



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11101.13A
28/SUPE COS

8 JUL 2011

USNA INSTRUCTION 11101.13A

From: Superintendent

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

Ref: (a) OPNAVINST 11101.13J
(b) USNANOTE 11101

Encl: (1) Notification of Assignment to Key and Essential Housing for Non-Key and Essential Personnel
(2) Memorandum Assigning Personnel to Key and Essential Housing in Excess of Entitlement

1. Purpose. To establish the housing assignment policy for K&E personnel assigned to the United States Naval Academy and Naval Support Activity (NSA), Annapolis.

2. Cancellation. USNAINST 11101.13

3. Background. In August 2005, all military family housing at the U.S. Naval Academy (USNA), with the exception of Buchanan House, was transferred to Lincoln Military Housing (LMH). LMH is 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 39 quarters assigned to K&E personnel assigned to the Academy. 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). Commanding Officer, NSA Annapolis, is the Housing Authority (HA) and will coordinate with the Superintendent's Chief of Staff to refer all K&E personnel to LMH for assignment to appropriate quarters as set forth in this policy instruction. Reference (b) contains the current list of billets considered K&E to the mission of the U.S. Naval Academy.

4. Policy

a. Due to military necessity, accomplishment of mission, or for safety and security, K&E personnel will normally reside on Naval Academy grounds within the NSA Annapolis PPV Housing complex and assignment to PPV housing will normally be considered mandatory for all K&E personnel. Exceptions to this policy will be on a case-by-case basis with the approval of the Superintendent. Personnel assigned to K&E billets will receive priority referral for assignment to quarters above other personnel. The remaining units on the Academy grounds will be assigned according to billet and seniority. 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 a quarters renovation precludes a one-for-one change of occupancy, alternate quarters will be assigned.

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

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c. K&E quarters should not remain vacant for more than 60 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 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 assigned quarters. Assignment will be for one tour length. In such cases, the applicant shall sign enclosure (1) acknowledging agreement to vacate the unit 45 days after receiving written notification that the unit is needed to house K&E personnel. Resultant movement of household goods will be at Government expense.

d. Retention of K&E quarters after a member's detachment date is not normally authorized. Personnel occupying K&E quarters and executing follow on orders or terminal leave will be expected to vacate not later than five working days following transfer date or commencement of terminal leave. Members executing local orders (e.g., National Capital Region) for less than a year's duration may apply to extend in K&E quarters on a case by case basis. Priority will be given to precluding delays in availability for K&E billets.

e. Due to responsibilities and obligations of their position, certain members of the command may be authorized K&E housing larger than that specified in reference (a). Enclosure (2) will be used to document any such assignments.

f. Permanent Military Professors (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 the 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 quarters not later than five working days following their relief from official duties or commencement of terminal leave.

g. K&E Quarters. Quarters on the following roads are designated for USNA specific K&E billets: Porter, Upshur, Rogers, and Bowyer.

/s/

M. H. MILLER

Distribution:
All Non-Mids (electronically)
Housing Welcome Center

8 JUL 2011

Date

From: Superintendent

To:

Subj: ASSIGNMENT TO KEY AND ESSENTIAL (K&E) HOUSING

Ref: (a) USNAINST 11101.13A

1. You are being offered assignment to K&E Housing on board the U.S. Naval Academy as an exception to policy. In accordance with reference (a), you are reminded that you must vacate these quarters within 45 days of receiving written notification that the quarters are needed for a person filling a K&E billet. If required, this move will be at Government expense.
2. Please contact the Commanding Officer, Naval Support Activity Annapolis to make arrangements for your move.

M. H. MILLER

Copy to:
CO NSA Annapolis

Enclosure (1)

8 JUL 2011

Date

From: Superintendent, United States Naval Academy

To:

Subj: ASSIGNMENT TO HOUSING

Ref: (a) USNAINST 11101.13A

(b) OPNAVINST 11101.13J

1. In accordance with reference (a) and based on your obligations and responsibilities at the U.S. Naval Academy, you have been assigned housing in excess of the size dictated by reference (b) for the duration of your tour.

2. The Commanding Officer, Naval Support Activity Annapolis will ensure this documentation is kept in your housing file.

M. H. MILLER

Copy to:

CO NSA Annapolis