



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

NAVFACINST 11101.97
FAC HSG

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NAVFACENGCOM INSTRUCTION 11101.97

From: Commander, Naval Facilities Engineering Command

Subj: COMBINED FAMILY AND BACHELOR HOUSING OVERSEAS
SUPPLEMENTAL AND LOANER FURNISHINGS PROGRAM

Ref: (a) NAVFAC P-930, Navy Family Housing Manual
(b) OPNAVINST 11101.19 series
(c) OPNAVINST 11101.44 series

Encl: (1) Overseas Supplemental and Loaner Furnishings
Policies and Procedures

1. Purpose. Enclosure (1) updates reference (a) with policies and procedures for managing Navy military family housing (MFH) and Navy bachelor housing (BH) loaner and supplemental furnishings programs in overseas areas.

2. Discussion.

a. Navy policy is that the Overseas Loaner and Supplemental Furnishings Program support for unaccompanied Sailors should be equal in quantity and quality to that provided for accompanied Sailors and families. In many locations, a combination BH and MFH program is most cost effective in providing equal levels of service.

b. This instruction defines basic responsibilities within the chain of command and identifies furnishings as MFH and BH furnishings, depending on the appropriation of the funding source. Property accounts and inventories of MFH/BH furnishings may be managed separately or may be consolidated under a single manager with pro rata funding provided from the family housing FH,N O&M, Budget Project 14 (BP-14) and bachelor housing BH O&M,N funds, special interest item QO account. Furnishings program support includes initial procurement, maintenance and repair, replacement, control, moving and handling to include warehousing.

c. Furnishings procured under a combined FH,N and O&M,N program will be identified and marked as either family housing

(FH,N) or bachelor housing (O&M,N), as appropriate. In no case will consolidation of the accounts be used to augment one appropriation with another or will additional furnishings be purchased to offset excess furnishings that are hand receipted to another account. The intention is that inventories will be physically separated and utilized to support either bachelors or accompanied personnel, depending on the procurement source. Exceptions made to the separation policy should be limited and corrected as soon as possible. An example of an exception would be that, if only three FH,N dining room chairs were available for a family of 4, a bachelor housing (O&M,N) chair could be loaned to the family. Every effort, however, should be made to prevent mixture of full tour furnishings.

d. The two different fund sources involved with the overseas supplemental and loaner furnishings programs make it essential to maintain a fiscal separation of funds and adequate audit trails. Costs involving joint use of furnishings, warehouse facilities, transportation vehicles, equipment, and manpower will be shared pro rata by the FH,N and O&M,N appropriations. The pro rata share will be based on actual use records and, when actual records are insufficient, through use of a percentage of accompanied and unaccompanied personnel utilizing the furnishings program. This includes those residing for full tours in private rental housing and those in military controlled housing that require loaner furniture while their household goods (HHG) are in transit.

3. Scope. The policies and procedures herein apply to loaner and supplemental, full tour furniture and equipment for eligible military and civilian personnel housed in MFH or private rentals at U.S. overseas and foreign installations. This instruction does not apply to items issued through a self-help program to supplemental furnishings items issued under the provisions of reference (b).

4. Responsibilities.

a. Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) will:

(1) Develop and establish policies, allowances, procedures and controls for the provision of loaner and supplemental full tour furnishings in MFH/BH and private rentals.

(2) Monitor utilization and cost of program.

b. Major Claimants will ensure compliance with policies contained in this instruction and references (a) through (c).

c. Engineering Field Divisions (EFD's) will:

(1) Provide assistance to field activities and Major Claimants as requested.

(2) Coordinate with the Claimant to ensure proper oversight of the program.

(3) Monitor field activity performance regarding the furnishings program per applicable directives and this instruction.

(4) Develop and justify resource requirements and distribute funds received for furnishings support within the EFD area of responsibility.

(5) Ensure that annual furnishings requirements are submitted in a timely manner and coordinated with the Claimant and NAVFACENGCOM.

(6) Review and forward to NAVFACENGCOM waiver requests to increase furnishings allowances and to procure unique items.

d. Field activities will:

(1) Plan, program, budget, and execute the furnishings program.

(2) Submit the annual BH furnishings report, coordinated with the Claimant, to the EFD.

(3) Establish program levels for authorized furnishings items and maintain an inventory sufficient to meet requirements.

