DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 11101.73B
ASN(I&E)

SECNAV INSTRUCTION 11101.73B

From: Secretary of the Navy

Subj: GENERAL AND FLAG OFFICERS' QUARTERS (G&FOQS)

Ref: (a) DoD Directive 1100.12 of 3 Sep 91 (NOTAL)
(b) SECNAVINST 4001.2G
(c) DoD 4165.63-M; DoD Housing Management of Sep 93 (NOTAL)

1. Purpose. To reissue guidance concerning policies and approval authorities for operation, maintenance, repair, and improvement of public quarters assigned to general and flag officers. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 11101.73A.

3. Definitions. For the purpose of this instruction the following definitions apply:

a. Construction. The erection or assembly of a facility. This includes new construction as well as replacement of an existing facility. Construction projects include the demolition of facilities to be replaced, supporting utilities, equipment installed in and made a part of such facilities, related site preparation, excavation, filling and landscaping, or other land improvements incident to the project.

b. Change of Occupancy. The period of time, between turnover of occupants, that a unit is vacant.

c. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority. Includes special allowance household goods authorized for designated special command positions such as china, glassware, silver, table linen, cutlery, and kitchen utensils. In foreign areas, includes equipment or appliances normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures.

d. General and Flag Officers' Quarters (G&FOQs). Family housing units, owned or leased by the Department of the Defense, that are designated for occupancy by general or flag officers (paygrades O-7 and above) or civilian equivalents. For purposes of this instruction, the term "General and Flag Officers' Quarters" also includes all grounds, walks, driveways, other paved areas, and structures on the grounds intended for the primary or exclusive use of the occupant.

e. Improvements. Alterations, additions, expansions, and extensions of family housing, other real property, and supporting facilities. Improvements include maintenance and repair work, other than normal day-to-day maintenance or repair, to be accomplished concurrently with improvements.

f. Maintenance. The periodic or scheduled work required to preserve real property facilities in such condition that they may be effectively used for their designated purpose.

g. Out-of-Cycle Submission. The submission of G&FOQ budgets to Congress at any time other than as a part of the annual budget justification material. This also includes the renotification of Congress, as required, of increases in cost of Congressionally approved budgets.

h. Repair. The restoration of a real property facility, system, or component to such a condition that it may be effectively used for its designated functional purpose. When repairing a facility, the components of a facility may be repaired by replacement, and the replacement can be up to current standards or codes.

i. Special Command Position. A position designated by the Office of the Secretary of Defense (OSD) in accordance with reference (a).

4. Discussion. Public quarters assigned to general and flag officers are historically the highest cost family housing units in the Department of the Navy inventory. They are also the most highly scrutinized at all levels of review. It is essential that all concerned levels of the chain of command exercise due care in the operation, repair, maintenance, and fiscal oversight of general and flag officer quarters. Expenditures incurred in the upkeep of these units must be valid and represent the most cost effective approach for repair and maintenance. To this end, a thorough and critical review and validation of all G&FOQ budgets must be performed at all levels.

5. Policy.

a. All costs associated with the construction, improvement, operation, maintenance, or repair of general and flag officers' quarters, including associated family housing structures or assigned areas, units temporarily diverted to other uses, security and antiterrorism measures, and contract administration charges associated with work performed exclusively on general and flag officers' quarters, shall be funded solely from the family housing appropriation. This limitation on funding source shall not apply to:

(1) Communication equipment required by the occupant to perform his or her mission. This type of equipment is primarily for secure communications, but could include a computer, video teleconferencing capability, or other similar requirements. Any costs for infrastructure which is built-in and becomes part of the housing unit, such as wiring or fiber optics associated with the specialized communication equipment, will be charged to the family housing appropriation. Only the specialized communication equipment and its associated installation costs may be charged to another appropriation. Specialized communication equipment does not include normal telephone requirements.

(2) Navy/Marine Corps Intranet (NMCI) service (connectivity, hardware, and software) where such service is required in the performance of their duties independent of the place of residence.

b. Irrespective of the use of any specific areas within the quarters, the entire facility will be considered family housing. General and flag officers' quarters shall not be split for the purpose of funding part of the building with regular operation and maintenance funds provided in the Department of Defense Appropriations Acts.

c. Annual budget submissions will include general and flag officers' quarters where operations, maintenance and repair costs are anticipated to exceed $35,000.

