

NAVFACINST 5312.1  
HSG-BH  
21 April 1998

NAVFAC INSTRUCTION 5312.1

From: Commander, Naval Facilities Engineering Command

Subj: BACHELOR HOUSING (BH) UTILIZATION AND MANPOWER REPORTING

Ref: (a) OPNAVINST 11103.1B, Policies and Procedures Governing Bachelor Housing

Encl: (1) General Guidance for the Navy Bachelor Housing (BH) Utilization Report and Navy Bachelor Housing (BH) Operations Manpower Summary  
(2) Instructions for Completing the Navy Bachelor Housing (BH) Utilization Report  
(3) Navy Bachelor Housing (BH) Utilization Report Form  
(4) Instructions for Completing the Navy Bachelor Housing (BH) Operations Manpower Summary  
(5) Navy Bachelor Housing (BH) Operations Manpower Summary Form  
(6) Report Forms in Microsoft Excel 4.0 Format

1. Purpose. To promulgate revised forms and procedures for BH utilization and manpower reporting.
2. Discussion. Accurate BH utilization data is essential to the MILCON and Special Projects funding process. NAVFACHQ and Major Claimants are often called upon to respond to DoD and Navy data calls for utilization information. The ability to respond quickly and accurately is a key to obtaining the funding needed for construction, renovation and operations of BH. Additionally, the data is required for annual input to the U.S. Census Bureau and is often requested by various Chambers of Commerce. Operations manpower data is used by NAVFACHQ and claimants to monitor the usage of manpower assigned to BH. The elimination of the DD-2085, Inventory and Utilization Report, required an alternative method of collecting this essential data.
3. Action. Enclosures (1) through (5) provide guidance and detailed instructions for the completion and submission of the reports. Enclosure (6) is a 3.5" disk that provides electronic versions of the forms in Microsoft Excel 4.0 format. Submission of reports on disk is encouraged.

M. W. EVANS  
By direction

Distribution:  
(see next page)

Subj: BACHELOR HOUSING (BH) UTILIZATION AND MANPOWER REPORTING

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Subj: BACHELOR HOUSING (BH) UTILIZATION AND MANPOWER REPORTING

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FT31 (TRAINING CENTER)  
FT39 (TECHNICAL TRAINING CENTER) (Pensacola only)

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Subj: BACHELOR HOUSING (BH) UTILIZATION AND MANPOWER REPORTING

Distribution (continued):

SNDL FT46 (FLEET ANTI-SUBMARINE WARFARE TRAINING CENTER)  
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42E2 (TYPE WING COMMANDER PAC) (Tinker only)  
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CINCPACFLT, CINCUSNAVEUR only)

**General Guidance for the  
Navy Bachelor Housing (BH) Utilization Report and  
Navy Bachelor Housing (BH) Operations Manpower Summary**

1. Reporting requirements. These are annual reports covering the period of 1 October through 30 September. They provide information on the utilization of BH assets and on the manning of BH operations. These simplified reports replace the DD/NAVFAC-2085 in its entirety. The DD/NAVFAC-2085 is no longer required to be maintained or submitted.

a. The reports will be completed by all activity Commanders and Commanding Officers with host command responsibility for Bachelor Housing.

b. Submit only one consolidated report per activity. Include all BH assets on the plant property account. There is no longer a requirement to prepare and submit separate reports for BH occupied by other services.

c. Report BH assets as they currently exist, regardless of plans to modernize, convert, divert, or dispose. Installations with ongoing modifications or renovations should report these assets as configured prior to the start of the project. Changes to the current inventory occur only after the project has been completed.

d. Explain significant changes from last year's NAVFAC-2085 in the cover letter. Examples of significant changes include numbers of gains or losses due to new construction or disposal, reclassifications of adequacy, upgrades, modernization, conversions to or from BH use, and re-designation to or from other grade categories.

e. The report package consists of four parts: the cover letter, BH Utilization Report, BH Operations Manpower Summary and a copy of your current BH Utilization Plan. The Utilization Plan is a comprehensive, local document detailing the use of Bachelor Housing assets. Reference (a) requires that a Utilization Plan be developed and be reviewed by the Commanding Officer on a quarterly basis.

