



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 11103.8

N9  
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CNIC INSTRUCTION 11103.8

From: Commander, Navy Installations Command

Subj: NAVY HOUSING LEASING PROGRAM

Ref: (a) OPNAVINST 5009.1  
(b) CNICINST 11103.4  
(c) SECNAVINST 11011.47A  
(d) Title 10, U.S. Code, Section 2828  
(e) Title 10, U.S. Code, Section 2874  
(f) Public Law (98-115, Section 801)  
(g) Title 10, U.S. Code, Section 2837  
(h) CNICINST 11103.3  
(i) OPNAVINST 11101.42  
(j) NAVFAC P-73  
(k) DoD 4165.63-M, DoD Housing Management  
(l) DoD Directive 1100.12  
(m) UFC 4-721-10  
(n) UFC 4-711-01  
(o) DoD 7000.14-R, DoD Financial Management Regulation  
Volumes 1-15

Encl: (1) Approval Authority/Chain For Navy Housing Leasing  
Actions: BH-Bachelor Housing and FH-Family Housing

1. Purpose. To define responsibility for policy, program management, overall coordination and execution of the Navy Housing Leasing Program.

2. Cancellation. CNICINST 5009.8

3. Background and Scope. Reference (a) designates Commander, Navy Installations Command (CNIC) as the Navy Housing Program Manager for the Chief of Naval Operations (CNO) responsible for overall policy, operations, and fiscal accountability for all Housing programs within the Navy. This includes acquisition by leasing to provide Navy Housing real property for Bachelor and Family Housing required to fulfill the housing mission. Per reference (b), Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), under direction of the CNO for Navy property,

is tasked with issuance of implementing instructions, prescribing operating procedures and developing controls required to ensure compliance with the provisions of reference (b) in the acquisition by leasing of real property. Per reference (b) COMNAVFACENGCOM, as solely responsible for warranting real estate contracting officers (RECO) for the Department of the Navy (DON), is the acquisition agent for this leasing action. Copies of all contracts entered into, pertinent to these Navy Housing leases, are maintained by COMNAVFACENGCOM as the central cadastral records repository for DON.

4. Policy. The Navy shall acquire by leasing, bachelor or unaccompanied and family housing real property, only for temporary use and if it is determined that it is the most cost-effective way to address a Navy Housing shortage and meet requirements in providing affordable, safe, and adequate housing.

a. It is Department of Defense (DoD) policy to rely on the private sector as the primary source for housing DoD personnel. When it has been determined that the local community cannot adequately meet the needs of the military community, it is CNIC policy to rely on the housing privatization vehicle (Public Private Venture-PPV) wherever a partnership is in place to meet a housing requirement. There shall be no family housing leasing where there is a family housing PPV and no bachelor housing leasing where there is a bachelor housing PPV unless it is determined that the PPV vehicle is not able to meet the housing requirement.

b. The Navy Housing Leasing Program will be administered within the criteria, cost limitations, and use of appropriate funds in accordance with references (a) through (o).

c. Domestic leasing for Navy Housing is authorized only when there is a shortage of adequate housing at or near a military installation. The program is limited to areas with large deficits of housing for military members. The use of the domestic leasing program is temporary and shall be controlled to prevent adverse effects to the local economy. Domestic recruiter leasing is authorized when the recruiter is located outside of a sixty-minute commute to the nearest military installation.

d. Section 801 Build-to-Lease is a program authorized to allow the Military Departments to enter into contracts for the

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lease of Family Housing to be constructed at locations within the United States where a validated deficit exists.

e. Foreign leasing for Navy Housing is limited to situations involving undue hardship for DoD-sponsored military and civilian personnel or to top Command positions where government quarters commensurate with the position are not available.

## 5. Responsibilities

a. CNIC shall manage a housing leasing program in accordance with references (a) through (o) and enclosure (1). CNIC shall:

(1) Issue supplemental leasing program guidance as necessary.

(2) Disseminate and ensure compliance with Navy Housing leasing policy consistent with housing asset management policy.

(3) Review and validate housing leasing requirements and the overall leasing program against alternative acquisition strategies in light of current Global Shore Infrastructure Plans (GSIPs), Regional Shore Infrastructure Plans (RSIPs) and Installation Master Plans (IMPs) to provide a more permanent solution.

(4) Validate and consolidate Installation requirements from Regions and obtain resources in support of the Navy Housing Leasing Program.

(5) Establish budgetary and housing unit controls, procedures and reports for the management of the Navy Housing Leasing Program consistent with implementing instructions, operating procedures and controls issued by COMNAVFACENGCOM to ensure compliance with Navy leasing policy.

(6) Allocate and approve requests for housing lease points to Installations per request via the Regions. Lease points equate to dwelling units.

(7) Disseminate annual foreign and domestic lease cost limits as established by the Office of the Secretary of Defense (OSD) to Regions.

(8) Comply with required Congressional notification and forward proposed high cost lease points to Deputy Assistant Secretary of the Navy (Installations and Facilities) (DASN (I&F)) via COMNAVFACENGCOM.

b. Regional Commanders shall:

(1) Manage a Navy Housing Leasing Program at their respective Region; and assist the Installations within the Region in the administration and management of the Navy Housing Leasing Program.

