



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 11103.13  
N9  
25 July 2013

CNIC INSTRUCTION 11103.13

From: Commander, Navy Installations Command

Subj: UNACCOMPANIED HOUSING RESIDENT ADVISOR PROGRAM

Ref: (a) OPNAVINST 5009.1  
(b) CNICINST 11103.5  
(c) DoD 4165.63-M, DoD Housing Management, 28 Oct 2010  
(d) CNICINST 11103.14

Encl: (1) Resident Advisor Program Requirements  
(2) Resident Advisor Agreement and Designation Letter  
Templates  
(3) Resident Advisor Check-in Sheet  
(4) Resident Advisor Reporting Matrix

1. Purpose. To provide policy and criteria for the implementation of an Unaccompanied Housing (UH) Resident Advisor (RA) Program.

2. Background. The RA Program was developed to help support housing policies, enhance resident living standards, help ensure resident safety, and increase leadership presence in UH facilities during off-duty hours.

3. Policy

a. The RA Program shall provide senior enlisted presence for the mentoring and counseling of junior service members residing in UH, assist in maintaining good order and discipline, and accelerate their adaptation of military life. The RA program shall be established as an element of Navy Leadership development.

b. RAs are unaccompanied personnel typically in pay grades E7-E9. Geographic Bachelors (GBs) or service members on overseas unaccompanied/dependent-restricted tours may apply to serve as RAs. RAs volunteer for the program and sign an agreement with the Installation Commanding Officer (CO), the Unaccompanied Housing Assignment Review Board (UHARB), and the

UH Manager. The agreement defines the RA's collateral duties in support of the RA Program and UH.

c. Enclosure (1) provides amplifying guidance on the program requirements and responsibilities for RAs. Enclosure (2) provides the RA Agreement and Designation Letter templates to be used. Enclosure (3) is the RA Check-in Form to document completion of the RA training requirements. Enclosure (4) is the Reporting Matrix to be submitted to CNIC to document participation in the RA Program and compliance with training requirements.

d. This policy does not apply to Unaccompanied Housing Public Private Venture (UH-PPV) projects.

#### 4. Responsibilities

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

(1) Providing instructions and guidance regarding the operations and management of Housing programs per reference (a).

(2) Providing guidance for the RA Program in accordance with policy and standards identified in references (b) through (d).

(3) Ensuring implementation of the UH RA Program is in compliance with requirements of this instruction.

b. Region Commanders (REGCOMs) are responsible for:

(1) Ensuring dissemination of and compliance with this instruction.

(2) Providing assistance to the installations in the implementation of local policies to comply with this instruction.

c. Installation COs are responsible for:

(1) Developing and managing the RA Program and associated local policy in accordance with this instruction.

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

5. Actions

a. CNIC Housing (N93) shall identify submission dates and maintain a record of the RA Reporting Matrix provided in enclosure (4) to ensure that RAs are in compliance with the training requirements identified in this instruction.

b. REGCOMs shall report to CNIC Housing (N93) on implementation and compliance with this instruction using enclosure (4); quarterly for the first 12 months after release of this instruction and annually thereafter.

c. Installation COs shall:

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

(2) Designate RAs up to five percent of the permanent party E1-E3 personnel requirement.

(3) Prepare and forward the RA Reporting Matrix as required.

(4) Take prompt action for disposition on RA applications and designate RAs by approval of the RA Agreements.

(5) Provide initial training to newly appointed RAs on duties and responsibilities. Document training using the Resident Advisor Check-in Form provided in enclosure (3).

(6) Maintain a regular training schedule, annually at a minimum, to ensure compliance with policies. Retain relevant training documentation in the RA files. Training shall include UH Operation Policies and Procedures, Sexual Assault Prevention and Response, and Suicide Prevention.

(7) Ensure senior RAs conduct quarterly RA meetings.

(8) Maintain a copy of meeting minutes provided from RA meetings.


(9) Maintain a RA schedule to ensure adequate RA representation throughout UH during evenings, weekends and holidays.

