Military Housing Management

References: Refer to Enclosure 1.

1. PURPOSE. This Defense Logistics Agency (DLA) Instruction (DLAI) describes DLA’s responsibility for managing, acquiring, and disposing of DLA military family housing to support current mission accomplishment.

2. APPLICABILITY. This Instruction applies to Headquarters (HQ) DLA and the Defense Distribution Center’s (DDC) sites that contain military family housing: Defense Distribution Depot Susquehanna, PA (DDSP), and Defense Distribution Depot San Joaquin, CA (DDJC) (Sharpe Site, Lathrop, CA).

3. POLICY.

   a. This Instruction implements the policy established in DoD 4165.63-M, DoD Housing Management, September 1993. DDC and DLA Enterprise Support (DES) Installations Program (DES-IM) housing program managers should refer to Army Regulation (AR) 420-1, Army Facilities Management as supplemental guidance on issues that are not covered in the DoD guidance.

   b. DLA will rely on the private sector for housing military personnel where military housing is not available. If the private sector cannot provide adequate, affordable housing to satisfy a justified requirement, DLA may provide military housing, either on-base or off-base.

4. RESPONSIBILITIES. Refer to Enclosure 2.

5. PROCEDURES. Refer to Enclosure 2.


   Director, DLA Enterprise Support
Enclosure 1

References


Enclosure 2
Procedures and Responsibilities

1. General:

   A. DLA Enterprise Support, Installation Programs (DES-IM) is the primary organization responsible for establishing DLA’s Military Housing Management program. DES-IM and the DES-IM housing program manager will:

      1) May seek additional policy clarification from the Office of the Secretary of Defense for Housing and/or Army Housing.

      2) Validate requirements and recommend a proposed budget.

      3) Annually update guidance, as appropriate, and provide it to DLA Financial Operations (J-8), Enterprise Financial Operations Division (J-87).

   B. Budgeting for family housing is accomplished in the following order:

      1) Sub-processes involved in the budgeting for family housing begin with a determination by the DDC as to the annual budget requirement for maintaining and, if necessary, renovating the current housing inventory. This submission will follow the timeline established by J-8, who notifies the Primary Level Field Activity (PLFA) with a data call memorandum. This will typically take place in mid-December of each year.

      2) The DDC site housing managers provide the budget requirements to the DDC budget analyst, using guidance provided on eWorkplace, as prescribed by J-8. Once approved at the DDC, the DDC budget office posts submission on eWorkplace and submits a copy simultaneously to DES-IM and J-87. Input is typically due to HQ DLA in the March/April timeframe. Program budget reviews (PBR) are held in the April/May timeframe.

2. DDC will

   A. Prepare the appropriate budget documentation to properly maintain housing assets, including post-acquisition projects, if required, to renovate or replace housing quarters.

   B. Initiate a request through DES-IM for a housing market analysis (HMA) to determine the requirements prior to requesting a whole house renovation or replacement project. DES-IM will contact the U.S. Army Corps of Engineers for this service as appropriate. If the HMA determines there is a shortage of housing, an economic analysis will follow to determine the most cost-effective means to satisfy the requirement.

3. The DES-IM housing program manager and J-87 budget analyst will:
A. Review the field input for accuracy and reasonableness.

B. Discuss and resolve discrepancies with the DDC housing managers and budget analyst.

C. Participate in the DDC PBR reviews at HQ DLA, normally held in late April/early May.

D. Resolve outstanding program budget issues with DDC housing personnel and elevated, as necessary.

E. Execute the annual Budget Execution System (BES).

F. J-87 adjusts information provided by DES-IM for inflation.

4. Disposal of family housing will follow the same process as described in DLAI Acquisition and Disposal of Real Estate. However, because of the high visibility of military family housing, DES-IM will process these disposal requests through the U.S. Army Installation Management Agency (IMA). Therefore, allow additional processing time. Disposal of family housing will normally be a result of a housing market analysis that has determined there is surplus housing at an installation.

5. The following Flow Chart depicts the basic process: