CHAPTER 9. ASSIGNMENT AND UTILIZATION

I. INTRODUCTION

A. SCOPE

This Chapter promulgates policy, outlines responsibilities, and delineates procedures for the assignment, utilization, and occupancy termination of Navy family housing. This Chapter does not apply to leased quarters.

B. POLICY

1. All eligible personnel will be afforded an equal opportunity for assignment to family housing without regard to race, color, religion, national origin, or sex.

2. Navy family housing will be managed in order to maintain maximum utilization of family housing assets.

C. REFERENCES

1. SECNAVINST 1740.2: "Solicitation and the Conduct of Personal Commercial Affairs on Ships and Installations of the Department of the Navy"

2. OPNAVINST 11101.13: "Assignment, Utilization, and Occupancy Termination of Navy Managed Family Housing"

3. DOD Military Pay and Allowances Entitlement Manual

4. NAVSO P-3050: "Navy Pay and Personnel Procedures Manual"

5. NAVCOMPT Manual, Volume 3, Chapter 7

D. SUMMARY

This Chapter is organized into the three topical areas summarized below:

1. Responsibilities. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), is responsible for providing instructions and guidance for the application of assignment and utilization policies and procedures. The Engineering Field Divisions (EFD's) are responsible for providing staff support to area representatives for the administration of assignment and utilization policies and provides assistance to the Field Activities in implementing these policies. Field Activities are responsible for the implementation of family housing assignment and utilization policies and procedures.

2. Assignment. Assignment is the formal provision of quarters to an individual. Policies and procedures for the assignment of personnel to Government quarters and the termination of assignment are discussed in this section.

3. Utilization. A utilization goal of 99 percent has been established by the Navy for all active adequate housing units. Methods of achieving this goal and promulgating rules and regulations related to family housing are provided in this section.

II. RESPONSIBILITIES

A. THE COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

COMNAVFACENGCOM is responsible for providing instructions and guidance regarding the application of assignment and utilization policies and procedures. In addition, COMNAVFACENGCOM is responsible for:

1. Implementing specific reporting requirements, as well as the standards and procedures for their analysis, for the occupancy and assignment of personnel to Government quarters.

2. Consolidating Field Activity listings of excess family housing available for assignment to families of absentee sponsors and coordinating with other military services for the distribution of this information to military personnel.

B. THE ENGINEERING FIELD DIVISIONS

EFD's are responsible for providing staff support to area representatives for the development and administration of assignment and utilization policies and for providing assistance to the Field Activities for the implementation of their policies.

C. FIELD ACTIVITIES

Field Activities are responsible for the local implementation and administration of family housing assignment and utilization policies and procedures. In fulfilling this responsibility, Field Activities will:

1. Prepare and forward the DD Form 1747, Status of Housing Availability, to personnel who have applied for assignment to Navy family housing.

2. Establish and maintain a waiting list of eligible personnel who have applied for Navy family housing.

3. Inform COMNAVFACENGCOM via the EFD of the excess housing available for families of absentee sponsors.

4. Prepare and forward necessary documents for the termination and reinstatement of the basic allowance for quarters (BAQ) for military personnel.

5. Maintain liaison with other Navy Commands and organizations and other agencies to ensure prompt disposition of all personnel actions relating to the occupancy of family housing.

6. Establish and issue rules, regulations, and procedures pertaining to the local conditions of occupancy.

III. ASSIGNMENT

Assignment is the formal provision of Government quarters to an individual. All eligible personnel will be afforded an equal opportunity for assignment to Navy family housing without regard to race, creed, color, religion, national origin, age, or sex. Detailed guidance on assignment policies and procedures is contained in OPNAVINST 11101.13. Guidance on assignment to leased quarters is contained in Chapter 7 of this Manual.

A. ELIGIBILITY

Military personnel entitled to BAQ (at the "with dependents" rate or at the "without dependents" rate when both husband and wife are service members) with accompanying dependents or spouse, in pay grade E-4, with more than 2 years of service and senior are eligible for assignment to public quarters. Civilian personnel, who are Department of Defense (DOD) appropriated or non-appropriated fund employees in grade GS-5 (or Wage Board equivalents) and senior, with accompanying dependents, are also eligible within the guides of OPNAVINST 11101.13. Housing organizations should verify the eligibility of all applicants for family housing through coordination with the personnel office having custody of the applicant's official records or should require that an official verification be submitted with applications for housing. Personnel are not eligible for Navy family housing in one location while they occupy military family housing in another location. Applicants and occupants are responsible for notifying the housing organization at the Field Activity where they have applied for housing of any changes which affect their eligibility, such as births, deaths, retirements, divorces, and so forth.

B. BEDROOM ENTITLEMENT

The number of bedrooms that a member is entitled to is based on the member's pay grade category or the member's family size and composition. Personnel in pay grades 0-3 (or equivalent) and below are assigned to family housing based on the bedroom entitlement as determined by family size and composition. Personnel in pay grades O-4 (or equivalent) and senior are assigned to family housing based on the bedroom entitlement as determined by pay grade or family size and composition, whichever has the largest requirement. Entitlements based on grade category, family size, and composition and additional guidance on the treatment of bedroom entitlements are contained in OPNAVINST 11101.13.

C. APPLICATION FOR GOVERNMENT QUARTERS

Applicants for Government quarters will submit an Application and Assignment to Military Family Housing, DD Form 1746, along with a copy of their orders to the housing organization at the Field Activity where they are seeking housing. Application forms and orders may be submitted by mail, in person by the sponsor, or by a member of the sponsor's immediate family. Applications may be submitted at any time following the receipt of homeport or permanent change of

station (PCS) orders. The housing organization, upon receipt of a member's application, will immediately provide the member with a Status of Housing Availability, (DD Form 1747), to inform them of the conditions of assignment to, or the availability of, family housing.

D. WAITING LISTS

Field Activities will establish and maintain a list of eligible personnel who are awaiting assignment to Government quarters. The list will identify personnel within groupings segregated by requirements for bedrooms and within each designation of housing. The housing requirement, i.e., the number of bedrooms based on grade category or family size and composition, will be the governing factor as to the list on which the member is placed. The member may elect to be placed on a waiting list for housing with one less bedroom than that for which the member qualifies because of grade category or family size, provided that such housing within that grade category exists. Provided that the application for family housing is made within 5 days of the detachment date, the control date for placement on the waiting list in the contiguous United States (CONUS) and in locations overseas, where entry approval is not necessary, will be the member's date of detachment from the previous duty station, or at a later date when an application is received by the housing organization.