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

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

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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**RESIDENT ADVISOR PROGRAM REQUIREMENTS**

1. General Eligibility. Resident Advisors (RAs) typically are E7-E9 unaccompanied personnel. Geographic Bachelors (GBs), and service members on overseas unaccompanied/dependent restricted tours, may also apply to serve as RAs.

a. Installation Commanding Officers (COs) may designate RAs up to five percent of their permanent party E1-E3 personnel requirement (maximum of five percent equates to one RA for every 20 E1-E3s residing in unaccompanied housing (UH)).

b. RAs will be assigned to UH in accordance with references (b) and (c). GBs or service members on overseas unaccompanied / dependent restricted tours serving as RAs shall not be assigned UH accommodations in excess of the minimum adequacy standards for their paygrade, as per references (b) and (c), without risk of forfeiting their Basic Allowance for Housing (BAH) at the with-dependents rate.

2. Application to Program. Personnel desiring consideration as an RA must have a minimum of one year remaining at their assigned command. An application package will be provided to the UH Manager for submission to the Unaccompanied Housing Assignment Review Board (UHARB) for consideration. The application package shall include:

a. A special request chit approved by their chain of command.

b. A copy of current orders.

c. An RA Agreement, see enclosure (2), signed by the applicant.

3. Selection. RA selection will be made by the UHARB based on need, experience, availability, maturity, and leadership qualities.

a. The UHARB will provide selected RA agreements to the installation CO for approval.

b. At least one RA shall be designated as the senior RA; installations with a large number of RAs may require more. The senior RA(s) will be the primary point of contact for the UH

Manager and installation chain of command for all matters pertaining to the RA Program.

4. Evaluation. The RA agreement will be renewed annually to ensure new policies are outlined and accepted by the RA. Performance as an RA will be evaluated quarterly by the UHARB to ensure compliance with the agreement.

5. Termination. RAs can be terminated from the program upon request, or for just cause.

a. Self termination due to permanent change of station or personal reasons requires 30 day notification to the UHARB.

b. Termination-for-cause (e.g., failure to perform in accordance with the RA Agreement, exceeding authority, or abusing his/her position) can occur at any time by the UHARB. Termination will require the RA to move out of UH no later than 30 days after termination, except at locations where there is no community housing.

6. Training Requirements. Within 45 days of RA designation, the following training will be completed. The RA Check-in Form shall be used to document the training and shall be retained in the RA's file.

a. The UH Manager will provide initial training on UH Operation Policies and Procedures.

b. The UH Building Manager of the RA's designated building(s) will provide basic facility training to include interior/exterior inspection processes and requirements.

c. RAs will attend Sexual Assault Prevention and Response (SAPR) training with the installation Sexual Assault Response Coordinator (SARC). RAs are responsible for contacting the SARC to schedule training.

d. RAs will attend safeTalk Suicide Prevention Training with the installation Chaplain.

7. General RA Responsibilities. RAs are directed to take an active role in monitoring and reporting the behavior of service members assigned under their cognizance. RAs will report directly to the senior RA or respective UH Manager, Security, and installation Command Duty Officers (CDOs), as required,

regarding all aspects of life in UH including facility security, criminal activity, and routine maintenance issues. RAs will:

- a. Understand, support, abide by, and enforce local policies while providing customer service and respect for residents.
- b. Operate as a direct communication link between residents and UH management; offer assistance to residents and staff as needed.
- c. Maintain good order, discipline, and military decorum; report unprofessional behavior as necessary to UH management.
- d. Provide a senior leadership presence at the facility; be available on site during evenings, weekends, and holidays on a rotating basis.
- e. Conduct meetings with residents to discuss concerns or issues that pertain to indoctrination into military life, life skills, UH quality of life, safety, health, and sanitation. Provide written summations of the meetings to the UHARB via the UH Manager.
- f. Attend training as identified by UH Management.
- g. Attend RA and UHARB meetings as requested.
- h. Coordinate room inspections with the Building Manager(s) to ensure 100 percent inspection of assigned rooms is completed quarterly, at a minimum. Inspection reports are maintained by the Housing Office.
- i. Conduct an evening walkthrough of UH buildings and parking lot areas to maintain safety, security and general cleanliness for the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to Security immediately.
- j. Ensure SAPR posters and Department of Defense (DoD) Safe Helpline information are prominently posted in UH buildings. Notify the UH Manager to contact the installation SARC for new or additional SAPR materials.
- k. Ensure information regarding Suicide Prevention, Energy Conservation, and Disaster Preparedness, etc., are prominently

