



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

USNAINST 11101.13C  
28/SUPE  
26 May 2020

USNA INSTRUCTION 11101.13C

From: Superintendent, U.S. Naval Academy

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

Ref: (a) OPNAVINST 11101.13J

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 11101.13B

3. Scope and Applicability. The provisions of this instruction apply to all USNA Unit Identification Codes and Naval Support Activity, Annapolis.

4. Background. In August 2005, all military family housing at USNA, with the exception of Buchanan House, was transferred to Lincoln Military Housing (LMH). Buchanan House was transferred to LMH in February 2010. LMH is the local property manager acting for the Limited Liability Corporation established in the Navy-Lincoln Public Private Venture (PPV) partnership. Housing referral services continue to reside with the Navy as a service specific function. There are 39 quarters assigned 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 LMH for assignment to appropriate quarters as set forth in this policy 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.

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 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 because of 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 at the member's choice.

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 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 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 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 the 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). Enclosure (2) will be used to document any such assignments.

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

6. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/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 the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

7. 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/USNAINST11101.13C/>

DESIGNATION OF KEY AND ESSENTIAL AND PRIORITY HOUSING BILLETS

1. U.S. Naval Academy Key & Essential Billets considered to be K&E and billets receive priority for space available executive homes for O5 and O6 grade officers. This list will be reviewed periodically and updated as necessary.

1. Superintendent
2. Academic Dean and Provost
3. Athletic Director
4. Brigade Operations Officer
5. Chief of Staff
6. Commandant of Midshipmen
7. Command Master Chief
8. Dean of Admissions
9. Deputy Commandant of Midshipmen
10. Deputy Commandant of Leadership and Character Development
11. Deputy Commandant of Professional Development and Training
12. Director, Division of Engineering and Weapons
13. Director, Division of Humanities and Social Science
14. Director, Division of Math and Science
15. Director, Center for Cyber Science
16. Director, Office of Diversity
17. Executive Director for Strategy
18. Director, Public Works
19. Public Affairs Officer
20. Senior Chaplain
21. Senior Supply Officer
22. Staff Judge Advocate
23. 1st Battalion Officer
24. 2nd Battalion Officer
25. 3rd Battalion Officer
26. 4th Battalion Officer
27. 5th Battalion Officer
28. 6th Battalion Officer
29. Brigade Master Chief

Priority Housing Billet List (in alphabetical order)

1. Brigade Medical Officer
2. Director, Naval Academy Sailing Program
3. Director of Waterfront Readiness
4. Military Personnel Officer
5. Sexual Assault Prevention and Response Officer

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11101  
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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 11101.13C

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:  
CO, NSA ANNAPOLIS

Enclosure (2)

USNAINST 11101.13C  
26 May 2020

11101  
Ser 28/  
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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 11101.13C  
(b) OPNAVINST 11101.13J

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.

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Enclosure (3)