

CHAPTER 14. COMMUNITY SUPPORT FACILITIES

I. INTRODUCTION

A. SCOPE

This Chapter establishes policy, defines responsibilities, and discusses the operation, maintenance, furnishing, and use of Navy-owned community support facilities.

B. POLICY

1. The Navy will ensure the availability of community support facilities for use by family housing occupants.

2. Maximum use will be made of local community resources and existing station facilities.

3. Type of support at each remote location shall be individually determined based on local situation.

C. REFERENCES

1. NAVCOMPTINST 7100.39: "Structure and Administration of Defense Family Housing Program Transfer Accounts; Guidance Concerning"

2. OPNAVINST 11104.1: "Planning and Programming for the Provision of Support Services to Navy Housing Areas Remotely Located from Naval Activities"

3. NAVFAC DM-35: "Design Manual for Family Housing"

D. SUMMARY

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

1. Responsibilities. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM), establishes policy, provides guidance, and obtains resources in support of the community support facilities. Engineering Field Divisions (EFD's) assist Field Activities in the implementation of community support programs, provide funds, and monitor the operations of community support facilities. Field Activities are responsible for the implementation, provision, administration, and maintenance of community support facilities.

2. Community Centers. The acquisition, outfitting, utilization, administration, operation, and maintenance of community centers are addressed in this section.

3. Recreational Facilities. The acquisition, utilization, and maintenance of recreational facilities are discussed in this section.

II. RESPONSIBILITIES

A. THE COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND

COMNAVFACENGCOM establishes policy, provides guidance, and obtains resources for acquisition, outfitting, operation, and maintenance of community support facilities.

B. ENGINEERING FIELD DIVISIONS

EFD's assist Field Activities in the implementation of community support programs, provide funds, and monitor the operation and administration of community support facilities. Specifically EFD's will:

1. Amplify guidelines and instructions from higher authorities.
2. Develop, review, and approve projects for the acquisition of new facilities or improvement or repair of existing facilities.
3. Provide managerial and technical assistance to the Field Activities.
4. Approve and monitor the furnishings inventory of community support facilities.

C. FIELD ACTIVITIES

Field Activities are responsible for the provision, administration and maintenance of community support facilities. Additionally, Field Activities are responsible for:

1. Planning and programming community support facilities. Coordination with family, special, and recreational services is required.
2. Ensuring that utilization of family housing community support facilities is proper.
3. Making provisions for the safeguarding of personnel utilizing community support facilities and the protection of Government property.
4. Maintaining community support facilities.
5. Consummating agreements with individuals or community associations for utilization of community support facilities
6. Budgeting for operations and maintenance costs of community support facilities.
7. Encouraging and assisting community associations in the use of community support facilities.
8. Maintaining a facility history record for each family housing community support facility on the family property account.

III. COMMUNITY CENTERS

Community centers are provided in Navy family housing areas for the convenience of occupants and guests. The utilization of community center facilities will be on an equitable and nonprofit basis.

A. ACQUISITION

Community center acquisitions are initiated at the Field Activity level by a survey of base loading requirements and the availability of similar facilities. Justified requirements for community centers are identified in the Field Activity facilities requirements plan (FRP). Programming for the construction of community centers is accomplished by developing and submitting projects to EFD's for incorporation in the annual family housing construction program. Planning and construction guidance for these projects is provided in NAVFAC DM-35, Design Manual for Family Housing. Any project for acquisition of new community centers (new construction or conversion of an existing facility) should reflect planning for the operational responsibility.

B. INITIAL OUTFITTING

Furniture and equipment authorizations for initial outfitting of community centers are listed in table 14-1 of this Chapter. Upon approval of the line item project, the Field Activity prepares and submits a listing of items with a cost estimate for initially outfitting the community center. Monitoring of the inventory by EFD's is necessary to minimize costs and ensure inventory uniformity and quality of items for initial outfitting. Initial outfitting requests above \$15,000 require approval by COMNAVFACENGCOM. Initial outfitting and normal maintenance, repair, and replacement of the items listed in table 14-1 are chargeable to the Family Housing Management Account, Defense (FH,N) BP-14, Operations and Maintenance.

C. ADMINISTRATION

1. The Field Activity may permit an organizational component other than family housing, such as special services, to administer and operate the community center. The Field Activity Housing Manager and the designated representative of the Installation Commander will coordinate their efforts to consummate a working agreement which clearly identifies the specific responsibilities of each. In instances where the Field Activity elects to use the community center independently or in conjunction with other activities, such as a day care center, retail sales store, or snack bar, for the benefit of all military personnel, the community center will be removed from the Family Housing Property Account. To effect the transfer, COMNAVFACENGCOM approval is required. Upon transfer of the community center from the Family Housing Property Account, FH,N funds may not be used to support the facility.

2. A community association will be established with the active participation of the Housing Manager. The community association or its representative shall be responsible for:

- a. Utilization of the community center.