f. Enclosures (2) and (4) provide specific instructions on how to complete the reports.

g. Enclosures (3) and (5) provide hard copy forms and enclosure (6) contains electronic versions of the forms. The electronic forms are in Microsoft Excel 4.0 format. Submission of your reports on disk is encouraged. Do not E-mail reports.

h. If submitting the reports on disk, rename the files to identify your command. For the Utilization Report, use your UIC and "U" (e.g. N00245U.xls). For the Manpower Summary, use your UIC and "M" (e.g. N00245M.xls).

i. For additional assistance and/or onsite training, contact the appropriate Engineering Field Division (EFD).

2. Report frequency and action:

a. Activity Commanders/Commanding Officers will:

(1) Prepare the Bachelor Housing Utilization Report and Operations Manpower Summary as of 30 September each year.

(2) For NTC Great Lakes only: Include the following information for recruit housing in the cover letter:

- Utilization Plan: Daily average recruit capacity
- Recruits Housed: Daily average recruit occupancy
- Utilization %: Occupancy divided by capacity

(3) Submit the reports to the cognizant Regional Commander by the due date established by the Commander.

b. Regional Commanders will:

(1) Ensure that subordinate Commanders submit reports.

(2) Forward original reports to the appropriate Engineering Field Division, with an advance copy to the Major Claimant, no later than 30 October.

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

(1) Forward COMNAVFACENGCOM guidelines to regional and activity Commanders within their areas of responsibility.

(2) Provide assistance and training in the proper completion of the reports.

(3) Validate reports and forward to COMNAVFACENGCOM (HSG-BH), with copies to the Major Claimant and Regional Commander (if changed), no later than 15 December.

d. COMNAVFACENGCOM (HSG-BH) will:

(1) Consolidate reports as required.

(2) Distribute data as requested by DoD, OPNAV and other agencies.

## Instructions for Completing the Navy Bachelor Housing (BH) Utilization Report

This year's Utilization Report is a completely new and simplified form and the instructions have changed significantly from the guidelines published in FY-97. Please read the instructions carefully prior to completing the report. If you are using the electronic format, calculations will be performed automatically. You need only input the data. All non-data cells in the Excel spreadsheet have been protected and locked.

Note: Do not include recruit housing in this report.

### 1. General header items (Blocks 1 through 6).

a. Block 1 - Unit Identification Code. Enter your command's unit identification code (UIC). It is a six digit alphanumeric code that starts with the letter "N", followed by a five digit number (i.e. N00245).

b. Block 2 - Major Claimant. Enter the official short title of your Major Claimant (i.e. CINCPACFLT).

c. Block 3 - Report Date. The report date is already entered. Please ensure that you are using a form with the current year entered.

d. Block 4 - Reporting Activity. Enter the official title of your command (i.e. Naval Station San Diego).

e. Block 5 - Country. Enter the country, U.S. territory or possession in which your command is located. Enter U.S. for installations located within the United States.

f. Block 6 - Area. Enter an "X" in the block that identifies the area in which your command is located.

### 2. Permanent Party Personnel (Blocks 7 through 9). All information in this section refers to BH assets designated for use by permanent party personnel. **All information is reported as a "snapshot" as of 30 September.**

#### a. Definitions.

(1) At or Above Assignment Standards. BH which meets or exceeds the DoD Minimum Standards of Adequacy for space, bath configuration and numbers of personnel per room. The minimum standards may be found in reference (a), Table 1-1.

(2) Below Assignment Standards. BH which does not meet the DoD Minimum Standards of Adequacy.

(3) Category of Personnel. Personnel broken down by military paygrade (including civilian equivalents). The Military and Civilian Schedule of Equivalent Grades may be found in OPNAVINST 11103.1B, Table 1-2.