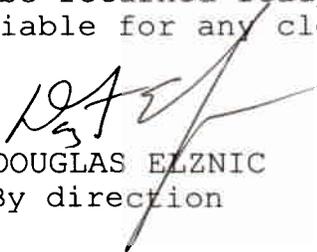
(4) Conduct an annual physical inventory of furnishings and reconcile property record accounts.

(5) Maintain accurate records of purchase/repair dates and costs, and usage as a basis for developing historic data for analysis and evaluation.

(6) Minimize furnishings storage requirements.

(7) Ensure that furnishings are managed and used in accordance with enclosure (1).

(8) Inform residents of their liability, in accordance with reference (c), for loss or damage to Government furnishings caused by their negligence or willful misconduct or that of their family members, guests, and/or pets. Further inform members that furnishings and equipment must be returned ready for immediate reissue and that they will be liable for any cleaning charges.


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Overseas Supplemental and Loaner Furnishings Policies and Procedures

1. Provision of Furnishings Overseas. Furnishings include furniture, household equipment, and miscellaneous items necessary to provide for reasonable livability in quarters. Household equipment such as cooking stoves, refrigerators, freezers (for remote locations), clothes washers and dryers may be provided for the full duration of a member's tour. In foreign countries, furnishings also include equipment or appliances normally provided in U.S. private rentals, such as kitchen cabinets and wardrobes.

2. Categories of Furnishings.

a. Temporary Loan. At U.S. overseas and foreign installations, all U.S. military personnel and Department of Defense (DoD) civilians entitled to shipment of household goods (HHG) are authorized furniture on a temporary loan basis while their HHG are in transit. The purpose of the program is to minimize temporary lodging allowance and to allow the member to occupy permanent housing for as long as possible. The loan period will normally not exceed 90 days. Extensions to the loan period must be approved in writing by the furnishings manager on an individual basis, with special consideration given to single sailors deployed overseas and housed on the economy. Furnishings will be issued based on family composition and/or size of the housing unit.

b. Full-Tour Supplemental Furnishings. At foreign locations, limited amounts of furniture and equipment may be provided for the full tour of duty for MFH/BH personnel and DoD U.S. citizen civilians recruited in the U.S. who reside in private sector rentals. These items are intended to supplement personally owned furnishings and include cooking stoves, refrigerators, clothes washers and dryers, kitchen cabinets, wardrobes, and transformers. When approved by the EFD, unique items, such as space heaters, may be provided to meet local needs or special environmental problems.

c. Government vs. Personally Owned Furnishings. Complete Government furnishings may be provided in MFH/BH/private rentals occupied by military personnel and DoD U.S. citizen civilians recruited in the U.S. upon determination that it is more

advantageous for the Government to provide furnishings than to ship personally owned household goods.

3. Program Levels. The method used to compute overseas furnishings program levels must provide realistic estimates of the quantities of furniture and equipment needed to meet demand. Primary factors to be considered are types of furnishings, any special authorizations, size and interior design of typical housing supported, peak-season inventory requirements, maintenance, ordering lead-time, replacement cycle, and any other unique requirements.

a. The following formula is used to determine the number of sets of loaner furniture necessary at a field activity. This formula may be used for either a combined MFH/BH furnishings program or for separate programs.

FORMULA: $F \times G = H$

WHERE: $F = .2$

$G =$ Average (3 year) number of annual shipments of HHG

$H =$ Total authorized sets of loaner furniture

For example: NAVSTA Anywhere has a 3-year annual average of 5,000 shipments of HHGs.

Computation: $H = .2(5,000) = 1,000$ sets of loaner furniture

b. Total base loading figures minus the number of military-controlled bachelor and family housing units should be used to determine the furnishings and equipment necessary to support a full tour, supplemental furnishings program. Planners must recognize that the wear and tear of frequent movement of furnishings and equipment will require a shorter replacement cycle than permanently placed furnishings. Because unaccompanied tours are shorter than accompanied ones, BH furniture may be moved more often than MFH furniture. Power fluctuations may also effect the useful life of appliances and their replacement cycles.

c. In order to calculate annual funding requirements, the existing inventory must be compared to the amount of furnishings needed. First determine the existing family and bachelor furnishings. Inventory includes furnishings in the warehouse, furnishings undergoing maintenance or repair, furnishings that have been ordered but not received, and furnishings that have been issued to service members. Subtract from the existing furnishings those items that are marked for disposal or are unusable. After computing the current inventory for family and bachelor housing separately, compare those levels to the number of family housing packages and the number of bachelor housing packages needed. Any shortfall created by the requirement exceeding the existing inventory level should be addressed in the budget request. Ensure comparisons between levels are based on complete packages for each program.

