



## DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES

SASEBO, JAPAN

PSC 476 BOX 1

FPO AP 96322-0001

COMFLEACTSASEBOINST 11101.13B CH 1

N932

28 Apr 2017

### COMFLEACT SASEBO INSTRUCTION 11101.13B CHANGE TRANSMITTAL 1

From: Commander, Fleet Activities Sasebo

SUBJ: UNACCOMPANIED HOUSING POLICY

Encl: (1) Unaccompanied Housing Eligibility and Assignment Procedures

1. Purpose. To transmit changes to enclosure (1) of the basic instruction replacing obsolete language relative to issuance of certificate of non-availability and clarifying the factors commanders consider when making determination to grant a request for unaccompanied off-base housing.

2. Action

a. Replace enclosure (1) subparagraph 6c to read: Unaccompanied E5 and E4>4 Sea (not collecting BAH) and E4 Shore duty Sailors currently residing in UH, with 7 or more months remaining on-board, may submit a special request to receive OHA. The member's respective CO is the approving authority. Requests for single OHA in lieu of UH assignment will include;

b. Replace enclosure (1) subparagraph 18b to read: E4>4 and newly advanced E5 Sea duty Sailors, not in receipt of BAH and/or E4 Shore duty Sailors currently residing in UH, with 7 or more months remaining on-board, may submit a special request to receive OHA. The member's respective CO is the approving authority. Requests for CNA endorsement will include;

A handwritten signature in blue ink, appearing to read "M. D. OVIOS", is positioned above the printed name.

M. D. OVIOS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via G2 Web site, [https://g2.cnid.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Form s/INSTView.aspx](https://g2.cnid.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Form%20s/INSTView.aspx)



## DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES  
SASEBO, JAPAN  
PSC 476 BOX 1  
FPO AP 96322-0001

CFASINST 11101.13B  
N93  
22 Feb 2016

### COMFLEACT SASEBO INSTRUCTION 11101.13B

From: Commander, Fleet Activities Sasebo

Subj: UNACCOMPANIED HOUSING (UH) POLICY

Ref: (a) DoD Instruction 4165.63 of 28 Oct 2010  
(b) OPNAVINST 1620.3  
(c) OPNAVINST 5009.1  
(d) CNO WASHINGTON DC 261418Z Mar 15 (NAVADMIN 072/12)  
(e) CNO WASHINGTON DC 181228Z Jul 13 (NAVADMIN 181/13)  
(f) CNICINST 11103.5  
(g) CNICINST 11103.4A  
(h) CNICINST 11103.13  
(i) CNICINST 11103.14  
(j) CNICINST 1752.1  
(k) Joint Federal Travel Regulations  
(l) CNIC Desk Guides - Unaccompanied Housing Operations  
(m) CNFJINST 1300.1V  
(n) CNICINST 11103.15  
(o) OPNAVINST 7220.12 CH1  
(p) CNO ltr 11103 Ser DNS/6028 of 24 Mar 11  
(q) FC 4-721-10N  
(r) FAQ NAVADMIN IC 5009 of 9 Jul 14

Encl: (1) UH Eligibility and Assignment Procedures  
(2) CFAS UH Rules and Regulations  
(3) Condition of Residency Agreement for UH

1. Purpose. To provide policy and procedures for Unaccompanied Housing (UH) operations at Commander, Fleet Activities Sasebo (CFAS), Japan.

2. Cancellation. CFASINST 11101.13A.

3. Scope. This instruction applies to all personnel authorized use of UH at CFAS and is effective immediately.

4. Policy.

a. General.

(1) CFAS is the Installation Commanding Officer (ICO) and Housing Authority (HA) for all UH under the CFAS Area of Responsibility (AOR) and is responsible for the housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel.

(2) Housing assignment and termination policies are developed from a wide range of guidelines. The intent of this local policy is not to duplicate upper echelon instructions and policies, but to address, clarify and promulgate local UH assignment priority, policies, rules and regulations for all units and supported commands at CFAS.

b. Core assignment policies.

(1) Not allow discrimination based on race, color, religion, national origin, gender, disability or age.

(2) Ensure assignments are completed as quickly as possible to realize maximum benefit of UH and to minimize costs.

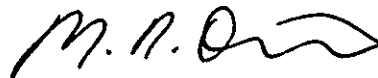
(3) Provide accurate information to housing applicants concerning quarter's availability, waiting times, and other relevant assignment information.

5. Action.

a. The UH Manager via the Installation Housing Director will administer and manage UH facilities in accordance with this instruction.

b. All CFAS departments, tenant units and supported commands will ensure compliance with this instruction, and are responsible for the good order and discipline of their junior personnel housed in UH facilities.

c. All requests for waivers shall be submitted in writing and endorsed by the requestor's Commanding Officer and routed via the Housing Director to the ICO with detailed information and explanation. Request for appeals to ICO's decisions shall be addressed to Commander, Navy Region Japan (CNRJ) via CFAS (Attn: N93) with signed endorsement from the requestor's Commanding Officer and submitted within 10 days of the ICO's decision. No actions will be taken for all requests signed "By direction".



