



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 11101.1
BUMED-M4
14 Jul 2015

BUMED INSTRUCTION 11101.1

From: Chief, Bureau of Medicine and Surgery

Subj: UNACCOMPANIED (BACHELOR) HOUSING PROGRAM ADMINISTRATION

Ref: (a) OPNAVINST 5009.1

1. Purpose. To assign responsibilities for the operations, policy, overall coordination, and administration of unaccompanied housing, also referred to as bachelor housing (BH) or bachelor quarters (BQs), programs within the Bureau of Medicine and Surgery (BUMED).

2. Scope. This instruction applies to BUMED activities operating in BUMED-maintained real property assets using Operations and Maintenance, Defense Health Program funds. This is limited to BQs on Marine Corps installations as BQs on Navy Installations are operated and maintained by Navy Installations Command. This instruction does not apply to medical in-patient facilities or other exclusions listed in reference (a).

3. Policy. Housing programs shall be strategically planned, programmed, and executed using business management practices to fulfill local needs, maintain the readiness capability to support the Navy Medicine's mission, and meet or exceed Navy standards for housing in a quality, affordable, and accessible environment.

4. Action

a. BUMED Force Master Chief is designated as the BUMED BH Program Administrator. The BH program administrator shall provide guidance and overall management of BH programs within BUMED to include:

(1) Develop and coordinate housing policy and reporting.

(2) Operational and management review to determine if procedures and/or practices at BUMED and its regional commands are in compliance with higher authority operating and financial policies.

(3) Provide guidance and advice to Navy Medicine east and west concerning BH issues to ensure effective operations.

(4) Ensure compliance with reporting in the enterprise Military Housing data system.

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b. Fleet Support and Logistics (BUMED-M4) will:

(1) Establish the criteria and standards for plans, designs, construction, and maintenance of bachelor housing facilities per existing Department of Navy standards.

(2) Maintain real property records associated with BUMED BH assets.

c. Budget (BUMED-M83) will:

(1) Identify and document resource requirements for submission to Defense Health Agency (DHA) for Planning, Programming, Budgeting, and Execution.

(2) Financial management analysis to ensure proper budgeting and accounting for resources, planning for the effective and efficient use of appropriated funds, and maintaining solvent financial operations.

(3) Communicate changes of DHA appropriated fund support policies.

(4) Review adjustments to appropriated and allocated resources.

(5) Provide documentation to substantiate programmed resources.

d. Commanding Officers of medical treatment facilities with BH responsibilities will:

(1) Coordinate with Force Master Chief to identify and prioritize BH standards, operations, reporting, projects, and requirements to ensure housing is managed and maintained within current Navy regulations, standards, and guidance.

(2) Conduct and evaluate service improvement programs.

(3) Provide staff training and written operational guidance.

(4) Determine occupant liability for damages or loss to BUMED-maintained housing.

5. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



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