TABLE 14-1
Allowance for Community Center

Item	Allowance	Basis of Issue/Remarks
<u>Card Room</u>		
Chairs, stack	24	
Tables, card	6	
Rack, coat		As required.
Receptacle, waste	1	
<u>Game room</u>		
Rack, coat		As required.
Receptacle, waste	2	
<u>Lobby</u>		
Bench		As needed.
Mats, walk-off	1	As required for reasonable coverage of entrances.
Urns, ash		As needed.
<u>Men's room</u>		
Receptacle, waste	1	
<u>Multipurpose room</u>		
Chairs, stack		Quantity equal to seating capacity.
Podium, speaker	1	
Rack, coat		As required.
Receptacle, waste	6	
Screen, movie	1	
Table, banquet		To serve seating capacity, metal with laminated top and folding legs for storage.
<u>Office</u>		
Armchair, swivel	1	
Cabinet, file	1	
Credenza	1	
Desk	1	
Rack, coat	1	
Receptacle, waste	1	
<u>Women's room</u>		
Receptacle, waste	1	
<u>Miscellaneous</u>		
Chairs, children's		As required.
Draperies		As required.
Tables, children's		As required.

b. Accountability of funds raised through or for the community center, and compliance with county, State, and Federal internal revenue regulations.

c. Self-help improvement of the facility. All such improvements must be submitted to the public works officer or Installation Commander via the Housing Manager for review and approval prior to commencement.

d. Funding for the procurement of furniture and equipment for the community center in excess of the authorized items and for maintenance, repair, and replacement of furniture destroyed by other than normal wear and tear.

e. Routine care of building and grounds.

f. Scheduling of activities or groups using the facility.

g. Reporting to the Housing Manager and other authorities as required by Field Activity regulations, the circumstances regarding damages, or injuries occurring in the community center.

D. OPERATION AND MAINTENANCE

Users of the community center are responsible for the interior cleaning and exterior policing of surrounding areas after group or social activities. Social groups will be responsible for damage to community support facilities caused by negligence or malicious acts of group members or their guests. FH,N funds may be used in support of the following community center services or functions when the community center is on the Family Housing Property Account and is utilized for the designated purpose.

1. Furniture and Equipment. Initial outfitting, maintenance, repair, and replacement of furniture and equipment authorized in table 14-1.

2. Utilities. Utilities, to include only one telephone which is restricted to local official only and without long-distance direct-dialing capabilities. The facility will be operated and maintained in an energy conservation manner.

3. Installed Equipment. Maintenance and repair of installed mechanical equipment.

4. Maintenance and Repair. Maintenance and repair of the community center.

5. Trash Collection Service. Scheduled trash collection service.

6. Janitorial Services. Recurring janitorial services and supplies will be provided. Users of the community center are responsible for cleaning up the center after an activity.

7. Grounds. Routine grounds maintenance.

8. Self-help Projects. Materials and supplies for approved self-help efforts as defined in Chapter 19 of this Manual.

9. Police and Fire Protection. The protection necessary to provide security of the community centers and safety of the users.

E. USE OF COMMUNITY CENTER

1. Community centers are constructed in Navy family housing areas to provide a convenient location in which to conduct meetings, recreational programs, and social functions. When family housing funds are used for the acquisition, operation, and maintenance of community centers, these facilities will be used primarily by occupants of Navy family housing and their guests. Other military families may use the facility on an "as available" basis.

2. Fund raising activities may be conducted by the community association, in accordance with the local policy. When regular fund raising activities, such as Navy exchange concessions, are located in the center, the concessionaire must assume its share of the costs operation and maintenance, including utilities, services, furniture, and equipment.

3. Consumption of alcoholic beverages and use of gambling equipment within the center will be in accordance with Field Activity regulations.

IV. RECREATIONAL FACILITIES

Field Activities are responsible for the planning, programming and maintenance of recreational facilities. Recreational facilities include but are not limited to athletic fields and courts, tot lots, bike and jogging paths, park areas, and related equipment, all of which are managed within the guidelines explained below.

A. ACQUISITION

The planning and programming for the acquisition of recreational facilities within Navy family housing areas are conducted within the following guidelines:

1. Maximum use will be made of local community resources and existing station facilities such as parks, playgrounds, recreation buildings, and school recreation facilities.

2. All planning and programming for the acquisition of recreational facilities will include coordination with all appropriate activity organization. The need for recreational facilities should be supported by the activity FRP.

3. Sufficient open areas within the housing site will be considered for recreational development in accordance with sound site planning for the size of the project, but only to the extent that such areas and facilities are not otherwise available.

4. Facilities for preschool children, such as the fencing and paving of small areas, and installed equipment, such as sandboxes and slides, will normally be provided. These are to be considered as part of the normal site development for new housing construction and are to be financed with the funds provided for the units.

5. Improvements to recreational facilities at existing housing projects will be accomplished by improvement or incidental improvement projects, with the same submission and approval requirements (funding limits, and so forth) which apply to any improvement or incidental improvement project. Chapter 20 of this Manual provides guidance on the development and submission of projects. Approval will be based on the following criteria:

- a. The facility must be identified on the Family Housing Property Account.
- b. The facility will be used solely by family housing occupants and their guests.

6. NAVFAC DM-35 provides technical criteria governing the size and scope of recreation facilities which may be funded from the FH,N account.

B. MAINTENANCE

Field Activity or housing organizations are responsible for the surveillance of recreation facilities within family housing areas and for ensuring that these recreation facilities are maintained in a safe and sanitary condition. Funding for routine maintenance will be from BP-20.

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