M. D. OVIOS

Distribution:

Electronic only via G2 Web site

<https://g2.cnmc.navy.mil/tscnrj/CFASASEBOJA/N00/CA/CFA%20Sasebo%20Instructions/Forms/INSTView.aspx>

22 Feb 2016

**UNACCOMPANIED HOUSING ELIGIBILITY AND ASSIGNMENT PROCEDURES**

1. Eligibility. Military personnel on Permanent Change of Station (PCS) orders to the Sasebo AOR are eligible for Navy UH. Eligibility does not ensure availability or assignment to UH.
2. Programming and Assignment. In accordance with DoD, Chief of Naval Operations (CNO) and Commander, Navy Installation Command (CNIC) requirements, CFAS UH will program to house all unaccompanied E1 to E3 Sailors, and all E4 Sea Duty Sailors with less than four years of service. Per reference (g), Resident Advisor (RA) assignment will be programmed at one RA for every twenty E1-E3 Sailors.
3. Adequacy Standards.
  - a. Navy minimum adequacy standard is listed in Table-1 of reference (f) for UH. References (d) and (n) authorize Interim Assignment Policy (IAP) for Homeport Ashore (HPA) locations without adequate UH capacity for HPA implementation. IAP standards are defined as shared bedroom with 55 Net Square Feet (NSF) per Sailor, and no more than four personnel sharing a bath. Until CFAS has adequate Barracks capacity to house all E1-E3 Sailors and E4 Sea duty Sailors with less than 4 years of service (E4<4) at the CNO's assignment standard, IAP standards shall apply to all. Under the IAP standard reference (d) and (r), the housing of E1-E4<4 Sea duty Sailors ashore and E1-E3 Shore Sailors takes precedence, and E4>4 Sea or E4 Shore Sailors should NOT be housed, except as Military Necessity. Assignment at IAP standard will be in effect until new UH facilities are constructed and operational that fully addresses the UH deficit at CFAS.
  - b. Unaccompanied members receiving Basic Allowance for Housing (BAH) at the "with dependent" rate are not allowed to reside in a space which exceeds the minimum standards without forfeiture of housing allowances per reference (k).
4. Assignment Priority. The Navy's goal is to provide suitable housing for all Sailors based on local conditions. CFAS UH is currently at IAP assignment standard and eligible Sailors will be assigned in the order as supported by the following priorities and categories.
  - a. Priority 1. Unaccompanied key and essential Service members, including special command positions.
    - (1) Category I, Military Necessity. Military Necessity may be declared when, in the judgment of the CO of the Installation, housing of an individual or unit is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Every effort will be made to

22 Feb 2016

provide adequate accommodations as outlined in reference (a) to members as a result of Military Necessity. Military Necessity will not be declared for the sole purpose of avoiding the payment of appropriate housing allowances.

b. Priority 2. Unaccompanied permanent party personnel in specific pay grade categories required to reside in Government provided housing.

(1) Category II, Sea Duty Sailors E4<4. The HPA program supports Sailors assigned to all self-propelled vessels, while in their designated homeport.

(2) Category III, E4<4 Rotational in Homeport. Sailors assigned to a Sea duty component of a deployable unit such as Air Squadrons, Mobile Training Units, and Mobile Construction Battalions (Seabees), etc.

(3) Category IV, E1 to E3 unaccompanied Sailors assigned to shore duty component.

(5) Category V, Sailors on Dependent Restricted OCONUS Tours, as applicable above. Applies to any overseas duty station with an established tour that does not permit Command-sponsored dependents. Involuntary separation as defined by reference (a).

c. Priority 3. All other unaccompanied personnel, including voluntarily separated personnel with occupancy on a space-available basis. Assignment in this category requires placement on a waiting list, and review or approval by the Unaccompanied Housing Assignment Review Board (UHARB) prior to assignment.

(1) Category VI, RA. E6 and above Service members approved by the UHARB. RA's who are receiving BAH at the "with dependent" rate cannot be housed at greater than their minimum standards as defined per reference (a) without risk of forfeiture of housing allowances. Note: the population of RAs will not exceed five percent of the total E1-E3 permanent party population. Assignment policy, criteria, requirements, application forms, and other pertinent information are annotated in references (f), (h) and (i). RAs must obtain required training criteria per reference (h), in advance of assignment to berthing in UH facilities. With the exception of Military Necessity, all E6 and above Sailors must obtain RA status in order to receive berthing in UH facilities. Commands desiring designation of E5 Sailors as RA, due to an insufficient number of RAs on-board, may submit requests via UHARB, as stipulated in reference (e).

(2) Category VII, Sailors with exceptional family member (EFM), or for Sailors on dependent restricted tours, typically E1-E3 who are unable to obtain Command Sponsorship for dependents due to

22 Feb 2016

minimum pay-grade requirements. Sailors that are registered in Category III, IV, V, VI of the EFM program are prevented from bringing dependents to the new duty station due to EFM and have been authorized BAH at the dependent's location by PERS-451. Members in either of these category's will not be included as GB via Enterprise Military Housing on-line database.

