



COMDTINST 11101.23  
28 AUG 2012

COMMANDANT INSTRUCTION 11101.23

Subj: COAST GUARD HOUSING MANAGEMENT COUNCIL

1. PURPOSE. The Coast Guard Housing Management Council (HMC) provides leadership and management to all aspects of the Coast Guard’s housing program. The primary purpose of the HMC is to ensure all members and their families have access to safe, affordable, and adequate housing within a reasonable commuting distance of a member’s permanent duty station. The HMC is also charged with recommending changes to programs and policies focusing on good stewardship of housing funds, effective management of resources, and alignment with Commandant priorities and goals.
2. ACTION. All Coast Guard unit commanders, commanding officers, officer-in-charge, deputy/assistant commandants, and chiefs of Headquarters staff elements shall comply with the provisions of this instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-1223); U.S. Coast Guard; 2100 2nd ST SW STOP 7801, Washington, DC 20593-7801.
5. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. DISCUSSION. The HMC provides a collaborative forum for developing goals and strategies for the Coast Guard’s housing program and informs Headquarters senior leadership on Coast Guard-owned

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and leased housing issues. The following personnel will comprise the HMC: Chief, Housing Program Division will act as the Team Leader; Office of Work Life, Individual and Family Support Division, CG-1112; Office of Safety and Environmental Health, Environmental Health Division, CG-1133; Office of Civil Engineering, CG-43; CG Personnel Service Center, Personnel Services Division, Field Support Branch (CG PSC-PSD-fsb); Shore Infrastructure Logistics Center (SILC); Master Chief Petty Officer of the Coast Guard, CG-00B; and the Atlantic and Pacific Area Gold Badge command master chiefs. The responsibilities of the HMC include:

- a. Recommending long and short-term goals and strategies to achieve those goals;
- b. Providing recommendations regarding housing management to enable Coast Guard senior leadership to quickly adapt to shifts in the policies, programs, standards, resources, and the environment;
- c. Interfacing with housing stakeholders and evaluating recommendations from local housing groups, panels, and military dependents;
- d. Anticipating and preventing problems while still reacting to emergent issues; and
- e. In carrying out these duties, the council is empowered to: review and recommend priorities; research, measure, and analyze housing processes; recommend policy and program changes; monitor initiatives' progress; evaluate why strategies are succeeding or failing; develop new strategies; pilot new approaches; create initiatives; develop action plans; bring in outside experts; form work-groups such as project teams to manage planned activities or tiger teams to address pressing issues; and use a facilitator to assist.

7. PROCEDURES.

- a. The council will meet every other month or as called by the team leader. The council may 'sunset' once the members have control of current environmental, safety, structural, and legal issues that involve family and unaccompanied housing. This 'sunset' provision allows for the ability to bring the members back together as needed, with no requirement to meet on an ongoing basis if it is no longer deemed necessary.
- b. Meetings must contain a quorum of at least three primary team members.
- c. Team members may be substituted in the event of an absence.
- d. Prior to each meeting, the team leader (or a designated team member) shall prepare an agenda, discuss it with the designated facilitator, and distribute it to the team.
- e. The team leader shall designate a recorder for each meeting who will keep track of discussion topics and ensure all members receive any applicable documents or notes.
- f. The meeting length shall typically be set at one hour, unless the topic warrants more time and the extension is predetermined.

- g. The HMC may periodically publish a list of accomplishments, issues, concerns, and/or resolutions.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE-1) from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.” Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
10. FORMS/REPORTS. None.

MANSON K. BROWN /s/  
Vice Admiral, U.S. Coast Guard  
Deputy Commandant for Mission Support