displayed in UH. Notify the UH Manager to contact appropriate installation representatives for new or additional materials.

8. Senior RA Responsibilities. In addition to RA duties identified above, the senior RA(s) have the following additional duties:

a. The senior RA(s) will manage an RA schedule to ensure an RA is available on site during evenings, weekends, and holidays. The schedule will be posted on the building quarterdeck and a copy will be provided to the installation CDO.

b. The senior RA will conduct periodic RA meetings to discuss problems or concerns and other important UH issues. Meeting minutes will be routed for the Chain of Command review. The UH Manager will determine frequency of meetings, not less than quarterly, based upon local occupancy, command environment, and general need.



**RESIDENT ADVISOR AGREEMENT AND DESIGNATION LETTER**

[TEMPLATE]

**[Installation, XX]  
Resident Advisor (RA) Agreement**

From: [Resident Advisor Applicant Name]  
To: [Commanding Officer, Installation XX]  
Via: Unaccompanied Housing Assignment Review Board  
  
Subj: RESIDENT ADVISOR AGREEMENT  
  
Ref: (a) [INSTALLATIONXXINST] (RA)  
(b) CNICINST 11103.14

1. In accordance with reference (a), this signed agreement serves as my application for the Resident Advisor (RA) Program at [Installation XX]. This request is accompanied by a special request chit approved by my command and a copy of my current orders.

2. I understand the following training is required within 45 days of my selection as an RA. It is my responsibility to schedule the training and provide the RA Check-in Form as documentation of completion to the unaccompanied housing (UH) Manager for the following:

- a. UH Operation policies and procedures with the UH Manager
- b. UH Facility training with the Building Manager
- c. Sexual Assault Prevention and Response (SAPR) Training with the Sexual Assault Prevention Coordinator (SARC)
- d. Suicide Prevention Training with the Chaplain

3. As an RA, I will be required to:

- a. Understand, support, abide by, and enforce local policies, while providing customer service and respect for residents.

- b. Operate as a direct communication link between residents and the UH Manager; offer assistance to residents and staff as needed.

c. Maintain good order, discipline, and military decorum; correct minor infractions as they occur; report unprofessional behavior as necessary to UH Management.

d. Provide a senior leadership presence at the facility; be available on site during evenings, weekends, and holidays on a rotating basis.

e. Conduct meetings, quarterly at a minimum, with residents to discuss concerns/issues that pertain to indoctrination into military life, professional development, life skills, UH quality of life, safety, health, and sanitation. Provide written summations of the meetings to the UH Manager/UHARB.

f. Attend training as identified by UH Management.

g. Attend RA and UHARB meetings as requested.

h. Coordinate room inspections with the Building Manager(s) to ensure 100% inspection of assigned rooms is completed quarterly, at a minimum. Copies of the inspection are maintained by the Housing Office.

i. Conduct an evening walkthrough of UH buildings and parking lot areas to maintain safety, security and general cleanliness for the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to Security immediately.

j. Ensure SAPR posters and Department of Defense (DoD) Safe Helpline information are prominently posted in UH buildings. Notify the UH Manager to contact the installation SARC for new or additional SAPR materials.

k. Ensure information regarding Suicide Prevention, Energy Conservation, and Disaster Preparedness, etc., are prominently displayed in UH. Notify the UH Manager to contact appropriate installation representatives for new or additional materials.

l. Provide 30 day notice to the UHARB to terminate the RA Agreement prior to permanent change of station or for personal reasons.