(3) Category VIII, Sailors assigned to ships in overhaul. When the ship is determined to be uninhabitable during period of overhaul (not-preconstruction), Sailors may be housed in accordance with reference (k). Once assigned, these members may be given no less than 48 hours' notice to vacate in order to provide housing for a higher priority member assignment. However, the primary support infrastructure for crewmembers of uninhabitable ships home-ported in Sasebo is the berthing barge (APL 39).

(4) Category IX, Geographic Bachelor (GBs). Service members, in receipt of BAH at the "with dependents" rate and have executed PCS orders that authorized movement of dependents, who for reasons other than the availability of housing, elect not to be accompanied by the dependents. This includes Service members on overseas tours who are not accompanied by their command sponsored dependents (Unaccompanied Orders).

(a) CFAS ICO is authorized to provide up to five percent of UH bedrooms for use by GBs, and has programmed to house 100% of GBs assigned to Mine Countermeasures (MCM) afloat commands. Beds occupied by GBs are considered available in calculating occupancy percentages in support of issuances of Certified Non Availability (CNA) requests. GBs not serving on-board MCM commands, or in the capacity of a RA will not normally be approved.

(b) Housing for GBs will not exceed the space criteria in reference (a) for their pay-grade/rank.

(6) Category X, Permanent Party Personnel assigned to units not supported by the Installation.

(7) Category XI, Space Available (Others). This category includes those members that are not part of the normal Installation Unaccompanied Housing requirement (e.g. members removed from permanent housing for safety/security purposes).

5. Waiting list. Respective Senior RA's will maintain the waiting lists for those desiring to move into Navy UH and coordinate with the HA for placement. The HA will maintain the waiting lists for those requesting to draw an allowance for housing instead of assignment to Government quarters.

a. Waiting list priority for Members requesting assignment to UH.

- (1) E1-E3 Sailors
- (2) E4 Sea Duty Sailors with less than four years of service
- (3) RA Applicants
- (4) GB's

6. BAH/OHA Entitlement for Single Members. The Military Pay and Compensation Policy Branch (OPNAV N130) is the entitlement authority for the Navy. Reference (o) provides clear guidance regarding BAH and/or OHA entitlements. For the purposes of OHA entitlement while at IAP standard, single E4>4 Sea and E4 Shore duty Sailors are authorized OHA as per references (d) and (r).

a. Single Sea Duty Sailors E1-E3 are prohibited by law from receiving full BAH/OHA.

b. Single Sea Duty Sailors E4<4 are not authorized by the Navy policy to receive full BAH or OHA.

c. Unaccompanied E4>4 Sea (not collecting BAH) and E4 Shore duty Sailors currently residing in UH, with 12 or more months remaining on-board, may submit a special request to receive OHA. The member's respective CO is the approving authority. Requests for single OHA in lieu of UH assignment will include;

(1) Approved Special Request Chit to move off-base.

(2) Command Financial Coordinator (CFC) counseling.

(3) Copy of PCS orders.

(4) Copy of recent LES, or other credible documentation reflecting pay-grade eligibility and that Sea duty applicants are not collecting BAH, as applicable.

(5) Copy of Dependency Record (Page 2).

7. Mission Essential Assignment. Housing for rotational or mobilized Sailors outside their homeport; and crewmembers of uninhabitable ships and submarines may be housed under mission essential assignment. However, the primary support infrastructure for crewmembers of submarines and uninhabitable ships home-ported in Sasebo is berthing barge (APL 39).

8. Disciplinary, Correctional or Restricted Barracks. CFAS UH does not possess facilities or the authorization to operate a restricted barracks per reference (b).

22 Feb 2016

9. Visiting Quarters Assignment. Visiting Quarters assignment for personnel on short term Temporary Additional Duties (TAD and TDY) or official visit is a function of the Navy Gateway Inn & Suites (NGIS). Navy Lodge Sasebo may also provide accommodations for short term visitors if space is available.

10. Temporary Lodging Facilities (TLF). TLF refers to housing provided to service member and civilian personnel and their families while awaiting assignment to government housing or referral to off-base quarters. The primary TLF facility at CFAS is the Navy Lodge.

11. Dormitory. CFAS does not possess UH facilities classified as student dormitories. Short term bed down requirements during training TAD or TDY in Sasebo should be arranged with NGIS or the Navy Lodge.

12. Temporary UH Assignment. Request for temporary assignment due to personal hardship (legal separation, pending divorce, restraining orders, etc.) may be requested and routed via the member's chain of command and/or Fleet & Family Support Center (N91) for ICO approval. Such housing request may be accommodated under Military Necessity at UH, but will not normally exceed 30 days.