Revisions or changes to the waiting list will be made at least every 30 days to ensure the currency of the list. Separate lists will not be established for eligible civilian personnel unless the housing has been programmed, constructed, or otherwise specifically obtained for their use. Waiting lists will be publicly posted or made available in the housing office during normal hours of operation to allow for inspection by applicants. When an enclosed exterior bulletin board is available proximate to the housing office, a waiting list should be posted there to allow the applicant to inspect the list outside the normal operating hours of the housing office.

The waiting list will be maintained in accordance with the provisions of the Privacy Act.

E. ASSIGNMENT TO GOVERNMENT QUARTERS

The relative position of the top 10 percent of personnel on each housing assignment waiting list will be stabilized and normally will not be altered by placing new arrivals within this zone, regardless of grade or duty assignment. This portion of the waiting list is called the freeze zone, from which assignments to family housing will be made.

Assignment of personnel to Navy family housing will be made in writing. Members occupying privately obtained housing should be afforded sufficient notice prior to assignment to enable them to provide reasonable notice to satisfy the lease or other valid agreements, e.g., many leases require the occupant to give 30 days notice prior to terminating the lease agreement.

1. Assignment Priority. Military necessity will take precedence over all other considerations in priority of assignment to family housing but such assignments are to be held to a minimum. Priority of assignment of military

family housing to military personnel and eligible civilian employees will be as follows:

a. Priority 1 will be given to key and essential military personnel and civilian employees.

b. Priority 2 will be given to eligible military personnel and eligible civilian employees assigned or attached to duty at the Field Activity or at the installations (including ships) served by the housing complex.

c. Priority 3 will be given to eligible military personnel and eligible civilian employees of all military services assigned to duty in the area of the particular Field Activity.

d. Priority 4 will be given to ineligible military personnel assigned to the Field Activity.

e. Priority 5 will be given to ineligible military personnel of all military services assigned to duty in the area of the particular Field Activity.

f. Priority 6 will be given to unaccompanied families of eligible military personnel who currently do not occupy family housing at the particular Field Activity.

g. Priority 7 will be given to unaccompanied families of ineligible military personnel who currently do not occupy family housing at the particular Field Activity.

h. Priority 8 will be given to ineligible civilian employees.

2. Mandatory Assignment. When necessary for maintaining maximum occupancy and without causing undue hardship, involuntary assignments to Government quarters may be made for military personnel assigned to the Field Activity or to the area. Military personnel will be mandatory assigned only after all personnel who desire housing are offered assignments according to the priorities discussed above. Military personnel may only be mandatory assigned to housing for which they are entitled according to their grade and family size and composition or to housing above their entitlement. After mandatory assignments have been made to all available eligible military personnel, ineligible military personnel with dependents may be assigned mandatory to houses of a bedroom count appropriate to their family size. No personnel will be mandatory assigned to substandard quarters unless it is determined by the installation commander that necessary service cannot be rendered, or that Government property cannot be adequately protected otherwise. When mandatory occupancy of substandard quarters is required, the pertinent facts will be documented and retained in the housing files during the period of such occupancy, and for 3 years thereafter. In those cases where mandatory assignment to quarters has been made and the member's BAQ is being forfeited, but the member chooses not to reside in the assigned quarters, the member's entitlement to BAQ must be reinstated prior to assignment of those quarters to another service member. Personnel will be notified of Mandatory assignment to quarters prior to departure from the last duty station when possible and prior to a commitment, by the member for other housing.

a. Guidelines for Mandatory Assignment. The following are guidelines for the use of mandatory assignment:

(1) All military personnel are required to report to the appropriate housing office prior to execution of a commitment for private housing.

(2) Personnel seeking housing before reporting for duty at a new station shall contact the housing office first and shall obtain a completed DD Form 1747 before mailing arrangements for housing in the community.

(3) For the purpose of assignment to quarters, if quarters should become available, personnel who make commitments for housing without first complying with these procedures will be deemed to have been previously notified that quarters will be made available on a mandatory basis.

(4) An Installation Commander may request the assistance of other Installation Commanders in the area to direct military personnel who are serviced by the Field Activity housing office to occupy housing, should this be necessary to maintain maximum practicable occupancy.

(5) When housing is provided to key and essential civilian employees as a condition of employment, they may be required to occupy military family housing.

b. Exception to Mandatory Assignment. For personal reasons, such as a desire to be a homeowner in the nearby community, sponsors may request the issuance of statement "2f" on the DD Form 1747. The Field Activity should consider the impact of approval of this request on the anticipated occupancy, the attainment of an occupancy rate which meets prescribed utilization goals, and other pertinent circumstances.

Mandatory assignment will not be made where an occupancy or 6 months or less is expected or where hardship would result from such assignment. Hardship in mandatory assignment is considered to exist where:

(1) The individual has made semipermanent arrangements for private housing due to circumstances beyond the individuals control and would reasonably anticipate suffering financial loss through the breaking of the arrangements.

(2) The family is of such size and composition that considerable personal inconvenience would result from assignment to available military housing.

3. Assignment to Substandard Quarters. Where feasible, these units will be identified for occupancy by grade category of personnel at least to the degree of officer and enlisted. Assignment waiting lists will be maintained according to grade category and number of bedrooms. Eligible personnel occupying substandard quarters are permitted to keep their name on the appropriate waiting list for adequate units at the same Field Activity, positioned according to their original eligibility date. Personnel normally will not be mandatory assigned to

substandard quarters as discussed in section III.E.2 of this Chapter.

4. Assignment to Mobile Homes and Mobile Home Spaces. Criteria for assignment to inadequate housing are applicable to mobile home. Assignment to mobile home spaces will be on a "first come, first served" basis, regardless of grade or rate of a member with dependents.

5. Assignment to Ineligible Personnel. Normally, adequate family housing will be assigned to ineligible personnel with dependents in accordance with the priorities stated in section III.E.1 of this Chapter. Ineligible personnel with dependents will be assigned to substandard family housing on an equal basis with eligible personnel.

6. Families of Absentee Sponsors. When it is anticipated that military family housing will not be occupied by eligible or ineligible military and civilian personnel assigned to the Field Activity or to duty in the area or by other personnel granted priority by the Installation Commander, this housing will be made available for occupancy to unaccompanied families who currently reside outside the area of the Field Activity.

