



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

USNAINST 11101.13D CH-4
28/SUPE
28 Jul 2026

USNA INSTRUCTION 11101.13D CHANGE TRANSMITTAL 4

From: Superintendent, U.S. Naval Academy

Subj: ASSIGNMENT POLICY FOR KEY AND ESSENTIAL PERSONNEL TO PUBLIC
PRIVATE VENTURE HOUSING

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit new enclosure (1), which adds Executive Director for Strategy and Deputy Provost to the list of personnel with priority to space availability for executive homes, updates name changes, adds new tenant commands, and removes the Director of Engagement, Retention, and Equal Opportunity Officer.
2. Action. Remove enclosure (1) of the basic instruction and insert enclosure (1) of this change.
3. Records Management
 - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact the local records manager or the USNA Records manager.


S. A. CUOMO
Chief of Staff

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via USNA Official Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/>.



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

USNAINST 11101.13D CH-3
28/SUPE
23 Feb 2025

USNA INSTRUCTION 11101.13D CHANGE TRANSMITTAL 3

From: Superintendent, U.S. Naval Academy

Subj: ASSIGNMENT POLICY FOR KEY AND ESSENTIAL PERSONNEL TO PUBLIC
PRIVATE VENTURE HOUSING

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit new enclosure (1), which adds Director of Seamanship and Navigation to the list of personnel with priority to space availability for executive homes and update name changes

2. Action. Replace Dean of Admissions with Director of Admissions, removed Executive Director for Strategy, and changed Director, Waterfront Readiness to Director, Waterfront.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact the local records manager or the USNA Records manager.

R. J. NICKA
Chief of Staff

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DEPARTMENT OF THE NAVY
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121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11101.13D CH-2
28/SUPE
21 Mar 2025

USNA INSTRUCTION 11101.13D CHANGE TRANSMITTAL 2

From: Superintendent, U.S. Naval Academy

Subj: ASSIGNMENT POLICY FOR KEY AND ESSENTIAL PERSONNEL TO PUBLIC
PRIVATE VENTURE HOUSING

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit new enclosure (1), which adds Director of Seamanship and Navigation to the list of personnel with priority to space availability for executive homes and update name changes
2. Action. Remove enclosure (1) and replace it with enclosure (1) of this change transmittal.
3. Records Management
 - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact the local records manager or the USNA Records manager.

A handwritten signature in black ink, appearing to read "J. S. Bates", is positioned above the printed name and title.

J. S. BATES
Chief of Staff

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

USNAINST 11101.13D CH-1
28/SUPE
3 Jun 2024

USNA INSTRUCTION 11101.13D CHANGE TRANSMITTAL 1

From: Superintendent, U.S. Naval Academy

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

Encl: (1) Revised Cover Page
(2) Revised Page 2 of Enclosure (1)

1. Purpose. To transmit a new cover page and page 2 of enclosure (1) which provides an update to the housing policy for Key and Essential (K&E) personnel assigned to the U.S. Naval Academy (USNA) and Naval Support Activity (NSA), Annapolis.

2. Action

- a. Remove cover page and insert enclosure (1).
- b. Remove page 2 of enclosure (1) and insert enclosure (2).

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

J. S. BATES
Chief of Staff

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

USNAINST 11101.13D
28/SUPE
3 Jun 2024

USNA INSTRUCTION 11101.13D

From: Superintendent, U.S. Naval Academy

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

Ref: (a) CNIC M-11103.3

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

1. Purpose. To establish the housing assignment policy for Key and Essential (K&E) personnel assigned to the U.S. Naval Academy (USNA) and Naval Support Activity (NSA), Annapolis.

2. Cancellation. USNAINST 11101.13C

3. Scope and Applicability. The provisions of this instruction apply to all USNA Unit Identification Codes and NSA Annapolis.