13. Single Pregnant Member. Per reference (f), a pregnant service woman with no family members may reside in bachelor quarters for her full term. If requested, the host commander may authorize a pregnant service woman to occupy off-base housing and be paid OHA up to her 20th week of pregnancy. From the 20th week onward the host commander must approve a request to occupy off-base housing.

14. Male & Female Room/Module Designation. Cohabitation in the UH is strictly prohibited and is subject to UCMJ actions. Male and Female rooms or modules will be clearly identified in the UH Property Management and Assignment System. Personnel will not be assigned to rooms or modules that will result in shared rooms, bathrooms or share a common internal lounge and kitchen between opposite sexes. Personnel are not allowed to swap rooms in order to have male and female resident share a room or module.

15. Front Desk Procedures. UH Front Desk is located on the first floor in Bldg. 151 and is open 24/7. The front desk is the control point for assignment of eligible personnel and issuance of room keys. Assignment to UH will be classified and categorized into the following groups:

a. CFAS, shore tenant and rotational personnel assigned to Sasebo commands are required to show a copy of their original PCS orders and common access card (CAC) identification (ID) for assignment to UH.

b. Shipboard and permanently embarked personnel on home-ported vessels are normally required to check-in with their command prior to



22 Feb 2016

assignment to the UH. The member's respective senior RA manages assignment to the UH, and will notify the UH Manager in writing. In cases where the afloat command is underway for an extended period of time, and the command's Senior RA fails to make assignments in a timely manner, the UH Manager may assign UH berthing ICO prospective gains awaiting transportation at Regional Transient Personnel Department (RTPD). Assignment will not be processed by the front desk without prior written notification from the UH Manager. Consequently, personnel housed in this category may be required to vacate and relocate back to berthing compartments aboard their vessel due to UCMJ infraction, or failure to conform with UH rules and regulations.

c. Rotational personnel not home-ported in Sasebo are normally processed under a mass check-in and check-out procedure. Advance notification and coordination with the UH Manager is required when housing this type of personnel.

d. Temporary Lodging Allowance (TLA). Single E4>4 Sea and E4 Shore duty and above personnel not drawing housing allowances may request to occupy UH on a temporary basis while making arrangement to secure a residence in the local community. Such assignments are categorized as "Space-A" and will not normally exceed 30-days, and can be displaced on short notice to house higher priority personnel. A Certificate of Non-availability (CNA) may be issued to newly reported E4>4 Sea duty Sailors not attached to shipboard commands and E4 and above Shore duty Sailors in order to draw TLA per CNFJINST 7220.1, Policy Concerning Payment of TLA in Japan. Unaccompanied Sea duty Sailors attached to afloat commands are not authorized TLA, as berthing is provided on-board their respective ship.

e. Resident Advisor and Geographic Bachelors (E6 and above GB's) will not be assigned or accommodated in the UH until GB and RA request has been submitted, reviewed and approved by the UHARB. Assignment will be limited to designated RA rooms only. RA's and GB's who are receiving BAH at the "with dependent" rate cannot be housed at greater than their minimum standards as defined per reference (a) without risk of forfeiting their housing allowances. UH Manager and Front Desk staff will monitor GB and RA room assignment, and counsel/report personnel housed at greater than their minimum standard using Table-1.

16. Sexual Assault Prevention and Response (SAPR) Training.

Reference (f) requires barracks residents to complete UH SAPR Indoctrination Training within 30-days of occupancy. This training is available upon check-in at the front desk and must be completed prior to issuance of room key. Completion of RA SAPR training is required for personnel applying for assignment as RA.

17. Roving Patrol. Reference (e) promulgated Navy-wide requirements to establish roving patrols in the UH. CFASINST 1601.2 details this requirement for all affected departments and tenant units at CFAS.

22 Feb 2016

18. CNA. CNA's are memorandums provided by the UH Manager or the Installation Housing Director certifying that government quarters for unaccompanied permanent party personnel are not adequately available to pay-grade. This authorizes eligible service member to seek leased quarters in the local community and draw OHA. Until CFAS UH has adequate Barracks capacity to house all E1-E3 and E4<4 Sea duty Sailors at the CNO's assignment standard, E4 Shore duty Sailors with E4>4 Sea duty Sailors are authorized OHA per reference (d) and (r).

a. CNA approval will be documented, serialized and approved locally or via Enterprise Military Housing (EMH) on-line database function and cannot be delegated below UH Manager's level without authorization from the Installation Housing Director.

b. E4>4 Sea duty Sailors, not in receipt of BAH and E4 Shore duty Sailors currently residing in UH, with 12 or more months remaining on-board, may submit a special request to receive OHA. The member's respective CO is the approving authority. Requests for CNA endorsement will include;

(1) Approved Special Request Chit to move off-base and collect OHA.

(2) Command Financial Coordinator (CFC) counseling.

(3) Copy of PCS orders.

