

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO  
BUPERSINST 7020.2B  
Pers-02  
20 MAY 1994

BUPERS INSTRUCTION 7020.2B

From: Chief of Naval Personnel

Subj: INTRASERVICE/INTERSERVICE HOST-TENANT AGREEMENTS AND  
SUPPORT SERVICES

Ref: (a) OPNAV INSTRUCTION 4000.84A

1. Purpose. To provide authority and procedures for negotiating and recording intraservice/interservice host-tenant arrangements for support services.

2. Cancellation. BURPERSINST 7020.2A

3. Scope. The host-tenant agreement sets forth the services provided by the host, and establishes the areas in which the tenant reimburses the host.

a. This instruction applies to all:

(1) Installations under Chief of Naval Personnel (CHNAVPERS) management control that provide facilities for occupancy by units or activities of another major claimant or military department.

(2) Commanding officers whose units or activities, under CHNAVPERS management control, occupy space on an installation of another major claimant or military department.

(3) Installations under CHNAVPERS management control that perform work or services for a unit or activity of another major claimant or military department located adjacent to or near the Bureau managed installations.

(4) Activities or units under CHNAVPERS management control which require work or services from adjacent installations of another major claimant or military department.

b. This instruction does not apply to intraservice/interservice support services normally negotiated at the Bureau level, such as programs which are Navy-wide or Bureau-wide in concept.

c. This instruction does not eliminate or replace the requirement for other agreements. Also, it does not relieve activities or units from obtaining prior approval before assigning space or facilities to outside activities.

(1) Before entering into negotiations leading to assignment of space or facilities from/to activities of other service departments (or of other agencies of the government or of other components of the Navy Department), addressees must obtain CHNAVPERS (Pers-02) approval.

(2) When exclusive use of the real estate property by the tenant is stipulated or implied, a real estate instrument approved by the Naval Facilities Engineering Command is required in addition to CHNAVPERS (Pers-02) approval. The Naval Facilities Engineering Command prescribes procedures for obtaining approval of real estate instruments.

#### 4. Definitions

a. Common-Servicing. Non-reimbursable support performed by one activity for another.

b. Cross-Servicing. Reimbursable support performed by one activity for another.

c. Host. The unit or activity which has management control over facilities and provides facilities and/or support to another unit or activity. Synonymous with "provider."

d. Tenant. A unit or activity which occupies facilities provided by another unit or activity and/or receives support from another unit or activity. Synonymous with "receiver."

e. Support. Services, such as facilities maintenance, telecommunications, and police/fire protection, provided by the host to the tenant and which require labor, material, or utility costs for performance. Support is termed "interservice" when arrangements are between activities of different military departments and "interdepartmental" when arrangements are between an activity of a military department and an activity of another DOD component or a non-DOD Federal department or agency.

e. Facilities. Land and its improvements on Department of Air Force, Army, and Navy installations or leased by or otherwise controlled by these departments. Improvements include buildings or other structures and real property installed equipment.

#### 5. Delegation of Authority

a. Host-Tenant Agreements. Using guidance in reference (a), the officers in command of installations, units, or activities

under CHNAVPERS management control are authorized to negotiate and consummate host-tenant agreements.

b. Support Services (Work and/or Services). The officers in command of CHNAVPERS installations, units or activities may provide or receive appropriate work and/or services to/from installations, units or activities of another major claimant or military department located adjacent to or near the facility concerned.

c. Reference (a). Full knowledge and understanding of reference (a) should be attained before exercising the authority delegated in subparagraphs 5a and 5b of this instruction.

## 6. Action

### a. Host-tenant Agreements

(1) Existing Agreements. One copy of intraservice/ interservice host-tenant agreements now in existence must be furnished to CHNAVPERS (Pers-02).

(2) New Agreements or Renewals. One copy of new or renewal intraservice/interservice host-tenant agreements, negotiated per reference (a) and subparagraph 5a above, should be furnished to CHNAVPERS (Pers-02).

(3) Annual Review. Agreements should provide for participants to conduct a periodic "review of application" in order to assure currency of the arrangements. Annual reviews should be completed by 1 April of each year and CHNAVPERS (Pers-02) should be advised promptly of any revisions recommended.

b. Intraservice/Interservice Support Services (Work and/or Services). This relates to arrangements for work and/or services outside the host-tenant concept. Subparagraph 5b contains authority for effecting arrangements.

(1) Existing Arrangements or Understandings. All existing field intraservice/interservice support arrangements should be reviewed and, if necessary, revised to bring them into agreement with policy prescribed by reference (a).

(2) When feasible, arrangements for work and/or services should be in writing, whether or not performed on a cross-servicing (reimbursable) basis. This provides for continuity of basic understandings. Written documentation is not required for

work or services performed on a one-time, non-recurring, or emergency basis.

c. Reconciliation. In the event that a difference of opinion regarding host-tenant agreements or Intraservice/Interservice Support Agreements cannot be reconciled at the installation level, both the host and the tenant should forward it for resolution to their next higher echelon of authority.

7. Questions. Policy questions as to budgetary responsibilities not answered by reference (a) should be submitted to CHNAVPERS (Pers-02) for resolution.

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