Field Activities which have quarters available for assignment to families of absentee sponsors will submit an initial report to COMNAVFACENGCOM via the EFD on NAVFAC Form 11101/5, Report of Adequate Public Quarters Available to Families of Sponsors on Unaccompanied Tours. Field Activities will submit an update of the initial NAVFAC 11101/5 to COMNAVFACENGCOM, via the EFD's, on a quarterly basis, as of the end of each fiscal quarter. Information on facilities and services available within the area will also be included on this report. COMNAVFACENGCOM will consolidate the Field Activity reports with similar reports from the other military services and provide a consolidated listing to Field Activities and other Commands for coordination and widespread distribution to all personnel. A copy of NAVFAC Form 11101/5 is provided as attachment 1 to this Chapter. Report NAVFAC 11101-20 applies to this report. Report 11101-20 "Family Housing Availability Assignment Unaccompanied Tours Duty Overseas" is approved through June 1992.

Assignment of quarters to families of absentee sponsors will be handled through direct communication between the applying military member or the member's dependent and the Field Activity. The Field Activity will inform applicants for such housing of the conditions of occupancy which are listed in an agreement where the housing is assigned. Field Activities will also inform applicants of the provisions of the Joint Travel Regulations (JTR) pertinent to transportation costs of dependents and their household goods (HHG). The JTR permits the shipment of HHG, within the member's authorized weight allowances, and transportation of dependents at Government expense to any location in the United States upon issuance of permanent change of station (PCS) orders to overseas locations. Therefore, transportation costs for movement of families of absentee sponsors may be borne by the Government, provided a similar expense has not been allowed for the same order. Otherwise, the applicants will pay for the transportation of dependents and HHG.

7. Turndown of Quarters. The Field Activity will establish policy, subject to the approval of the area representative, regarding the turndown by applicants of a specific set of assigned quarters and the resultant position of the applicants on the waiting list. Good management principles, standardization, and the economics of operation dictate that no more than one turndown of adequate quarters should be allowed without adversely affecting an individual's position on the waiting list. If an applicant has given the housing organization sufficient advance notice of an inability to accept quarters until after a specified future date, the member will not be offered a unit until that date or thereafter, and the action will not adversely affect that member's position on the waiting list.

F. BASIC ALLOWANCE FOR QUARTERS

Basic allowance for quarters (BAQ) is an amount of money an officer or enlisted member receives to offset the cost of quarters when they are not provided by the Government. OSD has prescribed the payment of BAQ at two rates: "without dependents and "with dependents." Instructions governing entitlements and qualifications for BAQ are contained in the Department of Defense (DOD) Military Pay and Allowances Entitlements Manual.

1. Termination of BAQ Entitlement. The effective date for termination of BAQ is at 2400 hours of the day before the day that Government quarters are assigned. Upon assignment to Government quarters, the Field Activity will complete and forward NAVCOMPT Form 3060 for naval personnel and the DD Form 114 for non-Navy military personnel in accordance with NAVSO P-3050, Navy Pay and Personnel Procedures Manual. When a member elects not to accept quarters which have been mandatory assigned, that member's BAQ will be forfeited while the unit remains vacant. In such a case, BAQ will be reinstated upon assignment of the specific quarters to another member. BAQ may not be terminated when a member cannot occupy family housing on the date scheduled due to circumstances beyond the individual's control, e.g., delay in arrival of HHG.

In no case will military personnel occupying inadequate quarters be charged an amount in excess of 100 percent of the BAQ (with dependents) rate for the member to wham the housing is assigned, regardless of which BAQ rate that member is entitled.

2. Reinstatement of BAQ. BAQ will be reinstated upon the date of termination of assignment to Government quarters. Upon termination, the Field Activity will prepare and submit NAVCOMPT Form 3060 or DD Form 114 in accordance with NAVSO P-3050.

G. TERMINATION OF ASSIGNMENT TO QUARTERS

Termination is the formal cessation of assignment to Government quarters. Termination may be effected through the eviction of occupants under certain conditions. No service member whose occupancy is scheduled to terminate, under the conditions prescribed below, on a Saturday, Sunday, or holiday is to be required to terminate assignment prior to normal working hours on the next regular workday. Occupants are required to give the housing organization 30 days advance notice of intent to vacate Government quarters, as discussed in Chapter

10 of this Manual. Likewise, the Field Activity is required to give 30 days notice to an occupant in the case of an eviction. Occupants retain their responsibilities as discussed in Chapter 10 of this Manual until termination of assignment. The Field Activity should maintain liaison with all Commands served to ensure prompt disposition of all personnel actions pertaining to the occupancy of family housing.

1. Conditions for Termination. Termination of assignment to Government quarters is required and eviction is permitted under the following conditions. Further details and exceptions are contained in OPNAVINST 11101.13.

a. The Field Activity ceases to be the sponsor's permanent homeport or duty station.

b. The occupancy agreement with an absentee sponsor expires.

c. The sponsor dies.

d. The lease or occupancy agreement given to a civilian occupant is cancelled.

e. The occupant has displayed unacceptable or wanton behavior destructive to morale.

f. There is unacceptable care or destruction on the part of the occupant of the assigned housing unit or related property.

g. The sponsor has been officially declared a deserter.

h. The preservation of military discipline is required.

i. The sponsor is relieved from active duty, separated from the service, transferred to the fleet reserve, retired, or transferred to the temporary disability retired list.

j. Sponsor requests termination of assignment to inadequate housing.

k. The dependents leave for more than 90 consecutive days.

l. The sponsor and dependents are to be away for more than 20 weeks.

m. The dependents no longer reside permanently with the member occupant, for any reason including voluntary separation, legal divorce, legal separation, or court order.

n. The sponsor requests termination, and other eligible personnel are available for assignment.

o. Officers occupying designated Command quarters are assigned to other duty in the same area.

p. The sponsor, in an act of apparent abandonment or voluntary action, ceases to reside personally in Government quarters.

2. Eviction. when an occupant does not comply with the established rules and regulations, or violates the conditions of the occupancy agreement, that occupant may be ordered to vacate. In such cases, the Field Activity will notify the occupant by registered mail, 30 days in advance, of the effective date when the occupant will no longer be eligible for Government quarters and will thus be evicted, the reasons for ineligibility, the intent to remove the occupant and personal property, and the date removal will be accomplished. The Field Activity should also urge that the occupant or the occupant's attorney be present on the date of removal from Government quarters. If eviction takes place, justification for the action will be documented and retained in the personnel information records.