4. If selected as the Senior RA, I will:

a. Manage an RA schedule to ensure there is always an RA available on site during nights, weekends, and holidays.

b. Conduct quarterly RA meetings to discuss problems or concerns and other important UH issues. I will submit reports from the meetings to the UHARB via the UH Manager.

5. Failure to perform in accordance with this agreement will result in my termination from the RA Program by the UHARB. Termination will result in the loss of assigned unaccompanied housing, as applicable.

I, \_\_\_\_\_, have read the above requirements and accept the responsibilities of Resident Advisor upon designation by [*Installation Commanding Officer*]. I understand that failure to comply with any requirements will result in being removed as Resident Advisor and loss of assigned housing, as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone Number

UHARB Recommendation:

1. In accordance with reference (a) and by the authority in reference (b) as members of the UHARB, we recommend [*applicant name*] as an RA for *Building(s)/Floor(s) etc.*

*If applicable:*

2. In addition, we recommend [*name*] serve as the Senior RA for [*Installation XX, complex(s) etc*].

\_\_\_\_\_  
UH Site Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
UHARB Command Representative

\_\_\_\_\_  
Date

**RESIDENT ADVISOR DESIGNATION LETTER**

Date

From: [Commanding Officer, Installation XX]  
To: [Applicant Name]

Subj: RESIDENT ADVISOR DESIGNATION LETTER

Ref: (a) [INSTALLATIONXXINST XXXXX.X (RA)]  
(b) [INSTALLATIONXXINST XXXXX.X (UH)]

Encl: (1) [Applicant's] Resident Advisor Request and Agreement  
Dated [DD MMM YYYY]

1. As requested by enclosure (1) and in accordance with reference (a), you are hereby designated as a Resident Advisor (RA) for [Installation, XX], and are assigned to Building(s)/Floor(s) etc.

2. *If applicable:* In addition, you have been selected to serve as the Senior RA for [Installation, XX, Complex(s) etc].

3. You will thoroughly familiarize yourself with references (a) and (b) and all applicable [Installation, XX] and UH directives and guidelines.

4. Failure to comply with directives and guidelines will result in termination of your RA designation and loss of assigned unaccompanied housing, as applicable.

\_\_\_\_\_  
Signature

**RESIDENT ADVISOR CHECK-IN SHEET**

NAME	DATE OF DESIGNATION
Please Print	
UH MANAGER	DATE OF COMPLETION

	TRAINING REQUIREMENT	YOUR ACTION	ACTION OFFICE/POC	POC INITIALS/ DATE
1	UH Policies	Schedule and attend UH Training with UH Manager. Training includes: 1) Base Policies for emergencies, energy conservation, safety and security; 2) UH Operation Policies and Procedures and the role of the RA; 3) Reporting process for safety, security and maintenance issues (i.e. lights out at primary walkway to building, non-functioning entry door lock, mold).	UH Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	
2	UH Building Orientation	Schedule and attend building orientation/ training with Building Manager. Training includes: 1) familiarization with building and residents; 2) proper procedures for interior/exterior inspection.	UH Building Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	
3	Sexual Assault Prevention and Response (SAPR) Training	Schedule and attend SAPR training with the local SARC.	SARC representative Bldg XX, Rm XX (xxx) xxx-xxxx	
4	Suicide Prevention	Schedule and attend Suicide Prevention training with the Installation Chaplain.	Chaplain Bldg XX, Rm XX (xxx) xxx-xxxx	
	Check-In Complete	Return check-in form to the UH Manager within 45 days of designation.	N93 UH Manager Bldg XX, Rm XX, (xxx) xxx-xxxx	

**RESIDENT ADVISOR REPORTING MATRIX**

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RESIDENT ADVISOR REPORTING MATRIX								
#	RA Name	Date of Designation	Date Training Completed				Date of Termination/Resignati	Reason
			UH MGR	BLDG MGR	SARC	Chaplain		
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