(4) Resident Advisors (RA). Resident Advisors are senior enlisted Sailors who live in the BH, are assigned collateral management and quality assurance responsibilities and are available to provide counseling and other assistance to junior single Sailor residents of the BH. Additional information on the Resident Advisor Program may be found in CNO Washington DC msg 281712Z JUL 97, Sheltering the Force.

b. Block 7 - Utilization Plan. Enter the number of permanent party personnel, in each category, which may be housed according to your current (as of 30 September) utilization plan. Add Blocks 7(a) through 7(d) to compute the Total in Block 7(e). Add Blocks 7(f) through 7(i) to compute the Total in Block 7(j) (The total is automatically calculated in the electronic version).

c. Block 8 - Personnel Housed. Enter the number of permanent party personnel, in each category, housed as of 30 September. Add Blocks 8(a) through 8(d) to compute the Total in Block 8(e). Add Blocks 8(f) through 8(i) to compute the Total in Block 8(j) (The total is automatically calculated in the electronic version).

d. Block 9 - Utilization %. Enter the utilization percentage for each category. The utilization percentage is computed by dividing Block 8 by Block 7 for each category and the total columns. Round percentages to the nearest whole number (Utilization percentages are automatically calculated in the electronic version).

3. Permanent Party Supplemental Data: (Blocks 10 through 14). The purpose of this data is to identify the impact on your operation, or on personnel housed, in certain high interest situations. **All information is reported as a “snapshot” as of 30 September.**

a. Definitions.

(1) Geographic Bachelors. Geographic Bachelors (GB's) are Sailors who are separated from their families in a PCS status and living in BH. Resident Advisors are **not** considered GB's for purposes of this report.

(2) Diverted Family Housing Units. These are family housing units, used for BH, that have not been permanently converted to BH use. They are still held as family housing on the plant property account.

(3) Shipboard Sailors (E5). Sailors in paygrade E5, assigned to ships and living in BH as space permits. This does **not** include Sailors assigned to small ships (submarines, MHC, MCM, PC, ARS, etc.), homeport rotationals or crews in overhaul, PRECOM or DECOM status who are otherwise entitled to BH. Additional information on Shipboard Sailors may be found in

CNO Washington DC msg 271402Z JUN 97, Berthing of E5 Shipboard Sailors Without Dependents.

(4) Leased Housing. Housing obtained in the community for a stated period of time for a stated price. Leased housing is paid for whether or not it is currently being utilized.

(5) Contract Housing. Housing obtained in the community, through a contract, that is available, when needed, at an agreed upon fixed price. Contract housing is paid for only when utilized.

b. Block 10 - Geographic Bachelors. Enter the number of GB's residing in BH as of 30 September. These personnel are also reported in Block 8.

c. Block 11 - Personnel Housed in Open Bay: Enter the number of permanent party personnel housed in open bay BH as of 30 September. These personnel are also reported in Block 8.

d. Block 12 - Personnel Housed in Diverted Family Housing Units. Enter the number of permanent party personnel housed in diverted family housing units as of 30 September. These personnel are also reported in Block 8.

e. Block 13 - Shipboard Sailors (E5). Enter the number of Shipboard Sailors (E5) housed in BH as of 30 September. These personnel are also reported in Block 8.

f. Block 14 - Personnel Housed in Leased/Contract Housing. Enter the number of permanent party personnel housed in leased or contract housing as of 30 September. These personnel are not reported in Block 8.

4. Transient Personnel (Blocks 15 through 17). All information in this section refers to BH assets designated for use by transient personnel. **All information is reported as a daily average over the entire fiscal year.** An average of twelve monthly averages is acceptable. Averages are computed by adding the number of rooms (or personnel as appropriate) for each day of the period and dividing by the number of days in the period. Round averages to the nearest whole number.

a. Definitions.

(1) Multiple Occupancy Rooms. Rooms designated for occupancy by more than one person according to your utilization plan.

(2) Single Occupancy Rooms. Rooms designated for occupancy by only one person according to your utilization plan.

