



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

IN REPLY REFER TO  
BUMEDINST 11010.7A  
BUMED M4  
1 Mar 2021

BUMED INSTRUCTION 11010.7A

From: Chief, Bureau of Medicine and Surgery

Subj: PROCUREMENT, LEASE, AND USE OF RELOCATABLE FACILITIES

Ref: (a) DoD Instruction 4165.56 of 7 January 2013  
(b) OPNAVINST 11010.33C  
(c) ASN (EIE) memo of 16 Nov 18 (NOTAL)

1. Purpose. Reference (a) permits, with restrictions, the purchase or leasing of relocatable structures only to satisfy short-term facility needs. To implement specific guidance for procurement, lease, and use of relocatable facilities at activities under the cognizance of the Bureau of Medicine and Surgery (BUMED). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUMEDINST 11010.7.

3. Scope and Applicability. This instruction applies to all echelons within Navy Medicine. References (a) through (c) provide direction, guidance, and procedures for the successful execution of the BUMED real property program.

4. Background. Relocatable buildings cannot be used as long-term solutions to facilitate space shortfalls, and are not well suited for severe weather conditions that are typically detrimental to the overall appearance of naval installations. They typically provide an inadequate working environment, are inefficient in the use of energy resources, require more maintenance than permanent facilities, and have a high life-cycle cost. References (a) through (c) provide guidance and policy for the use of relocatable buildings at naval activities. It clearly defines the term relocatable building and strictly limits the use of relocatable to a very narrow range of short-term purposes.

5. Action

a. Commanders, Commanding Officers, Officers in Charge of all Navy Medicine Activities will:

(1) Obtain written authorization from Deputy Chief, Business Operations (BUMED-M4/6) before taking any action to procure, lease, obtain, or use a relocatable building. Such authorization will be obtained by submitting a written request via the chain of command and via the respective chain of command support office.

(2) Include a thorough and detailed description of the requirements which are generating the need for the relocatable building. To substantiate the shortage of space in the existing facilities, the request should include a current documentation of the basic facility requirements. References (b) and (c) have examples of what to include in the request.

(3) Include a thorough economic and practical analysis of all possible alternatives in any request submitted. The request must show a justifiable requirement for space, inadequate space available elsewhere, and the use of relocatable is only a temporary measure. At a minimum, the analysis will include evaluation of leasing space in a permanent facility, status quo, lease of relocatable facility, use of a building of opportunity, reallocation of currently occupied space, and any other feasible options to justify use of a relocatable building, the analysis must validate the relocatable facility is the only feasible and most economical solution. Per reference (b), provide the type of funding to be used.

(4) Obtain site approval from appropriate activity.

(5) Not plan to use relocatable to fulfill space requirements which are anticipated to last longer than 3 years. Authorizations to use relocatable will not be issued for periods longer than 3 years. If the requirement is longer, the activity must revalidate their requirement and receive an extension for their authorization. Users will submit requests for continued use of a relocatable at least 6 months before the expiration of the lease or current authorization.

(6) Submit proper documentation for a special project or military construction project to provide a permanent solution to the space deficiency if the space deficit is not a temporary problem. Provide project documentation (e.g., Facilities Planning Document, DD FORM 1391) with the requests for the use of the relocatable facility.

(7) Not request to procure relocatable buildings, unless it can be overwhelmingly substantiated that purchase is economically favorable to leasing. If purchase is the favorable option, use of the relocatable will still be planned and authorized for a finite period. The economic analysis must cover leasing, and all ownership, maintenance, repair, and disposal costs associated with the facility.

(8) Include a schedule which clearly indicates the planned disposal and method of disposal or removal of the relocatable building. Include a permanent solution for the space requirement or an explanation of why the requirement is only a short-term need.

(9) Maintain a file containing copies of all relocatable building authorization letters. Provide documentation per reference (c).

(10) Use activity funds for lease or procurement of relocatable buildings. Per reference (b), identify the type(s) of funding to be used.

(11) Provide BUMED with detailed information on the requested relocatable buildings including type, location, size (square feet), dimensions, start date of use, planned date of disposal, habitability (will staff work in the structure), permanent solution to space shortage, functional, lease cost, lease experience date, etc.

b. Deputy Chief, Operations, Plans, and Readiness (BUMED-M2/3/5) will:

(1) Assist activities in preparing documentation.

(2) Review requests and validate space requirements.

c. Deputy Chief, Business Operations (BUMED-M4/6) will:

(1) Review all requests for lease, procurement, and use of relocatable buildings and provide written responses granting or denying such actions consistent with references (a) and (b).

(2) Provide authorization for periods up to 3 years.

(3) Monitor and report annually the overall status of leases obtained by Navy Medicine activities to Commander Navy Installations Command, the Defense Health Agency, or the Office of the Secretary of Defense.

(4) Maintain a database of all relocatable buildings authorized for use throughout the claimancy per references (b) and (c).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Fleet Support and Logistics (BUMED-M4B) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense,

Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Information Management Control. The reports required in subparagraphs 5c(3) is exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at, <https://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>