



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-1300
NAVAL SUPPORT ACTIVITY ANNAPOLIS
ANNAPOLIS, MARYLAND 21402-1119

USNA/NSAA 11101.12
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OCT 4 2006

USNA/NSAA INSTRUCTION 11101.12

From: Superintendent, United States Naval Academy
Commanding Officer, Naval Support Activity, Annapolis

Subj: ASSIGNMENT POLICY FOR KEY AND ESSENTIAL PERSONNEL TO PUBLIC-PRIVATE
VENTURE (PPV) HOUSING

Ref: (a) OPNAVINST 11101.13J; ASSIGNMENT AND UTILIZATION OF NAVY-MANAGED MILITARY
FAMILY HOUSING (MFH)

1. Purpose. To establish the housing assignment policy for key and essential (K&E) personnel on board the United States Naval Academy at Naval Support Activity, Annapolis.

2. Cancellation. USNAINST 11101.11A. This directive is a complete revision and should be reviewed in its entirety.

3. Background. In August 2005, all military family housing on board U.S. Naval Academy (with the exception of Buchanan House) was transferred to Lincoln Military Housing, the local property manager acting for the Limited Liability Corporation established in the Navy-Lincoln Public-Private Venture partnership. Housing referral services continue to reside with the Navy as a service-specific function. Within the USNA grounds there are 28 quarters assigned to K&E personnel assigned to USNA. Reference (a) contains policy regarding the management of housing waiting lists and assignment of military housing to K&E personnel throughout the Navy. The K&E billet assignment provisions of reference (a) are not applicable to PPV housing operations; however, the waiting list for non-K&E personnel desiring quarters will continue to be maintained in accordance with reference (a). The Commanding Officer, NSA Annapolis, as the Housing Authority (HA), will coordinate with the Deputy Superintendent/Chief of Staff the referral of all K&E personnel to Lincoln Military Housing for assignment to appropriate quarters as set forth in this policy instruction.

4. Policy

a. Due to military necessity, accomplishment of mission, or for safety or security, K&E personnel will reside on board the Yard within the NSA Annapolis PPV Housing complex. Therefore, assignment to PPV housing will be considered mandatory for all K&E personnel. Personnel assigned to the K&E billets will receive priority referral for assignment to quarters above other personnel. The remaining units on the Yard will be assigned to senior officers (O-6s), officers in the pay grade of O5 can be assigned by exception only. Individual quarters may be associated with a specific K&E billet, thus the quarters change of occupancy will normally coincide with relief of duties. In the event quarters renovations preclude a one-for-one change of occupancy, alternate quarters will be assigned.

b. Personnel assigned to K&E billets who already reside in the local area will have their household goods moved from their private residence to PPV quarters at government expense. Personnel occupying K&E quarters who are subsequently reassigned to a non-K&E billet will be relocated at government expense to another unit within their grade and bedroom requirement, or to private housing on the local economy at the member's choice.

c. K&E quarters should not remain vacant for more than 30 days after refurbishment while awaiting the arrival of personnel into K&E billet positions. K&E quarters will be offered to other applicants as an

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exception to policy only if approved by the Superintendent. When assigning excess K&E quarters, the Housing Authority will follow the guidelines set forth in reference (a) for managing waiting lists and assigning quarters. Assignment will be for one tour length, not to exceed a three year period. In such cases, the applicant shall sign a statement acknowledging agreement to vacate the unit 45 days after receiving written notification that the unit is needed to house K&E personnel. Movement of household goods will be at government expense.

d. Retention of K&E quarters beyond detachment/permanent change of station or retirement dates is not authorized. Personnel occupying K&E quarters and executing terminal leave prior to retirement will be required to vacate their assigned quarters not later than five working days following commencement of terminal leave. Quarters must be vacated in these instances to preclude delays in availability for the incumbent's relief in the K&E billet.

e. K&E Quarters. The following quarters are designated for specific K&E billets on Porter, Upshur, Wood, and Kinkaid Roads:

Porter:

- (1) Deputy Superintendent/Chief of Staff
- (2) Commandant of Midshipmen
- (3) Deputy Commandant of Midshipmen
- (4) Academic Dean and Provost
- (5) Director of Athletics
- (6) Director of Admissions
- (7) Director, Division of Engineering and Weapons
- (8) Director, Division of Humanities and Social Sciences
- (9) Director, Division of Mathematics and Science
- (10) Director, Division of Professional Development
- (11) Director, Officer Development
- (12) USNA Senior Chaplain
- (13) USNA Senior Supply Officer

Upshur:

- (1) Director, Physical Education/Deputy Athletic Director
- (2) Brigade Operations Officer
- (3) USNA Senior Civil Engineer Corps
- (4) USNA Battalion Officers (6 quarters)
- (5) Executive Assistant to the Superintendent
- (6) Staff Judge Advocate
- (7) Director, Special Events
- (8) Public Affairs Officer
- (9) Commodore, Naval Academy Sailing Squadron
- (10) Chairman, Seamanship and Navigation Department
- (11) Chairman, Waterfront Readiness Department

Wood:

- (1) Commanding Officer, Naval Health Clinic, Annapolis
- (2) Executive Officer, Naval Health Clinic, Annapolis
- (3) Senior Medical Officer, Naval Health Clinic, Annapolis

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Kinkaid:

(1) Commanding Officer, Naval Support Activity, Annapolis

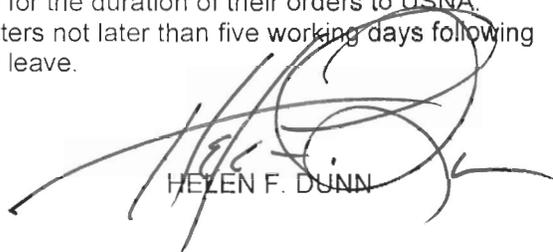
g. The USNA CNO Command Master Chief will receive priority placement in a PPV housing unit within USNA commensurate with rank and bedroom entitlement.

h. Permanent Military Professor (PMP) Personnel. The PMP program is a unique program that provides permanent assignment of senior officers as academic instructors at USNA through statutory retirement. Recognizing this unique case of geographic continuity, PMP personnel are eligible for assignment to PPV housing at North Severn or Perry Circle for the duration of their orders to USNA. Officers on PMP orders will be required to vacate their quarters not later than five working days following their relief from official duties or commencement of terminal leave.



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