(3) Square Feet (Sq. Ft.). Refers to Net Square Feet (NSF). Additional information on measuring rooms to determine NSF may be found in OPNAVINST 11103.1B, Enclosure (2).

b. Block 15 - Utilization Plan. Enter the average number of transient personnel, in each room category, which may be adequately housed according to your utilization plan. This is a daily average of your Utilization Plans for the year. Add Blocks 15(a) through 15(d) to compute the Total in Block 15 (e) (The total is automatically calculated in the electronic version). These numbers should be approximately the same as SATO holds for your activity.

c. Block 16 - Personnel Housed. Enter the average number of personnel housed in each room category. This information may be retrieved from your property management system or manual records. Add Blocks 16(a) through 16(d) to compute the Total in Block 16(e) (The total is automatically calculated in the electronic version).

d. Block 17 - Utilization %. Enter the utilization percentage for each room category. The utilization percentage is computed by dividing Block 16 by Block 15 for each room category and the total column. Round percentages to the nearest whole number (Utilization percentages are automatically calculated in the electronic version).

4. Transient Personnel Supplemental Data (Blocks 18 through 24). The purpose of this information is to identify the impact on your operation, or on personnel housed, in certain high interest situations. **All information is reported as total room nights for the fiscal year. Do not average the data for the reporting period.**

a. Definitions.

(1) PCS Families. Personnel, on PCS orders, residing in transient BH with their families, on a temporary basis while awaiting assignment to Family Housing or transfer from the activity.

(2) Space Available Personnel. Personnel in a leave, liberty or retired status, etc. housed in BH on a space available basis.

(3) Leased Housing. Housing obtained in the community for a stated period of time for a stated price. Leased housing is paid for whether or not it is currently being utilized.

(4) Contract Housing. Housing obtained in the community, through a contract, that is available, when needed, at an agreed upon fixed price. Contract housing is paid for only when utilized.

(5) Room Night. One room (or person in the case of multiple occupancy rooms) for one night. A person staying in a room for five nights equals five room nights. A Certificate of Non-Availability (CNA) issued for 14 days equals 14 room nights.

b. Block 18 - Personnel Housed in Open Bay. Enter the total number of room nights for transient personnel housed in open bay BH. These personnel are also reported in Block 16(a).

c. Block 19 - TAD/TDY Personnel Housed in Navy Lodge. Enter the total number of room nights for TAD/TDY transient personnel housed by the Navy Lodge. This data must be obtained from the Navy Lodge.

d. Block 20 - Total CNA's Issued. Enter the total number of CNA room nights issued for your activity. Include CNA's issued by both the BH and by SATO.

e. Block 21 - PCS Families Housed in Bachelor Housing. Enter the total number of room nights for PCS families housed in BH. These personnel are also reported in Block 16.

f. Block 22 - Space Available Personnel Housed. Enter the total number of room nights for Space "A" travelers. These personnel are also reported in Block 16.

g. Block 23 - Leased Housing. Enter the total number of room nights for transient personnel housed in leased housing. These personnel are also reported in Block 16.

h. Block 24 - Contract Housing. Enter the total number of room nights for transient personnel housed in contract housing. These personnel are not reported in Block 16.

5. Utilization Report Point of Contact Information: This section provides contact information in the event that the EFD, Major Claimant or NAVFAC has questions about your report. Please type or print legibly.

a. Prepared by. Enter the name of the person who actually prepared the report and will be able to answer specific questions.

b. Date. Enter the date the report was prepared.

c. E-mail Address. Enter the preparer's E-mail address (if available).

d. Phone (commercial). Enter the preparer's commercial phone number including area and/or country codes.

e. Phone (DSN). Enter the preparer's DSN phone number.

f. FAX. Enter the preparer's FAX number.