(2) Disseminate and ensure compliance with controls, procedures and reports for the management of the Navy Housing Leasing Program within the Region.

(3) Ensure compliance with Navy Housing leasing policy consistent with housing asset management policy within the Region.

(4) Review and validate housing leasing requirements and the overall leasing program against alternative acquisition strategies in light of current RSIPs and IMPs to provide a more permanent solution.

(5) Assist and work with Installations to determine and validate Navy Housing leasing requirements for submission to and obtaining resources from CNIC. Written justification for the lease requirement shall be attached to the request forwarded to CNIC.

(6) Distribute CNIC approved housing lease points on an Installation to Installation basis as requested.

(7) Validate and consolidate leasing funding requests for submission to CNIC and provide leasing funds to Installations as authorized by CNIC.

(8) Work with the RECOs of the Real Estate Division in the Asset Management Business Line Group, designated by Naval Facilities Engineering Command (NAVFAC) components, to assist Installations within the Region in competitively locating, negotiating, executing, and monitoring Navy Housing leases, including renewals and renegotiations.

(9) Work with the RECOs and Installations within the Region to ensure that the costs for executed Navy Housing leases comply with statutory limits.

(10) Work with the RECOs and Installations within the Region to comply with required Congressional notification and forward to DASN (I&F) via CNIC.

(11) Disseminate annual foreign and domestic lease cost limits as established by OSD to Installations within the Region.

c. Installation Commanding Officers shall:

(1) At their respective Installation, manage a Navy Housing Leasing Program consistent with housing asset management policy within the Region that ensures compliance with controls, procedures and reports.

(2) Review and validate housing leasing requirements and the overall leasing program against alternative acquisition strategies in light of current IMP to provide a more permanent solution.

(3) Work with the Region to determine and validate Navy Housing leasing requirements for submission to and obtaining authorization and resources from CNIC. Written justification for the lease requirement shall be attached to the request forwarded to CNIC via the Region.

(4) Develop and forward the leasing funding request to CNIC via the Region.

(5) Work with the RECOs and Regions in identifying requirements to ensure that all leased units comply with DoD-leased construction requirements, to include seismic standards, force protection, and local building and housing codes and that the proposed use complies with the local zoning and fire codes.

(6) Work with the RECOs and Regions in competitively locating, negotiating, executing, and monitoring Navy Housing leases, including renewals and renegotiations.

(7) Work with the RECOs and Regions to comply with required Congressional notification and forward to DASN (I&F) via CNIC and the Region.

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(8) Ensure that costs for executed Navy leases are, and remain, within statutory limits throughout the duration of the lease.

(9) Ensure that all leased units are adequately maintained.

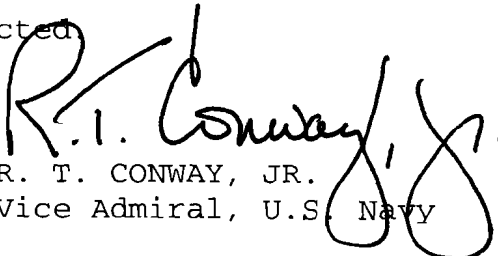
(10) Prior to acceptance and assignment, ensure that leased quarters comply with criteria and habitability standards as required by the leasing action.

(11) Ensure that leased quarters will be assigned and occupied only by personnel for whom leasing has been justified, unless a waiver is granted by CNIC.

(12) Counsel prospective residents regarding obligations, responsibilities, and entitlements when assigned to leased quarters.

(13) Ensure timely initiation of leasing actions and compliance with expiration dates, renewals, renegotiation and vacating of leased quarters.

6. Action. Implement as directed

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

Distribution:

Electronic only, via CNIC Portal,

<https://cnicgateway.cnic.navy.mil/HQ/N00/CAPM/DIRPR/default.aspx>

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<b>APPROVAL AUTHORITY/CHAIN FOR NAVY HOUSING LEASING ACTIONS: BACHELOR QUARTERS, BQ AND FAMILY HOUSING, FH</b>			
ACTION: I = Initiate V= Via/Endorsement A = Approval			
<b>ACTIONS</b>	<b>Housing Authority<sup>1</sup></b>	<b>Region</b>	<b>CNIC</b>
BQ Foreign Leases	I	V	A
BQ Domestic Leases	I	V	A
FH Foreign Leases, New and Renewal <sup>2</sup>	I	V	V to ASN to Congress
FH Foreign Leases, Make Ready Costs > 25% of the Annual Shelter Rent	I	V	V to ASN
FH Foreign Leases, Improvements To <sup>3</sup>	I	V	V to ASN
FH Domestic Leases, New and Renewal	I	V	A
Assignment of Personnel other than for whom Leasing has been Justified	I	V	A
High Cost Leases <sup>4</sup>	I	V	V to ASN to Congress

<sup>1</sup> Housing Authority is either the Installation Commanding Officer or in some cases, the Regional Commander.

<sup>2</sup> Foreign Leases exceeding an annual cost per unit of \$20K adjusted require Congressional approval.

<sup>3</sup> Make-Ready alterations, repairs, and/or additions shall be limited to work necessary to provide adequate living accommodations. Improvements include Security and Anti Terrorism Force Protection (ATFP) related issues.

<sup>4</sup> A High Cost Least is any lease that exceeds the statutory authority, as adjusted, which can differ by locality.