d. Loaner furnishings allow the member to occupy permanent quarters while HHG are in transit and are not intended for long-term use. Furniture placed in private housing upon arrival will include both those for 90-day loan and full tour furnishings which remain after the arrival of HHG. Family "packages" are usually projected based on a family of four while bachelor "packages" should reflect items provided in small apartments. When provided, baby furniture, such as cribs and high chairs, must be carefully checked for safety prior to each loan period. Loaner furniture may include, but is not limited to, the following short-term loan items:

Bed with mattress/box spring (preferably double/queen)	Chest of drawers
Night stand	Dresser with mirror
Coffee table	Dining table and chairs
Occasional chairs	Sofa
Table lamps	End table

Loaner furniture may include, but is not limited to, the following full-tour loan items:

Cooking stove	Refrigerator
Clothes washer and Dryer	Kitchen cabinets
Wardrobes (one per authorized person)	Transformers

4. Procedures. The following procedures will be used to establish and manage a combined MFH/BH/private housing loaner furnishings program. If required, separate stand alone family and bachelor furnishing programs will be established and managed in accordance with reference (a).

a. Determining Pro Rata Share for Funding. The pro rata share contribution to management and warehouse costs should be calculated annually to reflect the most accurate mix.

b. Acquisition of Furnishings. Furnishings will be procured through normal supply channels using appropriate fund cites. Orders should be tracked by the furnishings manager. To minimize storage, transportation, and handling costs, procurement should be timed to provide delivery when needed. Efforts should be made to procure furnishings that are suitable for both MFH or BH use, easy to maintain and light enough to move often. For example, some locations have found the purchase of "knock down," ready to assemble furniture that the users put together and use for the duration of their tour works best for them.

c. Maintenance and Repair of Furnishings. The maintenance and repair of furnishings will keep items in a good state of repair. Furnishings will be of good quality, matching and programmed for replacement every 5 years or longer depending on climatic conditions. Furnishings repair which exceeds 65 percent of replacement cost, is considered to be uneconomical. One time repair cost and the age of the item should be taken into consideration when determining whether to repair or replace furnishings. Reference (a) provides guidance on furnishings replacement and repair. Furnishings in MFH and BH should be left in the housing unit when another member, including family to bachelor and bachelor to family, will occupy the same unit. Reducing the number of pick-ups and deliveries lessens damage to housing units and furnishings and saves money.

d. Excess Furnishings. Maximum economical use will be made of existing stocks of loaner and supplemental furnishings. Serviceable and economically repairable items which are excess will be reported to the EFD for redistribution. Excess furnishings transferred to another activity are not reimbursable. The gaining activity will assume packing and transportation costs.

e. Warehousing. Arrangements for adequate storage facilities for furnishings will be made. Furnishings inventories of warehouse stocks will be maintained on a current basis.

f. Property Accountability. The activity furnishings program manager will establish minor property accountability procedures to maintain a consolidated inventory for the combined furnishings program. Property accountability records will be established in accordance with appropriate instructions. Local forms may be used. Controls will be established to ensure that furnishings accounts are cleared prior to personnel departure on Permanent Change of Station (PCS) orders.

(1) A physical inspection of furnishings will be conducted on property issued and returned. Where government property has been lost or damaged through negligence or willful misconduct, the furnishings program manager will initiate appropriate action to establish liability and to collect damages. Digital cameras should be used to ensure timely documentation. Charges will be initiated if appliances are not returned clean and ready for immediate reissue.

(2) An annual inventory will be conducted for all BH and MFH furnishings. The inventory must include a physical review of warehoused furnishings, a review of hand-receipts for issued furnishings, furnishings under repair, and of those in the excess process. The results of the furnishings inventory, including furnishing losses and/or gains, will be reported to the installation commander and retained in activity files for three years.

g. Reports. A BH furnishings report will be prepared annually as of 28 February and forwarded to reach the appropriate EFD no later than 20 March. This report is used to determine whether inventories are adequate, to document the actual dollar value of the Navy overseas loaner and supplemental furnishings program, to ensure that available inventories have been considered prior to initiating procurement, to assist in validating field activities requirements for furnishings, and to assist in the transfer of excess inventories between field activities. The furnishings report format will be provided by the cognizant EFD.