If the occupant does not vacate by the designated date, the Field Activity will:

a. Ensure that an officer is present to supervise the inventory of personal property.

b. Inform the local military police of the eviction date, and direct them to assign a military policeman to be present during the eviction proceedings and to initial all property inventory sheets.

c. Direct that a representative of the housing organization be present during the eviction procedures.

d. Ensure that all personal property is inventoried and then stored at the expense of the owner.

3. Disposition of Personal Household Effects. If personal household furnishings and effects are abandoned on the premises, the following courses of action may be pursued after the approval of the Field Activity counsel is obtained:

a. Notify the former occupant of the intention to sell furnishings and effects still in the custody of the Government, stipulating the date, hour, and place of sale.

b. Designate an authorized selling agent to sell such household furnishings and effects if they are not recovered within a specified number of days after formal notification.

c. Proceeds from sale shall be deposited in the same manner as for sundry collections described in NAVCOMPT Manual, Volume 3, Chapter 7.

4. Repossession of Units. When housing is occupied by civilians who are ineligible under the terms and conditions specified in NAVFAC Form 8-11101/10, Civilian Occupancy Agreement, the Navy may recover possession. Field Activities are authorized to request that the U.S. Attorney initiate actions and proceedings to recover possession of units occupied by ineligible civilians. Every effort

should be made to recover premises amicably before pursuing legal action. Before requesting legal repossession, the Field Activity should be prepared to demonstrate the following:

a. The housing is needed to serve a requirement of higher priority to the Navy.

b. The requested action conforms with applicable State and local laws.

c. The occupant has been furnished a written copy of the rules and regulations pertaining to the occupancy of Navy family housing.

d. A reasonable effort has been made to secure possession without a referral to a U.S. Attorney.

e. Appropriate consideration has been given to hardship cases.

5. Referral of Civilian Cases. When it is determined that eviction or an action to collect a delinquent rent claim is necessary, the installation commander is permitted to communicate directly with the U.S. Attorney in the area and request action. Each request is submitted by letter, with a copy sent to the Assistant Attorney General, Land and Natural Resource Division, Litigation Section, Department of Justice, Washington, D.C.

Legal actions undertaken by the Department of Justice may consist of eviction for violation of the terms and conditions of occupancy or eviction together with collection of delinquent rents or other charges. In eviction cases, requests are made to the U.S. Attorney for the judicial district in which the housing is located. In cases involving rental delinquency only, where the occupant is not in possession, the request for collection is submitted to the U.S. Attorney for the judicial district in which the occupant resides.

Once an account involving eviction has been turned over to the U.S. Attorney, the Field Activity must not accept part or full payment of the delinquent rent. Neither should any rent be accepted for any period of occupancy subsequent to the delinquency period. In cases involving the rent delinquency of occupants whose accounts have been turned over to a U.S. Attorney for action, payments subsequent thereto will normally be forwarded to the U.S. Attorney.

H. PERSONAL INFORMATION RECORDS

Copies of all completed forms, correspondence, supporting documents, and so forth, which pertain to matters relating to applicants for, and occupants of, Navy family housing will be retained by the housing organization. A file will be kept for each individual applicant or occupant. All information contained in the personal information records is protected by the provisions of the Privacy Act, as discussed in Chapter 2 of this Manual.

1. Applicant Information. A file pertaining to an applicant for family housing should be commenced upon receipt of a completed DD form 1746. Copies of the completed DD Forms 1746 and 1747, the applicant's orders, notification of

changes in eligibility, and any supporting information relating to the application. If the applicant's position on the waiting list is cancelled for reasons other than assignment to Government quarters, then the file for that applicant will be retained for 3 years after the date of removal from the waiting list. If the applicant is assigned to Government quarters, then that file will be transferred to records pertaining to occupants.

2. Occupant Information. A permanent record of occupancy will be kept for each set of quarters. Information on each permanent occupancy record will include the occupant's name, pay grade, date assigned, date vacated, and any remarks necessary for future reference.

In addition to the information relating to the permanent occupancy history record, other information pertaining to the occupancy of Government quarters will be retained for a period of 3 years after detachment of the occupant. This information will include copies of the forms for BAQ termination or reinstatement, notice of intent to vacate, supporting documentation for any actions affecting that particular occupant, such as mandatory assignment or eviction, and all individual correspondence between the occupant and the housing organization.

IV. UTILIZATION

Navy family housing will be managed so as to manage the maximum utilization of family housing assets. This can be achieved through advance planning, careful scheduling of changes of occupancy, and expeditious performance of maintenance, repair, and improvement work.

A utilization goal of 99 percent has been established by the Navy for Field Activities for all active adequate housing units. Attainment of this overall standard will enable Field Activities to achieve the goal established by OSD.

A. CONDITIONS OF OCCUPANCY

Field Activities are responsible for establishing and issuing local rules, regulations, and procedures related to the occupancy of Navy family housing such as the occupant responsibilities discussed in Chapter 10 of this Manual, local assignment and termination procedures, procedures for obtaining emergency services, and so forth. The principal device for promulgating these rules and instructions is the Occupant Handbook discussed in detail in Appendix E to this Manual. Another device is the occupant orientation plan discussed in Chapter 10 of this Manual.

The Field Activity should also promulgate rules and regulations concerning the conduct of commercial activities in family housing areas. In addition to coverage of the policies provided in SECNAVINST 1740.2, local rules and regulations will explicitly:

1. Prohibit the use of any portion of Navy facilities, including Government quarters, as a showroom or store for the sale of goods or services, except as specifically authorized by OSD and Navy policy governing the operation

of exchanges, commissaries, nonappropriated fund instrumentalities, and private organizations.

2. Prohibit advertisements citing addresses or telephone numbers for commercial sales activities conducted in Navy family housing.

B. GRADE CATEGORY REDESIGNATION

Assignment to housing one grade category above or below the grade category of the member is permissible in attaining maxim utilization. When there is an inequity of available housing among grade categories of military personnel, the area representative my initiate procedures for the redesignation of such housing. Notification of redesination should be made on the semiannual Housing Utilization and Occupancy Report.