4. Background. In August 2005, all military family housing at USNA, with the exception of the Farragut House, transferred to a Navy-Public Private Venture (PPV). The Farragut House was transferred under the PPV in February 2010. Housing referral services continue to reside with the Navy as a service specific function. There are 39 quarters available to K&E personnel assigned to USNA. Reference (a) contains policy for managing housing waiting lists and assigning 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 per reference (a). Commanding Officer, NSA Annapolis, is the Housing Authority (HA) and will coordinate with the Superintendent's Personnel Officer to refer all K&E personnel to the NSA Annapolis Housing Office for assignment to appropriate quarters as set forth in this instruction.

5. Policy

a. Due to military necessity, mission accomplishment, or for safety and security,

Enclosure (1)

- t. Senior Chaplain
 - u. Senior Supply Officer
 - v. Staff Judge Advocate
 - w. 1st Battalion Officer
 - x. 2nd Battalion Officer
 - y. 3rd Battalion Officer
 - z. 4th Battalion Officer
 - aa. 5th Battalion Officer
 - ab. 6th Battalion Officer
 - ac. Marine Detachment Chief of Staff
 - ad. Marine Detachment Stockdale Fellow
 - ae. Brigade Master Chief
2. Priority Housing Billet List (in alphabetical order):
- a. Brigade Medical Officer
 - b. Director, Naval Academy Sailing Program
 - c. Director, Waterfront Readiness
 - d. Military Personnel Officer
 - e. Sexual Assault Prevention and Response Officer



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

USNAINST 11101.13D
28/SUPE
30 Aug 2022

USNA INSTRUCTION 11101.13D

From: Superintendent, U.S. Naval Academy

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

Ref: (a) CNIC M-11103.3

Encl: (1) Designation of Key and Essential and Priority Housing Billets
(2) Notification of Assignment to Key and Essential Housing for Non-Key and
Essential Personnel
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1. Purpose. To establish the housing assignment policy for Key and Essential (K&E) personnel assigned to the U.S. Naval Academy (USNA) and Naval Support Activity (NSA), Annapolis.

2. Cancellation. USNAINST 11101.13C

3. Scope and Applicability. The provisions of this instruction apply to all USNA Unit Identification Codes and NSA Annapolis.

4. Background. In August 2005, all military family housing at USNA, with the exception of the Buchanan House, transferred to a Navy-Public Private Venture (PPV). The Buchanan House was transferred under the PPV in February 2010. Housing referral services continue to reside with the Navy as a service specific function. There are 39 quarters available to K&E personnel assigned to USNA. Reference (a) contains policy for managing housing waiting lists and assigning 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 per reference (a). Commanding Officer, NSA Annapolis, is the Housing Authority (HA) and will coordinate with the Superintendent's Personnel Officer to refer all K&E personnel to the NSA Annapolis Housing Office for assignment to appropriate quarters as set forth in this instruction.

5. Policy

a. Due to military necessity, mission accomplishment, or for safety and security,

K&E personnel will normally reside on the Yard 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 Superintendent's approval. Personnel assigned to K&E billets will receive priority referral for assignment to quarters above other personnel. The remaining units on the Yard 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 if available.

b. Personnel assigned to K&E billets who reside in the local area will have the opportunity to request a close proximity move authorization from Navy Personnel Command (PERS-445) to have their household goods moved from their private residence to PPV at U.S. Government expense. Personnel occupying K&E quarters who are subsequently reassigned to non-K&E billets or moved to another set of K&E quarters, due to a required renovation, will be relocated at U.S. Government expense to another unit within their grade and bedroom requirement or to private housing in the local economy of the member's choice.

c. K&E quarters should not remain vacant for more than 60 days, after refurbishment has been completed, 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 HA 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 will receive a copy of a completed 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 U.S. Government expense.

d. Retaining 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 no later than 10 days following their transfer date or terminal leave commencement. 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 the responsibilities and obligations of their position, certain members of the command may be authorized K&E housing larger than that specified in reference (a). The template provided in enclosure (2) will be used to document any such assignments.