(4) Copy of recent LES, or other credible documentation reflecting pay-grade eligibility and that Sea duty applicants are not collecting BAH, as applicable.

c. E4>4 Sea duty Sailors, not in receipt of BAH and E4 Shore duty Sailors not currently residing in UH, to include all ranks up to E5 (as applicable), may request CNA endorsement in order to obtain off-installation housing. Requests for CNA endorsement will include;

(1) Copy of PCS orders.

(2) Copy of recent LES, or other credible documentation reflecting pay-grade eligibility and that Sea duty applicants are not collecting BAH, as applicable.

d. E6 and above personnel assigned to arduous sea duty not in receipt of BAH and E6 and above personnel assigned to shore duty do not require CNA endorsement, as UH berthing is not available to paygrade.

e. Process for moving off-base once approved:

22 Feb 2016

(1) Bring CNA, request chit (as applicable), and copy of PCS order to Housing Service Center (Bldg. 200), and attend Off-Base Housing Brief.

(2) House hunting, lease signing and submission of OHA Worksheet (DD 2367) to Personnel Support Detachment (PSD), and relocation to off-base quarters. (Note: A separate request chit is required if OHA or MIHA advance is needed or requested).

19. Inspection and Room Entry Procedure. Whenever possible, inspections will be coordinated and consolidated to minimize impact and intrusion to single Sailor's quality of life. However, inspection requirements must be maintained to ensure the UH facility, sanitation, and health & comfort of all occupants living in shared quarters. CFAS UH inspections will include:

a. Building Manager (BM) inspections of occupied and vacant rooms: BM is required to check all vacant rooms on a daily basis to ensure rooms are ready for immediate occupancy. On a weekly basis, BM's are also required to check occupied rooms when members are underway, deployed, TAD or on leave. This inspection is necessary to check for water leaks, mold, energy conservation, cleanliness and to dump water collected by the dehumidifier. BM's daily or weekly inspection is not designed to replace or relieve the unit or command leadership and assigned RA of their duties to inspect and provide deck-plate leadership to their personnel.

b. Deployment and Return to Homeport Inspection: UH Manager and Senior Enlisted Leader, or Senior RA of afloat commands are required to walk-through and inspect all rooms and common areas assigned to their unit prior to deployment or underway period greater than 14-days. The purpose of the joint inspection is to ensure material, sanitation, cleanliness and upkeep of rooms to prevent mold, rodent or vector infestation. Joint inspection prior to return of vessel is encouraged to ensure habitability of living space prior to unit's return to homeport.

c. Command Inspections: CO/XO/CMC and senior enlisted inspections of UH assets allocated for their junior personnel and assigned RA's. Minimum requirement is to assess 25 percent of their allocated UH assets within a two-week period. A copy of the inspection result should be provided to the BM and kept on file. Inspectors will ensure rooms are maintained at all times to represent neatness, cleanliness, safety and military image.

d. Public Works, Fire, Medical, Security, and Safety Inspection should be coordinated and consolidated whenever possible.

e. Distinguished Visitor Inspection/Visit: Occasional visit by DV/VIP will require access to rooms in order to assess quality of life

22 Feb 2016

programs, residency condition, and effectiveness of housing programs and policies. Residents may be notified prior to such visits.

20. Room Entry Procedure. BMs are required to knock twice and announce their presence loudly prior to entering rooms. Two person integrity (TPI) will be utilized when entering an occupied room. BMs are also required to announce "male or female on deck" when entering rooms. Visitation notice annotating the name(s), date, time, and purpose of the visit are required for occupied rooms when residents are not present.

a. BM will politely ask permission and state their purpose when occupants are in their rooms.

b. BM will not touch personal belongings, open drawers, lockers or other enclosures which may contain personal items.

c. When contraband within plain sight is discovered, the BM will promptly notify Base Security.

21. Protection of Personally Identifiable Information (PII). The UH staff is entrusted and will protect the resident's PII information. Disclosure of SSN, date of birth, and other information is strictly prohibited.

22. Trouble Calls. Public Works Department, Sasebo under Naval Facilities Engineering Command Far East is responsible for the administration of a trouble call system. The BM serves as a liaison and control point for all repairs in his/her building, and is responsible for maintaining a Trouble Call Log. Residents are required to submit routine trouble calls via the BM or the UH Front Desk at 252-6081. After hours emergencies can also be directed to the Public Works trouble desk at 252-3535. CFASINST 5330.1 provides general guidelines and procedures in categorizing after-hour trouble calls.

