implement modifications, corrections or improvements as required.

(3) Disseminate and ensure installations are in compliance with the established Navy Housing Furnishings Desk Guide's standards and specifications to ensure quality, durable furnishings, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of furniture inventory. This includes mandatory usage of the eMH Furnishings component to verify and validate installations' inventory condition, usage, standardization and costs.

(4) Participate in and coordinate CNIC assessment visits with installations and ensure compliance with policies contained in this instruction.

(5) Disseminate and coordinate training designed for the furnishings program.

c. Installation COs shall:


(1) Implement an installation Housing Furnishings Program that includes planning, small volume contingency purchases, management and disposal.

(2) Monitor the progress and effectiveness of the installation Housing Furnishings Program, and implement modifications, corrections or improvements as required. Inform residents of their responsibilities and assess charges for damages as outlined in the Navy Housing Furnishings Desk Guide.

(3) Comply with the established Navy Housing Furnishings Desk Guide's standards and specifications to ensure quality, durable furnishings, procedures and priorities in developing and maintaining accurate inventory information to facilitate efficient and effective management of furniture inventory. This includes mandatory usage of the eMH Furnishings component to verify and validate inventory condition, usage, standardization and costs.

(4) Coordinate and attend training designed for the furnishings program.

7. 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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Vice Admiral, U.S. Navy

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