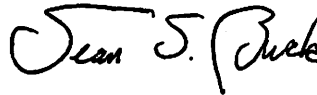
6. K&E Quarters. Quarters on the following roads are designated for USNA specific K&E billets: Porter, Upshur, Rodgers, Bowyer, and Wood.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

8. Review and Effective Date. The Personnel Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.


S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <http://www.usna.edu/AdminSupport/INST/USNAINST11101.13D/>

DESIGNATION OF KEY AND ESSENTIAL AND PRIORITY HOUSING BILLETS

1. U.S. Naval Academy Key & Essential Billets receive priority for space available executive homes for O-5 and O-6 grade officers and designated civilians. This list will be reviewed periodically and updated as necessary.

- a. Superintendent
- b. Chief of Staff
- c. Commandant of Midshipmen
- d. Brigade Operations Officer
- e. Athletic Director
- f. Command Master Chief
- g. Deputy Commandant of Midshipmen
- h. Deputy Commandant of Leadership and Character Development
- i. Deputy Commandant of Professional Development and Training
- j. Deputy Provost
- k. Dean, School of Engineering, Computing, and Weapons
- l. Dean, School of Humanities and Social Science
- m. Dean, School of Math and Science
- n. Director, Admissions
- o. Director, Public Works
- p. Director, Special Events
- q. Director, Seamanship and Navigation
- r. Executive Director for Strategy
- s. Public Affairs Officer
- t. Senior Chaplain

- u. Senior Supply Officer
 - v. Staff Judge Advocate
 - w. 1st Battalion Officer
 - x. 2nd Battalion Officer
 - y. 3rd Battalion Officer
 - z. 4th Battalion Officer
 - aa. 5th Battalion Officer
 - ab. 6th Battalion Officer
 - ac. Marine Detachment Chief of Staff
 - ad. Marine Detachment Stockdale Fellow
 - ae. Brigade Master Chief
2. Priority Housing Billet List (in alphabetical order):
- a. Brigade Medical Officer
 - b. Director, Naval Academy Sailing Program
 - c. Director, Waterfront
 - d. Military Personnel Officer
 - e. Sexual Assault Prevention and Response Officer
3. Tenant Commands
- a. Commander, U.S. Tenth Fleet/Fleet Cyber Command
 - b. Commanding Officer, Navy Medicine Readiness and Training Command, Annapolis
 - c. Executive Officer, Navy Medicine Readiness and Training Command, Annapolis
 - d. Commanding Officer, Naval Support Activity Annapolis

**NOTIFICATION OF ASSIGNMENT TO KEY AND ESSENTIAL HOUSING FOR NON-
KEY AND ESSENTIAL PERSONNEL**

11101
Ser 28/XXX
DD Mmm YY

From: Superintendent, U.S. Naval Academy
To: CAPT John A. Doe, USN, 1300

Subj: NOTIFICATION OF ASSIGNMENT TO KEY AND ESSENTIAL HOUSING FOR
NON-KEY AND ESSENTIAL PERSONNEL

Ref: (a) USNAINST 11101.13D

1. You are being offered assignment to Key and Essential (K&E) Housing on the U.S. Naval Academy Yard as an exception to policy. Per 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 U.S. Government expense.

2. Please contact the Commanding Officer, Naval Support Activity Annapolis to arrange your move.

S. S. BUCK

Copy to:
Commanding Officer, NSA Annapolis

**ASSIGNING PERSONNEL TO KEY AND ESSENTIAL HOUSING IN EXCESS OF
ENTITLEMENT**

11101
Ser 28/XXX
DD Mmm YY

From: Superintendent, U.S. Naval Academy
To: CAPT John A. Doe, USN, 1300

Subj: ASSIGNING PERSONNEL TO KEY AND ESSENTIAL HOUSING IN EXCESS OF
ENTITLEMENT

Ref: (a) USNAINST 11101.13D
(b) CNIC M-11103.3

1. Per 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.

S. S. BUCK

Copy to:
Commanding Officer, NSA Annapolis