SECNAV INSTRUCTION 11100.8C

From: Secretary of the Navy

Subj: VICE PRESIDENT’S RESIDENCE

Ref: (a) 3 U.S.C. §111 Note
     (b) 54 U.S.C. §306108

1. Purpose. To assign responsibility within the Department of the Navy (DON) for the landlord responsibilities, including the planning and execution of the day-to-day maintenance and long-term care of the Vice President’s Residence, per reference (a).

2. Cancellation. SECNAVINST 11100.8B.

3. Definitions

   a. The official temporary residence of the Vice President (hereafter referred to as the “Residence”) is defined as property located on the grounds of the United States (U.S.) Naval Observatory, Washington, DC, which includes the structures known as the “Superintendent’s House” or “Quarters A,” and related facilities, accessory structures and grounds within the fenced security perimeter (including all structures and free standing buildings, swimming pool, and pool house).

   b. “Routine, day-to-day, and preventive maintenance and repair” includes all interior and exterior activities and costs necessary to maintain the facilities in safe and proper conditions so that the premises can be used to carry out their designated purpose.

   c. “Renovation and construction” shall include all capital projects for construction, rehabilitation, improvement, renovation, and alteration of the Residence, related facilities, and surrounding grounds.

4. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations, the Commandant of the Marine Corps, and all U.S.
Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

5. Policy

   a. The DON shall be responsible for all projects and costs pertaining to interior and exterior maintenance and repair, utilities, rehabilitation, renovation, alteration, and construction of the Residence, subject to the concurrence of the Office of the Vice President (OVP), so that the premises can be used to carry out their designated purpose effectively. The DON shall not be responsible for the maintenance of security support equipment under the control of the U.S. Secret Service.

   b. The DON shall provide for the routine, day-to-day, and preventive maintenance of the Residence, on a non-reimbursable basis, as approved by the OVP. The DON shall also provide for the planning for long-term maintenance, repair, alteration, and construction, as approved by the OVP, and for the cost of utilities for the Residence.

   c. The DON shall provide the management, supervision, personnel, equipment, and supplies necessary to maintain facility-related services at the Residence.

6. Responsibilities

   a. The Assistant Secretary of the Navy (Energy, Installations and Environment) (ASN (EI&E)) shall be responsible for the overall administration of the DON’s obligations as landlord of the Residence and will work with the OVP to ensure the Residence is maintained at the highest Navy standards.

   b. Commander, Navy Installations Command shall be responsible for providing the funding to support the routine, day-to-day preventive maintenance, cost of utilities for the Residence, and planning for long term maintenance, repair, alteration, and construction.

   c. The Commanding Officer (CO), Naval Facilities Engineering Command (NAVFAC) Washington or his or her successor shall:
(1) Oversee the maintenance, repair, alteration, and new construction of the Residence and assign a facilities officer and other qualified personnel to perform or supervise the work described herein;

(2) Prepare short and long-term plans for maintenance, repair, alteration, and new construction to ensure that the Residence is operated and maintained to the appropriate standard. This program shall provide for regular inspections to identify and correct deficiencies;

(3) Be responsible for compliance with all applicable law, including Section 106 of the National Historic Preservation Act (reference (b)), in the implementation of any maintenance, repairs, renovation, or construction;

(4) Submit status reports, upon request, to the OVP through ASN (EI&E), on matters which pertain to the DON’s responsibilities with respect to the Residence; and

(5) Consult and coordinate with the OVP to assure that work is scheduled and conducted in a manner which will assure the comfort, privacy, safety, and security of the occupants of the Residence.

7. Secret Service Support. The DON shall coordinate with the U.S. Secret Service regarding installation, repair, and maintenance of necessary physical and electronic security systems in support of the Residence.

8. Donated Funds and Gifts of Property

   a. Donated funds or gifts of property given to the Residence and intended for the furnishing of or making improvements in or about the Residence, or for the use at official functions in or about the Residence, shall be accepted by the SECNAV, or his or her designee, per reference (a), with written concurrence of the OVP.

   b. Authority to accept donations of money or property for the furnishing of or making improvements in or about the Residence, or for use at official functions in or about the Residence are established as follows:
(1) The Under Secretary of the Navy shall accept all gifts over $200,000 and any gift of improvements to real property;

(2) The Department of the Navy, Assistant for Administration shall accept gifts, other than improvements to real property, valued between $25,000 and $200,000; and

(3) The CO, NAVFAC Washington shall accept gifts, other than improvements to real property, valued at $25,000 or less.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

10. Reports. The reporting requirement contained in paragraph 5b(4) of this instruction is exempt from reports control per SECNAV M-5214.1, Part IV paragraph 7h.

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