23. Key Management. UH facilities and rooms are equipped with both hard keys and industry standard key card system used in the lodging industry. Key control and management will comply with CFAS Lock and Key Control Plan (CFASINST 5530.4).

a. Resident's Key - Coding of a permanent key card will be issued to the member at check-in, using enabled key encoder capable of high-density key encoding. Keys encoded may be programmed until the resident's Projected Rotation Date (PRD) or End of Active Obligated Service (EAOS). Use of CACs as keys for new internal lock systems is prohibited as per reference (q).

b. Building Manager Key - Also referred to as Master, Maid, or Floor Keys. This type of electronic card key shall be coded,

22 Feb 2016

controlled and secured at end of work day and deposited in the key locker.

c. Grand Master Key - Are special master keys coded to open all doors in all five UH buildings. These keys will be kept under strict lock and key and may be issued only to the UH Manager or Housing Director.

d. Emergency Key (E-Key) - A type of grand master key with similar capability, but has an added feature to disarm and disengage the deadbolt mechanism on the door. E-Keys are provided to CNRJ Fire Department and kept in a secure container for use as an option during emergencies not requiring forcible entry measure.

e. Key Card Encoder Control and Access - Ability to program or code room, master and grand master keys will be limited to authorized personnel only with corresponding Letter of Designation signed by the Housing Director.

24. Lock-Out. Lock-out service is provided by the Unaccompanied Housing Front Desk located in Building 151.

a. Lock-Out with Valid Photo Identification: Issue temporary duplicate keys that will expire within 24 hours upon confirmation of identity and passing security question.

b. Lock-Out without Valid Photo Identification: Do not provide duplicate or temporary key. This type of lockout will require escorts to open their room door. Verification of identity will be made upon entry to their quarters. RAs, Command Duty Officers (CDO), Officers of the Deck (OOD), UH Managers, or Building Managers can act as escort and provided 24-hour temporary key. No master keys will be issued to the residents or their escorts.

c. Lock-Out requests, more than 3 in a 12 month period, will require escort and assistance of respective command RA.

25. Forcible Lock-Out. Forcible lock-out may be used to prompt resident(s) to check-in with the UH Front Desk or the Building Manager to address a pending issue, billing or to update resident information due to expired PRD or EAOS. A note will be placed on the door notifying the resident of this action and the requirement to visit the front desk or their respective Building Managers prior to reactivation and re-issuance of room key.

26. Beddings. Clean government beddings (pillows, sheets, blankets, and pillowcase) will be prepared and issued to newly arrived personnel when requested. Custody cards will be prepared to document receipt. Resident will be held financially responsible for lost or damage

22 Feb 2016

beyond normal wear and tear. These items must be returned upon check-out or once the resident procured their own personal beddings.

27. Billing and Collection for Damages. UH in coordination with PSD and CFAS Financial Management Office (N8) will set up accounts to enable members to reimburse the government for damages to their rooms and government properties. Occupants shall be advised of their responsibility upon move-in using the Condition of Residency Agreement, and afforded the opportunity to rectify the problem prior to assessing charges. Residents are responsible for providing a copy of payment voucher to the UH Manager as proof that the pending account has been settled. Malicious or contested damages will prompt notification of base Security and submission of Incident Complaint Report (ICR) to the Staff Judge Advocate's (SJA) office for deliberation and further dissemination as applicable.

28. Welcome Aboard Information. Welcome packets will be provided at the front desk. Maps, telephone numbers, evacuation procedures, appliance operating instructions, UH rules & regulations are some of the basic items required in this packet.

29. Occupant Responsibility and Liability. At the time of assignment and upon setting termination of government housing occupancy, residents shall be informed and acknowledge in writing their responsibility and financial liability. The Condition of Residency Agreement and Move-In Inspection Condition Report will be validated at the pre-termination and final inspection. Occupants assume liability for damages not noted during check-in.

30. Service Member Married to Service Member. Either member may be assigned to a Family Housing (FH) unit when co-located or accompanied by a dependent. If the military members have dependents and are assigned to separate Installations not in the same geographic area, the member with physical custody will be eligible for FH. E1-E4<4 Sea duty and E1-E3 Shore duty service members without dependents married to another service member without dependents (i.e. two single sailors married to each other) stationed at separate Installations not in the same geographic area are eligible for UH. A service member with dependents or with custody of dependents, but not accompanied by these dependents, married to another service member without dependents or without custody of dependents stationed at separate Installations, as defined above, is considered a GB for UH and entitlements purposes. The member without dependents is considered a single service member for UH or entitlements purposes.

22 Feb 2016

**CFAS UNACCOMPANIED HOUSING RULES AND REGULATIONS**

1. Abandonment. As in the case of unauthorized absences, or member listed as deserter status. Personal belongings will be inventoried, stored and shipped in accordance with applicable regulations and policy concerning such matter. Member's respective COC will initiate.

a. UH notification is required when resident will be away from assigned unit, on leave or travel for more than a two-week period. When a UH space is suspected to be left abandoned, the UH Manager will contact member's command to ascertain status.

b. If it is determined that the member is no longer assigned to his/her unit, responsible Master-at-Arms, Security Department personnel, and member's chain of command will be contacted in order to dispose and ship personal effects.

2. Abandoned Vehicles and Bicycles. All bicycles must be registered with CFAS Security and disposed of when no longer used or serviceable. Abandoned vehicles will be ticketed, towed or discarded at owner's expense. Bicycles may "only" be stored in designated bicycle racks, located outside of each UH facility. Bicycles found in resident rooms and/or blocking egress will be removed immediately and placed in a designated areas.