C. DOWNTIME

Downtime is the period between changes of occupancy during which the housing unit is vacant. The downtime for a housing unit must be minimized in order to achieve maximum utilization. The downtime for a housing unit should not exceed 5 working days, which include 3 working days for maintenance and 2 working days for the administrative work involved in changes of occupancy. As a result, Field Activities will be able to meet the utilization goal of 99 percent. For the purpose of preparing the Housing Utilization and Occupancy Maintenance Report, calendar days will be used in reporting downtime. Steps which can be taken to reduce downtime include prompt conduct of the occupancy inspections discussed in Chapter 18 of this Manual, scheduling of maintenance prior to the conduct of the termination inspection, and accomplishing exterior maintenance during occupancy. Maintenance management is discussed in detail in Chapter 17 of this Manual.

D. REPORTS

The Housing Utilization and Occupancy Maintenance Report is prepared by the Field Activity and submitted to the EFD on a semiannual basis. This maintenance report is used to produce the Inventory and Occupancy of Military Owned and Controlled Family Housing Units (DD 1410) and the Statement of Facilities and Assignment (DD 1411). Attachment 2 to this Chapter provides instructions on the preparation of this report. An explanatory notation for all inventory actions will be made on this maintenance report. The notation will, for each inventory action, identify the housing category and units involved, cite the authority, and explain the circumstances surrounding the action taken. Inventory actions are discussed in detail in Chapter 11 of this Manual. Attachment 3 to this Chapter provides an illustration of the format of the notation on the maintenance report for inventory actions. A description of the categories of housing is presented in attachment 4 to this Chapter. Reports DD-M(SA)1081 and DD-M(A)1082 apply to this report.

Attachment 1

Report of Adequate Public Quarters Available to Families of Sponsors on Unaccompanied Tours

NAVFAC 11101/5 (8-66)

As of Date	Activity	City	State

Type	No. of Units Bedrooms					Available Period		No. of Units Bedrooms					Available Period	
	1	2	3	4	5+	From	To	1	2	3	4	5+	From	To
Capehart														
Wherry														
Other Public Quarters														

Facilities Available	Nearest City
( ) Medical ( ) Commissary ( ) PX ( ) Other *(Identify)*	*Name, Distance, and Direction*

Pertinent Remarks *(i.e., schools, etc.)*

Housing Officer	*Address*	*City and State*	*Telephone No.*

HOUSING UTILIZATION AND OCCUPANCY REPORT

I. GENERAL

A. Purpose.

The Housing Utilization and Occupancy Report provides information relative to the number and occupancy of family housing units at each Field Activity as of 31 March and 30 September of each year. It also provides the number of active adequate units by bedroom count and pay grade designation, the number of active inadequate units by bedroom count, and the occupancy of all active units by pay grade category. The report is included in the family housing management information system and utilizes automated data processing (ADP) system techniques for computation and summarization. The system provides for collection of data at the Field Activity level and review by the Engineering Field Division (EFD) for compliance and accuracy. The data is processed at the Facilities System Office (FACSO) to produce the Inventory and Occupancy of Military Owned and Controlled Family Housing Units, DD Form 1410, and Statement of Facilities and Assignment, DD 1411.

B. Responsibilities.

1. Commander, Naval Facilities Engineering Command. COMNAVFACENGCOM is responsible for implementing specific reporting requirements for the occupancy and assignment of personnel to Navy family housing units and for submitting reports to the office of Secretary of Defense (OSD). COMNAVFACENGCOM also is responsible for processing changes to Activity header data.

2. Commandant of Marine Corps. CMC is responsible for implementing specific reporting requirements for occupancy and assignment of personnel to Marine Corps family housing units and for reviewing Marine Corps reports. For the purpose of ADP support, CMC will establish liaison with the EFD's to ensure accuracy and punctuality of reports.

3. The Facilities System Office. FACSO is responsible for providing ADP support for the Housing Occupancy Report.

4. Engineering Field Divisions. EFD's are responsible for the following:

a. Reviewing Navy and Marine Corps reports for accuracy.

b. Keypunching and submitting data to FACSO via the remote job entry (RJE) terminal.

c. Reporting all housing units within their cognizance which are located at an inactive Activity or other area not subject to being reported by a Field Activity. A separate report is required for each Field Activity.

Attachment 2

d. Reporting the Navy reserve leases (NAVRESLSES) within their cognizance. These leases will be summarized and reported as an activity, Various Location NAVRESLSES.

e. Reporting for small Activities within their cognizance having leases only and not reporting separately. These leases will be summarized and reported as an EFD, Various Location on MIS (EFD Name) LSES.

f. Ensuring that the Field Activity housing Utilization and Occupancy Report agrees with the number of family housing units reported on the quarterly Command management plan, Goal Progress Report, and the quarterly Family Housing Leasing Program Monthly Report, NAVFAC 8-11101/15, for the same period.

5. Field Activities. Field Activities having control or accountability of family housing units are responsible for preparing reports in accordance with instruction contained in this attachment.

II. PREPARATION OF THE HOUSING UTILIZATION AND OCCUPANCY MAINTENANCE REPORT

Procedural guidance and instructions concerning the preparation and submission of the Housing Utilization and Occupancy Maintenance Report is presented in this section.

A. Procedures.

All family housing in the Department of the Navy Real Property Inventory shall be reported, including units on loan to the Army, Air Force, and other. Housing units borrowed from other services will not be reported. The following are procedures to be followed in reporting family housing.

1. FACSO will forward a copy of the Housing Utilization and Occupancy Maintenance Report directly to each reporting activity (with a copy to the EFD's and CMC). The Field Activity will update the maintenance report in accordance with these instructions and forward it to the cognizant EFD within 5 working days after 31 March and 30 September (overseas Activities ONLY may submit as of 20 March and 20 September). EFD submission and corrections should be completed within 20 working days after the end of the report period.

2. This report for Marine Corps Activities will be processed via the RJE terminal available at the supporting EFD. Therefore, Marine Corps Activities will forward the maintenance report to the EFD with a copy to CMC.

3. Where gains, losses, or other actions affecting records occur during a reporting period, including leased units, it is important that the information be coordinated at the Field Activity level with the office which is responsible for maintaining the official real property inventory. Reports showing new additions, disposals, inactivations, reactivations, conversions, and diversions must be accompanied by an additional sheet

Attachment 2 (Continued)

citing the appropriate approval authority. Attachment 1 to this Chapter is a sample of the form used to detail and explain inventory actions; it cites appropriate approval authorities. EFD's will provide a copy of these sheets to COMNAVFACENGCOM.