(1) For purposes of applying this limitation, operations costs shall include the prorated share of costs for management, services, and furnishings.

(2) Utilities, leases, and costs related to historic preservation shall not be included for purposes of applying this limitation. However, these costs are to be reflected in budgets and cost reports.

d. No more than $35,000 may be spent annually for the maintenance and repair of any general and flag officers' quarters without 30 days advance prior notification of the appropriate Congressional committees. Annual budget submissions will include general and flag officers' quarters where maintenance and repair costs are anticipated to exceed $35,000.

(1) This limitation and associated reporting requirements apply to the residence, assigned grounds, and other real property (e.g., garages, sheds, etc.) which are intended for the primary or exclusive use of the residents of the assigned general and flag officers' quarters.

(2) All funding and reporting requirements apply regardless of who is living in designated general and flag officers' quarters and regardless of dependency status or rank. This includes designated G&FOQs that are temporarily occupied by an unaccompanied general or flag officer.

e. A maintenance and repair project for a family housing unit used, or intended for use, as a general and flag officers' quarters shall not be carried out if the project will or may result in the total operations, maintenance, and repair costs for the unit for the fiscal year to exceed $35,000 until 21 days following the notification of the appropriate Congressional committees or, if over sooner, a period of 14 days has expired following electronic notification pursuant to Title 10, United States Code, Section 480.

(1) For purposes of applying this limitation, the guidance contained in paragraph 5c above applies.

(2) The notification requirement does not apply to those GFOQs already identified in an annual budget submission provided there is no increase either to the total operations and maintenance costs or the specific maintenance and repair costs identified in the budget.

(3) Proposed notifications of such maintenance and repair projects shall be provided to the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) for subsequent forwarding to the appropriate Congressional committees. Notifications shall be personally approved by the occupant where practicable, endorsed by the installation chain of command, and approved by the Chief of Naval Operations or the Commandant of the Marine Corps. Proposed notifications shall include a full justification of the

proposed work and an explanation why the requirements cannot be met through the normal budgeting process.

(4) Notwithstanding this limitation, a maintenance or repair project, that will result in the total operations, maintenance, and repair expenditures to exceed $35,000 for a GFOQ, may be commenced on a family housing unit used, or intended for use, as general and flag officers' quarters if the project is a necessary environmental remediation project for the unit and the need for the project arose after submission of the most recent annual budget to Congress. In such cases, an "after the fact" notification may be provided to Congress. Proposed notifications shall be provided to the ASN(I&E) via the chain of command as expeditiously as possible after the commencement of such a project.

f. Out-of-cycle notifications shall be limited to those instances involving emergency or safety-related requirements that will cause the total operations, maintenance, and repair costs to exceed $35,000 or when maintenance and repair costs will exceed the amount previously identified to Congress.

(1) Proposed out-of-cycle notifications necessitated by emergency or safety-related requirements shall include full justification of the emergency or safety requirements and an explanation why the requirements cannot be met through the normal budgeting process.

(2) Improvement projects shall only be included in out-of-cycle requests to meet emergency or safety requirements.

g. Approval of general and flag officers' quarters budgets or out-of-cycle notifications will constitute not only an approval of the identified costs but also an approval of the work specified in the justification materials.

(1) Changes to the approved scope of work that are needed for purposes of life/safety or preserving the structural integrity of the quarters do not require prior approval. Except as otherwise provided elsewhere in this instruction, this authority does not apply to scope changes which will result in a requirement to notify Congress.

(2) Any other changes in the scope of work for projects previously approved by Congress must be endorsed through the chain of command and will not be accomplished without the prior approval of the Chief of Naval Operations or the Commandant of the Marine Corps.

h. To ensure appropriate visibility of planned expenditures on general and flag officers' quarters, the G&FOQ exhibit in the annual budget submission will include those quarters for which an improvement project is planned, irrespective of the amount of planned maintenance and repairs for those units.

i. The acceptance and control of gifts in conjunction with general and flag officers' quarters shall be in strict accordance with the requirements of reference (c).

j. The Navy and Marine Corps shall provide an annual report showing all expenditures (operation, maintenance, and improvements) for each individual general and flag officers' quarters for the prior fiscal year to the ASN(I&E). This report shall be provided by 31 December of each year. The ASN(I&E) will consolidate Navy and Marine Corps input for further submission as required by reference (b).