3. Alcoholic Beverages. The possession and consumption of alcohol in moderation, is permitted in all UH rooms only for residents and guests 20 years of age or older. Consumption of alcohol in the UH front desk area, common area lounges, or passageways is prohibited. Beer and wine may be kept in the refrigerator. Drunkenness, underage drinking and abuse of alcohol will not be tolerated.

a. In accordance with CFASINST 5355.3 - CFAS Drug and Alcohol Abuse Policy, the decision to use or not to use alcoholic beverages is a personal choice for members 20 years or older; the Navy will not interfere with that decision unless alcohol abuse is evident or suspected. However, there is no tolerance for the wrongful or illegal use or possession of illicit substances and drug related paraphernalia. Proper use of alcoholic beverages or legitimately prescribed drugs is appropriate, but any abuse, illicit use or possession is a violation and punishable under UCMJ.

b. Consumption of alcohol in moderation is allowed in UH picnic areas and is limited to canned beer. Although every individual is responsible for his or her own action and behavior, the senior person at the picnic is responsible for ensuring proper conduct and good order at all times.

c. Empty alcohol containers will be promptly removed when empty, and disposed in proper receptacles or recycle bins.

22 Feb 2016

d. In extreme situations to restore good order and discipline, the ICO may restrict use, storage and consumption of alcohol in the entire building (dry building).

4. Antenna or Satellite Dish. Indoor antennas may be used in UH rooms; however, antennas or satellite dish outside of individual rooms or on the windows detract from the overall appearance of the UH, and are not allowed.

5. Cable, Phone and Wireless Connections. Wiring to the building and each UH room will be provided by the installation. Connections for in-room telephones, TV cable or Internet connections (including wireless routers) are the responsibility of the resident. Residents will be held responsible for all billing of personal phone, cable or Internet connections. UH will not serve as a central billing or collection point.

6. Bulletin Boards. Bulletin boards are provided in each UH building to form a means of communication between residents and management. Residents are responsible for reading official correspondence placed on these boards.

7. Car Wash and Maintenance. Residents are not allowed to wash cars, change oil, or perform maintenance to their vehicle in the UH parking areas. A car wash is available at the Auto Port. Use the Hobby Shop for car maintenance.

8. Cleaning Requirement Upon Check-Out. Residents are responsible for cleaning their rooms or their living area prior to departure from the UH. Some of the common requirements are as follows:

a. Remove personal and perishable items in the refrigerator and dispose them properly. Wipe down and clean the refrigerator, microwave, cupboard and kitchenette as required.

b. Remove all bedding materials from assigned bed or bunk. If using government issued bedding, they are required to wash the sheets and pillowcase prior to turn-in to the front desk.

c. Remove all personal items in closet, desk drawers, nightstand, cabinets or other storage location. Dispose of extra clothes hanger and wipe down the drawers and storage cabinets

d. Remove posters or pictures that were hung on the walls or cabinets.

e. Clean and wipe down the shower, tub and shower curtains. Remove all personal shower and bath items.



22 Feb 2016

f. Ensure all personal belongings have been removed from the room. Items stored in the baggage storeroom must be removed prior to departure.

g. Vacuum the carpet to remove remaining dust and dirt.

h. RAs will be responsible to ensure the above are complete prior to check-out.

9. Combustibles. Combustible hobby type fluids, model fuels, paint, butane or propane for lighters may be kept in small (one cup or less) quantities in purchased containers. Possession of kerosene, gasoline, charcoal lighter fluid, propane, or other combustibles are not permitted within the UH.

10. Conduct. Residents are expected to conduct themselves properly at all times. Disciplinary action may be taken for offenses as:

a. Disrespectful, loud, or boisterous conduct, use of insulting, abusive or obscene language, threatening or provoking others gestures.

b. Wrestling, fighting or inflicting bodily injury to others.

c. Actual or attempted theft of property of others, government property such as, but not limited to, tools and equipment and unauthorized possession of such items.

d. Malicious registering of false alarm, tampering with alarm signaling device, emergency telephones or fire extinguishing apparatus or equipment.

e. Removal of fire extinguishers or firefighting appliances from assigned locations except for authorized purposes. Unauthorized discharging of a fire extinguisher is a serious offense and shall be reported immediately to the management or Base Security for appropriate disciplinary action.

f. Littering, contributing to littering, directly or indirectly, of barracks space and surrounding areas with such items as, but not limited to, soda cans, bottles, paper cups, paper plates, cigarette butts, etc.

g. Propping, tampering with, or damaging fire exit doors in order to keep them from closing and locking.

h. Other actions that disrupt the good order and discipline in UH.

22 Feb 2016

11. Controlled Substance. The possession of any controlled substances (i.e. marijuana, barbiturates, heroin, hashish, etc.) other than prescribed by a competent medical authority is prohibited.