# NAVY BACHELOR HOUSING (BH) UTILIZATION REPORT

REPORT CONTROL SYMBOL  
NAVY (BH) 1470

1. UNIT IDENTIFICATION CODE (UIC):	2. MAJOR CLAIMANT:	3. REPORT DATE (YYMMDD):
4. REPORTING ACTIVITY:		5. COUNTRY:
6. AREA: (X ONE)	a. CONUS	b. U.S. OVERSEAS
		c. FOREIGN

## PERMANENT PARTY PERSONNEL

CATEGORY OF PERSONNEL	AT OR ABOVE ASSIGNMENT STANDARDS					BELOW ASSIGNMENT STANDARDS				
	E1 - E4 (a)	RA (b)	E5 - E6 (c)	E7 & ABOVE (d)	TOTAL (e)	E1 - E4 (f)	RA (g)	E5 - E6 (h)	E7 & ABOVE (i)	TOTAL (j)
7. UTILIZATION PLAN										
8. PERSONNEL HOUSED										
9. UTILIZATION %										

## PERMANENT PARTY SUPPLEMENTAL DATA

10. GEOGRAPHIC BACHELORS		13. SHIPBOARD SAILORS (E5)	
11. PERSONNEL HOUSED IN OPEN BAY		14. PERSONNEL HOUSED IN LEASED/CONTRACT HOUSING	
12. PERSONNEL HOUSED IN DIVERTED FAMILY HOUSING UNITS			

## TRANSIENT PERSONNEL

CATEGORY OF PERSONNEL	MULTIPLE OCCUPANCY ROOMS	SINGLE OCCUPANCY ROOMS			TOTAL
	(a)	90 TO 134 SQ. FT. (b)	135 TO 249 SQ. FT. (c)	250 SQ. FT. AND ABOVE (d)	
15. UTILIZATION PLAN					
16. PERSONNEL HOUSED					
17. UTILIZATION %					

## TRANSIENT SUPPLEMENTAL DATA

18. PERSONNEL HOUSED IN OPEN BAY (ROOM NIGHTS)		22. SPACE AVAILABLE PERSONNEL HOUSED (ROOM NIGHTS)	
19. TAD/TDY PERSONNEL HOUSED IN NAVY LODGE (ROOM NIGHTS)		23. LEASED HOUSING (ROOM NIGHTS)	
20. TOTAL CNA's ISSUED (ROOM NIGHTS)		24. CONTRACT HOUSING (ROOM NIGHTS)	
21. PCS FAMILIES HOUSED IN BACHELOR HOUSING (ROOM NIGHTS)			

PREPARED BY: _____	PHONE (COMMERCIAL): _____
DATE: _____	PHONE (DSN): _____
E-MAIL ADDRESS: _____	FAX: _____

NAVFAC FORM 4550/1 (4-98)

## **Instructions for Completing the Bachelor Housing (BH) Operations Manpower Summary**

The BH Operations Manpower Summary is used to report the number of personnel authorized to manage and operate your BH operation, in accordance with the Activity Manpower Document (AMD) and Station Manpower Document (SMD), and the number of personnel actually onboard and assigned to the BH. **The Operations Manpower Summary is a “snapshot” of your authorized and assigned personnel as of 30 September.** This year’s form is very similar to last year’s, however, the instructions have been clarified. Please read the instructions carefully prior to completing the report. If you are using the electronic format, you will only be able to input to the data blocks. All non-data cells in the Excel spreadsheet have been protected and locked.

### 1. General header items (Blocks 1 through 4).

a. Block 1 - Reporting Activity. Enter the official title of your command (i.e. Naval Station San Diego).

b. Block 2 - Unit Identification Code. Enter your command’s unit identification code (UIC). It is a six digit alphanumeric code that starts with the letter “N”, followed by a five digit number (i.e. N00245).

c. Block 3 - Major Claimant. Enter the official short title of your Major Claimant (i.e. CINCPACFLT).

d. Block 4 – Report Date. The report date is already entered. Please ensure that you are using a form with the current year entered.

### 2. Definitions.

a. AMD (Columns a, d, e and i). Activity Manpower Document. This is your primary allowance document for military and APF civilian personnel.

b. SMD (Column j). Station Manpower Document. This is a local allowance document for NAF civilian personnel.

c. Assigned (Columns b, f, g, k and l). Personnel assigned full time to the BH. Includes military (officer and enlisted) and civilian (APF and NAF).

d. Temporary Duty (Columns c and h). Military personnel temporarily attached to the BH operation.

e. MS (Columns d and f). Military personnel in the Mess Management Specialist rating.