4. A family housing vacancy log, NAVFAC Form 8-11101/20, is available and suggested for use on a daily basis. Monthly or quarterly summaries may be made for posting to the Housing Utilization and Occupancy Maintenance Report.

5. COMNAVFACENGCOM will distribute machine produced copies of DD Form 1410, Inventory and Occupancy of Military Owned and Controlled Family Housing Units, and DD Form 1411, Statement of Facilities and Assignment, to EFD's for use in support of the area representative responsibilities.

B. Instructions for Updating the Housing Utilization and Occupancy Maintenance Report.

This report is filled out by the Field Activity and forwarded to the cognizant EFD. The following are instructions for updating the report prior to submission.

1. Format. All entries must be hand written. This report must be submitted to the EFD no later than 5 working days after the end of the report period.

2. Header Data - Section I. The data contained in this section will be preprinted by FACSO prior to forwarding to the Field Activity. EFD's are responsible for ensuring that the header data for each Field Activity within their cognizance is current and correct. COMNAVFACENGCOM will be notified of any changes that need to be made in Activity header data and will process those changes. The "as of" dates of this report are 31 March and 30 September.

3. Inventory and Occupancy Information - Section II.

a. Alphabetical Categories (Types). The following alpha-numeric characters will be used to represent the categories of family housing for the purpose of this report. (Categories of family housing are described in attachment 4 of this Chapter.

A-Wherry Acquired
B-Fund 1970 and After
C1-Fund 1950-1969
C2-Capehart
C3-USA Homes
C4-Surplus Commodity
C5-Relocatable
D1-Fund Prior to 1950
D2-Foreign Source
H-Leased Units
K1-Permit
E1-Inadequate Foreign Source
E2-Inadequate Other
J1-Wherry Unacquired
J2-Section 810
J3-Rental Guarantee
K2-Trailer Spaces

Attachment 2 (Continued)

b. Total Lines. Lines 1 and 10 will reflect the inventory figures as of the last report period. If no changes are necessary, these figures are entered on lines 7 and 14. Changes will be entered in accordance with the instructions contained herein. If a category of housing is being reported for the first time, appropriate entries, including the alpha-numeric housing category should be entered on sheets using the same format as the Housing Utilization and Occupancy Maintenance Report. Lines 15 through 22 will be computed in accordance with the instructions herein. Appropriate remarks on all actions regarding new additions, conversion gains, conversion losses, disposals, other losses, temporary conversion losses, temporary diversion losses, reactivation, inactivation, and inventory losses must be explained in the format shown in attachment 3 of this Chapter and forwarded with the Housing Utilization and Occupancy Maintenance Report to the EFD.

c. Government-Owned and Leased Units (Types A-BB).

Line 1. Previous Total (including inactive). For the appropriate category type(s), ensure the number reflects the number of units shown under "Present Total" from the DD 1410 as of the last report. If the Field Activity is reporting a category of housing for the first time, no entry is to be made on this line. For type "AA TOTAL", enter the total of line 1 for all adequate Government-owned and leased units. For typed "BB TOTAL", enter the total of line 1 for all Government-owned inadequate units.

Line 2. New Additions. Under the appropriate category types, enter the number of units acquired by means other than conversion during the reporting period. Entries should be explained as follows:

(1) New construction. By fiscal year program, including the number remaining to be constructed in each program.

(2) All other Government-owned/leased categories. Cite the approval authority and source of the acquired housing.

Line 3. Conversion Gains. For the appropriate category type(s), enter the number of units added by conversion, improvement, or other action which caused a change during the reporting period. A change from inadequate to adequate is reported as a gain by conversion for adequate quarters and a loss by conversion for inadequate quarters. Cite approval authority on attachment 1 to this Chapter.

Line 4. Conversion Losses. For the appropriate category type(s) enter the number of units permanently lost from the family housing inventory by conversion during the reporting period, including loss of 1 unit due to combining of 2 units to 1, a change from inadequate to adequate and redesignation from family housing to nonfamily housing use. Cite approval authority on attachment 1.

Line 5. Disposals. For the appropriate category type(s), enter the number of disposals, including leases cancelled or not renewed, units transferred,

demolished, or sold. Disposals will be reported effective the date the units are removed from the Navy family housing real property inventory, as outlined in the NAVFAC P-78, Navy Facility Assets Data Base Procedures Manual. Cite the authority and give a full explanation for all disposals on attachment 1 to this Appendix. (NOTE: A report of excess houses does not constitute a disposal. Field Activities will ensure that family housing units so exposed will be included in this report until such time as final disposition occurs. In those cases where all housing or the entire Field Activity is inactivated or excessed, the cognizant EFD will submit this report until final disposition.)

Line 6. Other Losses. For the appropriate category type(s), enter the number of other losses, including units damaged beyond economical repair or destroyed by fire or natural causes during the reporting period. Cite authority and fully document the cause or removal on attachment 1.

Line 7. Present Total. For the appropriate category type(s) enter on line 7, the sum of lines 1, 2, and 3, less the sum of lines 4, 5, and 6. This number must equal the total number of housing units in each category as of the last day of the report period.

Line 8. Temporary Conversion Loss. For the appropriate category type(s), enter the number of units temporarily lost by conversion during the reporting period. This includes instances where the Chief of Naval Operations (CNO) has authorized one family to occupy 2 units. This line will not be subtracted from the total, but is used to inform COMNAVFACENGCOM of such occurrences. CNO approval authority must be cited on attachment 1.

Line 9. Temporary Diversion Loss. For the appropriate category type(s), enter the number of units temporarily diverted to other than family housing use during the reporting period. This line is used to report units temporarily diverted to BOQ or BEQ, and so forth. This line will not be subtracted from the overall inventory but is used to inform COMNAVFACENGCOM of such occurrences. Cite the approval authority on attachment 1.

Line 10. Previous Total Inactive. For the appropriate category type(s), ensure the number reflects the number or inactive units reported under Present Total from the DD 1410 from the last reporting period.

Line 11. Reactivations. For the appropriate category type(s), enter the number of units reactivated during the reporting period. Cite the authority for each instance an attachment 1.

Line 12. Inactivations. For the appropriate category type(s), enter the number of units inactivated during the reporting period. Cite the authority for each on attachment 1.

Line 13. Inventory Losses. For the appropriate category type(s), enter the number of inactive units permanently lost during the reporting period. Only those inactive units included in lines 4, 5, and 6 will be shown here.