(1) To ensure continuous review of costs associated with general and flag officers' quarters, installations shall submit quarterly cost reports for each G&FOQ to the Chief of Naval Operations and the Commandant of the Marine Corps. Installations shall include, in their reports, a certification as to the report's accuracy.

(2) Annual cost reports shall include all gifts associated with each general and flag officers' quarters. Where gifts are not monetary, the cost report shall include the estimated dollar value of such gifts. Cost reports will be annotated to separately identify the amount of gifts included in the cost categories.

k. The policy and criteria for approval of special command position designations is contained in reference (a). Requests for designation of Navy or Marine Corps billets as special command positions will be forwarded via the installation's chain of command to the ASN(I&E) for submission to the Office of the Secretary of Defense (OSD). Incumbents of special command positions may be provided additional amenities commensurate with the required level of entertaining within the guidelines established by reference (b).

l. General and flag officers are responsible for the care of assigned grounds, to include mowing, raking, pruning, and trash removal. The Chief of Naval Operations and the Commandant of the Marine Corps may approve exceptions to this policy when the grounds are assigned to the occupant of a special command position or when the general and flag

officers' quarters is prominently located and makes a unique contribution to the appearance of the installation. Annual cost reports submitted to the ASN(I&E), in accordance with paragraph 5j above, shall include footnotes for those quarters for which there is an approved grounds waiver, indicating that such a waiver has been approved.

m. The provision of furnishings for general and flag officers' quarters, in direct support of official representational or public entertainment responsibilities, is authorized.

(1) Such furnishings will be limited to outfitting of public entertainment areas, as defined in reference (b).

(2) In addition to furnishing of public entertainment areas, incumbents of special command positions may be provided additional amenities commensurate with the required level of official entertaining.

(a) Furnishings may be provided for entertainment areas and guest bedrooms if overnight accommodation of official visitors is required.

(b) The provision of special allowance items (e.g., table linen, china, glassware, silver, and kitchen utensils, etc.) is authorized only for special command positions.

(3) Tableware may be provided for principal military attaches assigned to U.S. embassies, consulates, or other diplomatic posts in foreign countries.

(4) Exceptions to the policy regarding the furnishing and outfitting of general and flag officers' quarters require the approval of the Chief of Naval Operations or Commandant of the Marine Corps. This approval authority does not apply to actions that will result in a requirement to notify Congress.

n. Each resident of general and flag officers' quarters will be provided with a copy of this instruction and copies of any Navy or Marine Corps implementing instructions. These residents shall be responsible for making themselves familiar with applicable policies, cost limitations, and approval authority levels.

o. The Chief of Naval Operations and the Commandant of the Marine Corps shall ensure that periodic evaluations of G&FOQ management controls at the installation level are

conducted in order to ensure compliance with applicable laws, regulations, and policies. Such evaluations shall be performed at a minimum of every 3 years. The first such evaluations shall be initiated upon the issuance of this instruction.

6. Guidelines. The Navy and Marine Corps shall develop a 6-year maintenance, repair, and improvement plan for each general and flag officers' quarters. Each plan will include the identification and documentation of maintenace, repair, and improvement requirements with associated costs; a phased plan for completion of required work for planning, programming, and budgeting purposes; and, for those quarters with more than $50,000 in deficiencies, an economic analysis comparing continued retention of the quarters with replacement. These plans will form the basis for Navy and Marine Corps programs and budgets for such quarters. A copy of the plan shall, at a minimum, be maintained at the installation. The plans shall be reviewed annually and updated, as necessary.

7. Delegation. Approval authority in this instruction may be further delegated as appropriate.

a. In no case will an individual hold approval authority for quarters either assigned to that individual or assigned to an individual of a more senior rank.

b. This delegation authority does not apply to actions that will result in a requirement to notify Congress.

8. Action. The Chief of Naval Operations and Commandant of the Marine Corps shall provide copies of implementing instructions to ASN(I&E) within 90 days after the date of this instruction.

9. Report. The reporting requirement contained in paragraph 5j is exempt from reports control per SECNAVINST 5214.2B.

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(Installations and Environment)

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