f. Non-MS (Columns e and g). Military personnel in any rating other than Mess Management Specialist.

g. APF FLEX/PART (Column m). APF civilian personnel designated as part-time or flexible schedule. Personnel are reported in this column as Full-Time Equivalents (FTE's). FTE's are computed by determining the number of man-years that your part-time and flexible schedule personnel worked during the last year. To compute FTE's, obtain the APF part-time and flexible schedule civilian man-hours charged to the BH in the last year (available from the activity comptroller). Divide this number by the standard working factor of 1872 (1872 hours equals one FTE for APF civilian personnel). Round the answer to the next higher whole number.

h. NAF FLEX/PART (Column n). NAF civilian personnel designated as part-time or flexible schedule. Personnel are reported in this column as FTE's. NAF part-time and flexible hours are available from your NAF bookkeeper. The standard working factor for NAF personnel is 1820. Divide the total man-hours by 1820 to determine NAF FTE's. Round the answer to the next higher whole number.

i. Contract Personnel (Column o). Personnel provided under contract to perform specific functions in the BH. Personnel in this column are reported as FTE's. Man-hours charged under the contract may be obtained from the Contracting Officer's Representative (COR). FTE's are computed as above, using a standard working factor of 1820 for Row 10 (Housekeeping) and 1872 for all other rows.

3. BH Operations Functions (Rows 5 through 12). For each function, enter the allowance and personnel assigned in the appropriate columns as defined above. Definitions of the various functions are:

a. Row 5 - Management. Personnel performing managerial functions (i.e. CBH Manager, BOQ Manager, and BEQ Manager). This category may include Complex Managers if serving primarily management functions (budgeting, purchasing, personnel scheduling, etc.).

b. Row 6 - Administration/Budgeting. Personnel performing administrative and budget type functions (i.e. secretary, bookkeeper, admin./budget clerks, supply clerks, Contracting Officer's Representative (COR), etc.).

c. Row 7 - Building Manager. Personnel assigned as Building Managers, previously referred to as Building Petty Officers (BPO's). This category may include Complex Managers if serving primarily Building Manager functions (trouble call tracking, furnishings inventory and replacement, resident relations, etc.).

d. Row 8 - Front Desk. Personnel performing front desk type functions: check-in, check-out, reservations, information, etc. (i.e. Front Desk Supervisor, front desk clerks, reservations clerks, etc.).

e. Row 9 - Maintenance. Personnel performing maintenance and repair functions. Do not include Public Works Center or Public Works Department employees, even if these personnel spend the majority of their day within the BH areas.

f. Row 10 - Housekeeping. Personnel performing housekeeping functions: cleaning guest rooms, etc. (i.e. Executive Housekeeper, housekeeping supervisor, housekeepers).

g. Row 11 - Custodial. Personnel performing cleaning duties in common use areas (i.e. custodians, janitors).

h. Row 12 - Others. Personnel performing functions which do not fit into any of the above categories.

## NAVY BACHELOR HOUSING (BH) OPERATIONS MANPOWER SUMMARY

REPORT CONTROL SYMBOL  
NAVY (BH) 1472

1. REPORTING ACTIVITY:	2. UNIT IDENTIFICATION CODE (UIC):	3. MAJOR CLAIMANT:	4. REPORT DATE: (YYMMDD)
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BH OPERATIONS FUNCTIONS	MILITARY (OFFICER)			MILITARY (ENLISTED)					CIVILIAN						
	AMD	Assigned	Temporary Duty	AMD		Assigned		Temporary Duty	AMD APF	SMD NAF	Assigned		APF FLEX/PART	NAF FLEX/PART	Contract Personnel
				MS	Non-MS	MS	Non-MS				APF	NAF			
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
5. Management															
6. Administration/Budgeting															
7. Building Manager															
8. Front Desk															
9. Maintenance															
10. Housekeeping															
11. Custodial															
12. Others															

Note: AMD = Activity Manpower Document

Note: SMD = Station Manpower Document

Note: Temporary Duty = Military personnel temporarily attached to the BH Operation

Note: Others = This category is provided for functions that are not included in the categories listed.

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