Attachment 2 (Continued)

Line 14. Present Total Inactive. Line 14 is the sum of lines 10 and 12 minus the sum of lines 11 and 13.

Line 15. Total Gross Days. This figure is computed by multiplying the number of active units by the actual days available during the reporting period. Individual computations will be made for units not available for occupancy during the entire reporting period. Reports due on 31 March have 182 days available during normal years and 183 days during leap years. The report due on 30 September has 183 days available during the reporting period.

Line 16. Vacant Major Rehabilitation. For the appropriate category type(s), enter for the active units only the number of days vacant during major rehabilitation, repair, conversion, or alteration of active units during the reporting period.

Line 17. Vacant Recurring Maintenance and Repair. For the appropriate category type(s), enter for the active units only the number of days vacant for maintenance and repair (M&R) incident to routine change of occupancy. Once the M&R work is complete, the succeeding vacant days must be charged to vacant-but-available days.

NOTE: Although individual situations must be considered on their particular points, the following generalities may be used in distinguishing between the routine M&R and major rehab work:

> Routine M&R will ordinarily consist of cleaning, refinishing, painting, and other minor repairs that can be expected incident to one occupancy. In this sense, it will be expected that the same type of work will be performed again after one other occupancy, and the full extent of such work would not normally be expected to exceed 1 work week. Other items considered M&R are the replacement or repair of sinks, bathtubs, electrical systems, and so forth, depending on the extent at such work and on the time necessary to complete the particular job. Major rehabilitation will ordinarily consist of the replacement at a wall, replacement of a floor, complete rewiring of the unit, and other items at a major nature which have been accumulating for some time and which must now be performed in order to restore the unit to safe and habitable condition consistent with the age and type of quarters. Major rehabilitation will usually take more than 1 work week to complete.

Line 18. Vacant and Available. For the appropriate category type(s), enter for the active units only the number of vacant days for reasons other than major rehabilitation and recurring maintenance and repair. Units acquired during the current reporting period by conversion, new construction, leasing, and so forth, should have figures reflected here from the beneficial occupancy date to the date of first occupancy.

Line 19. Total Occupied Days. For the appropriate category type(s), enter the total number of occupied days during the reporting period. This figure must equal line 15 minus the sum of lines 16, 17, and 18.

Attachment 2 (Continued)

Line 20. Gross Utilization Percentage. For all category type (3), enter the percentage, line 19 divided by line 15, rounded to two decimal places (i.e., 98.11).

Line 21. Moves Out. For the appropriate category type(s), enter the number of moves out during the reporting period.

Line 22. Moves In. For the appropriate category type(s), enter the number of moves in during the reporting period.

Line 23. Wherry Lost. For the Wherry Acquired type only, enter the number of Wherry units permanently lost during the reporting period through actions except declaration as inadequate quarters. This number must be added to the number shown on the report. The number brought forward in this line must equal the total number of Wherry Acquired housing lost to date.

d. Privately Owned DOD sponsorship (Type J1 through J3).

(1) Wherry unacquired (J1). Complete lines 1 through 9 only in accordance with instructions in section IIC.

(2) Section 810 (J2). Complete lines 1 through 14 for this category in accordance with instructions in section 14 for this category in accordance with instructions in section IIC. "New Additions" are determined by net increases in occupancy by eligible personnel. Net losses of 810 housing units to eligible personnel will be reported as "other losses." The number of units occupied by ineligible personnel at the end of the reporting period will be listed as inactive. Appropriate entries will be made in lines 10 through 14.

(3) Rental guarantee (J3). Complete lines 1 through 22 in accordance with instructions in section IIC. for this category of housing.

Individual units within this type housing category for which right or assignment has been released as or the date at the report will be listed as inactive, with appropriate entries in lines 10 through 14.

e. Trailer Spaces (K2). Complete lines 1 through 22 for trailer spaces in accordance with the instructions in paragraph IIC.

f. Accuracy Check.

(1) Ensure that type AA, "Total Adequate," reflects the totals for each line for types A through K-1, and that type BB, "Total Inadequate," reflects the total for each line, type E1 and E2.

(2) Line 7 totals for type "AA" should equal that total at lines 1, 2, and 3, minus the sum of lines 4, 5, and 6, type AA.

Attachment 2 (Continued)

(3) Line 7 totals for type "BB" should equal the total of lines 1, 2, and 3 minus the sum at 4, 5, and 6, type BB.

4. Housed in Community—Section III.

a. Block 1. Eligibles. Enter the number of eligible personnel living in the community.

b. Block 2. Ineligibles. Enter the number at ineligible personnel living in the community.

5. Waiting List—Section IV. Enter, on lines 1 through 5, the number of eligible personnel on the waiting list, by bedroom requirement. Line 6 is the sum of lines 1 through 5. If no waiting list exists, a zero should be entered in line 6.

6. Designation by Grade Category—Section V. The numbers in this section reflect the entries from the previous report. Only those entries which have changed during the current period need be corrected to update the report. To change a number, scratch through the old number and write the new number on the same line to the right. The totals for each line and column so changed must also be revised.

a. Officers.

(1) Entries in columns A through D, lines 1 through 5, provide the number of active adequate units by bedroom count as designated for occupancy by the officer pay grade categories.

(2) Entry in column E should he the totals of columns A through D. Entries on line 6 are the overall totals.

b. Eligible Enlisted.

(1) Entries in columns F and G, lines 1 through 5, provide the number of active adequate units by bedroom count as designated for occupancy by senior and junior eligible enlisted, respectively. If no senior/junior eligible enlisted designation have been made at the local level, report all enlisted units in column F only.

(2) Entries in column H are the overall totals.

c. Ineligibles. In column I, enter the number of active adequate units, by bedroom count, which have been designated for occupancy by ineligible personnel.

d. Total Adequate Units. Entries in column J are the totals of lines 1 through 6 of columns E, H, and I.

e. Inadequate Quarters. Entries in column K are the number of active inadequate units by bedroom count.

Attachment 2 (Continued)

f. Accuracy Check. The sum of line 6 for columns J and K in section V must equal the sum of line 7 in columns AA and BB minus the sum of line 14 in columns AA and BB in section II.

7. Occupancy by Grade Category—Section VI.

a. Lines 1-11 and 13-14.

(1) Enter in columns A through J the number of occupants of quarters designated for each grade category by the identification of the occupant (sponsor) as indicated. If no junior/senior NCO designations have been made at the local level, leave column G blank and enter all units in column F. However, in column F, enter the number of senior and junior enlisted living in the units on the appropriate lines.

1. Column J is the sum of columns E, H, and I.
2. Line 5 is the sum of lines 1 through 4.
3. Line 8 is the sum of lines 6 and 7.
4. Line 11 is the total of lines 5, 8, 9, and 10, and must equal line 6 in the corresponding column of section V.
5. Lines 13 and 14, "Unaccompanied Families" and "Civilians" are non-add items. These are the total unaccompanied families and civilians living in Government quarters included in the data reported on the lines above.

b. Grade Occupancy Factor. On line 12, enter the grade occupancy factor in the appropriate category column(s). This is computed by dividing the appropriate "occupied" block by the result of line 11 minus line 10. This figure should be rounded to two decimal places and entered in line 12.

Compute as follows:

Divide line 1, column A, by the result of line 11 minus line 10, column A.
Divide line 2, column B, by the result of line 11 minus line 10, column B.
Divide line 3, column C, by the result of line 11 minus line 10, column C.
Divide line 4, column D, by the result of line 11 minus line 10, column D.
Divide line 6, column F, by the result or line 11 minus line 10, column F.
Divide line 7, column G, by the result of line 11 minus line 10, column G.
Divide line 9, column I, by the result of line 11 minus line 10, column I.

When enlisted quarters are not designated senior and junior and all enlisted quarters are reported in column F, divide line 8, column F, by the result or line 11 minus line 10, column F.

C. Additional Guidance.

The following items are examples of item which require attention in ensuring the accuracy of the Housing Utilization and Occupancy Report during its preparation at the Field Activity level and review at the EFD level.

Attachment 2 (Continued)

1. Ensure that the actual number of days available during the report period is used.

2. Explanations shall be given and authority cited for inventory changes, as requested in the instructions.

3. Lease numbers submitted shall agree with NAVFAC 8-11101/15 reports of the same date.

4. Wherry Lost, line 23 of type A, shall be cumulative from all previous reports. Field Activities which have lost Wherry units through all actions except declaration as inadequate quarters during the reporting period should add those quarters to the number currently listed. In addition, due to programming limitations, line 23 shows up in section II for all types of housing. No entries are required in other than the Wherry Acquired housing.

5. The total columns, AA and BB, must be computed accurately. In addition, the substandard entries must be made in the appropriate categories as well as the total column.

6. Section III must be completed.

7. Section IV must be completed. If no waiting list exists, a zero "0" should be entered on line 6.

8. Line 6 of column J in section V must equal the present total active adequate units at the Field Activity, that is, line 7 minus line 14 of column AA in section II.

9. Line 6 of column K in section V must equal the present total active inadequate units at the Field Activity, that is, line 7 minus line 1 4 of column BB in section II.

10. Line 11 of section VI must equal line 6 of section V in each column.

11. If all enlisted units in section V are shown in column F, all enlisted unit occupants must be shown in column F of section VI. However, the entries must be made on the appropriate lines for senior enlisted and junior enlisted grade occupancy.

Attachment 2 (Continued)

HOUSING UTILIZATION AND OCCUPANCY REPORT
Inventory Actions

UIC_____ ACTY_____ "AS OF" DATE_____

Housing Type	Unit Identification Address & Bldg. No.	Authority	Remarks
			(Specify action, such as new addition, disposal, inactivation reactivation, conversion, diversion, et cetera)

Other Remarks: (Include explanation for not attaining 98 percent occupancy and the steps being taken to improve this.)

Attachment 3

ESCRIPTION OF CATEGORIES OF HOUSING

TYPE	DESCRIPTION
A	WHERRY (ACQUIRED) - Housing units constructed by private sponsors under Public Law 81-211, which were subsequently acquired by the Navy and designated as public quarters.
B	FUND 1970 & AFTER - Housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated in FY 1970 and subsequent fiscal years.
C1	FUND 1950 - 1969 - Housing units acquired incidental to land purchases and other adequate housing units acquired or constructed under direct funding appropriated in FY 1950 through FY 1969. NOTE: DOES NOT INCLUDE USA HOMES (DESCRIBED AS TYPE C3 BELOW).
C2	CAPEHART - Public quarters constructed under Public Law 84-345.
C3	USA HOMES - Housing units constructed with appropriated funds. These are factory-built component type units of predetermined design, prefabricated and manufactured in the United States. They are used to meet long-range needs in foreign countries where there are gold flow considerations.
C4	SURPLUS COMMODITY - Public quarters constructed in foreign countries under Public Law 84-968 using Commodity Credit Corporation funds.
C5	RELOCATABLE - Factory or site built sectionalized units of predetermined design construction with appropriated funds which are used where the need is of uncertain duration.
D1	FUND PRIOR TO 1950 - Housing units acquired or constructed with funds appropriated by Congress prior to fiscal year 1950.
D2	FOREIGN SOURCE - Adequate Deutschmark, Yen, RAF, TOW, et cetera, housing owned by foreign Governments and used by the Navy under international agreement.
H	LEASED UNITS - Housing units generally privately owned, leased by the U.S. Government for use as military public quarters. when one military service or DOD agency acts as an executive agent and leases units for use by another, the executive agent will report such leased units in its inventory. Also includes those privately owned units leased by a nonDOD U.S. Government agency for use by DOD personnel. (Example: State Department leasing for a military department; the military department reports the units.)

Attachment 4

K1 PERMIT HOUSING - (Except as reported under type H) Includes all units where title rests with nonDOD Federal Government agencies which are used by the Navy under a permit arrangement.

E1 INADEQUATE FOREIGN SOURCE - Foreign source quarters designated as inadequate under Public Laws 85-241 and 92-545.

E2 INADEQUATE OTHER - Substandard quarters (located in United States, the District or Columbia, the territories and possessions or the United States) designated inadequate as public quarters under Public Laws 85-241 and 92-545.

J1 WHERRY UNACQUIRED - Housing units constructed by private sponsors under Public Law 81-211 which have not been acquired by the Department or the Navy.

J2 SECTION 810 - Housing units which are privately owned and which were built by private sponsors under section 810 of the National Housing Act.

J3 RENTAL GUARANTY - Housing units built in foreign countries and operated by private investors with a percentage of occupancy guaranteed by the U.S. Government.

K2 TRAILER SPACES - Department of the Navy-owned areas rented for the parking of privately owned trailer units.

Attachment 4 (Continued)

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