12. Cooking in Rooms. Due to the high sanitation standards necessary to reduce insect and rodent infestation in close living conditions in the UH and to keep fire hazards to a minimum, cooking in rooms without kitchens or kitchenettes is prohibited. Utensils such as hot plates, camp stoves, electric skillets, deep fryer and toaster ovens without proper ventilation are fire safety hazards and are prohibited. Residents are urged to make use of the dining facilities, clubs, and vending machines. Coffee pots, small microwaves, and hot "air" popcorn poppers are permitted provided they are kept clean at all times and are Underwriters Laboratory (UL) approved. Unauthorized cooking appliances found during any inspection or maintenance visit will be confiscated and placed in storage until claimed by the owner.

13. Dart Boards. Dartboards are not permitted in UH rooms.

14. Day and Late Sleepers. Respect for shift workers and day sleepers is accommodated through the enforcement of 24/7 quiet hours throughout all UH facilities and spaces. All residents are reminded to keep the noise down in UH spaces at all times. In the event that a room must be accessed for maintenance, every effort will be taken to notify the member in advance or to access the room at the beginning, or at the end of normal working hours. Respective departments are responsible for managing, providing and the posting of "day and late" sleeper notices on applicable resident doors, annotating date/time authorized.

15. Diving Tanks. Diving tanks will not be stored with a residual pressure above 14 pounds per square inch.

16. Electrical Equipment.

a. TV's, video recorders, players, stereos, gaming device, radios, tape recorders, lamps and electric clocks are authorized.

b. Irons, hair dryers and hair curlers are authorized but must be unplugged after use.

c. Microwave ovens, coffee makers, and popcorn poppers (hot air type) are the only authorized cooking appliances in rooms without a kitchen or kitchenette.

d. No electrical outlet will have more than two electrical units plugged in at any one time. Amperage will not exceed total of 15 amperes unless the receptacle is marked for higher amperage.

e. Scented plug-in aromatic devices are a fire hazard and are not authorized.

f. Improper use of extension cords presents an extreme fire hazard. Electrical power strips with built-in circuit breakers that are UL approved are the only extension cords allowed in the UH. Daisy Chaining (connection of multiple extension cords) is strictly prohibited.

17. Elevators. Smoking, eating, or drinking while inside the car is prohibited. The elevator is equipped with an alarm button to alert the Fire Department for assistance in case of malfunction or entrapment.

18. Energy Conservation. Residents can help reduce energy usage by:

a. Turning off electrical items when not in use or prior to leaving the room.

b. Keeping doors and windows closed in air conditioned spaces.

c. Leaving air conditioning or fans on low when the room is not occupied to prevent mildew.

d. Reporting water leaks to the BM or front desk.

e. Reporting any energy conservation violations.

19. Fire Safety.

a. Residents shall familiarize themselves with the building layout and the nearest available exit upon check-in to their rooms.

b. Smoking in rooms is STRICTLY PROHIBITED. This includes the use of electronic cigarettes and/or vaporizers.

c. Open flame producing devices other than matches and cigarette lighters used for smoking are prohibited.

d. The burning of all kinds of odor producing materials such as incense, oil lamps, candles, or odor-producing materials is prohibited.

e. Irons will not be left unattended while plugged in. When not in use, unplug the iron and set it to cool in a safe place.

f. Toasters, stovetops and ovens will not be left unattended while in use.

22 Feb 2016

g. All electrical devices must be United Laboratory (UL) approved.

h. Tampering with firefighting equipment will not be tolerated. Tampering with the fire alarm is a serious safety violation. Residents who set off fire alarms due to negligence will be assessed appropriate service charge, subjected to UCMJ proceedings, and possibly evicted from UH.

20. Fire and Safety Inspection. To ensure that residents adhere to the fire prevention instruction, fire department and safety personnel will conduct periodic inspections of the UH rooms and storerooms.

21. Fire Alarm Response and Evacuation. When a fire alarm sounds, all residents must vacate the building immediately using the nearest fire exit and secure their room doors.

a. During normal working hours, the UH staff will help ensure proper evacuation of residents.

b. After normal working hours, on weekends or holidays, Fire Department and Base Security shall ensure an orderly and complete evacuation of all personnel in their area of responsibility.

c. Residents shall muster on the location as indicated on the building evacuation plan.

22. Fire Escapes and Access. All residents are prohibited from blocking, installing tape, doorstoppers, rocks, or other devices that will enable residents to use emergency exit doors as an alternate entrance to their rooms. All residents and guests should use the main entrance only when entering the facility for security reasons. These access/egress areas should be free of any obstruction at all times. Smoking is not permitted near fire exit doors and vestibules.

23. Flags. American and National flags when displayed, must comply with standards protocols and traditions of displaying the National Ensign. Use of National flags as decor is strictly prohibited. Displaying flags of other countries or nationalities from windows is likewise prohibited. Flags shall not be pinned or fastened to a wall or used as a bedspread.

24. Food in Rooms. Prepared food items may be kept in UH refrigerators or in tightly sealed containers such as a cookie jars or plastic storage containers. Residents and guests are responsible for keeping their food preparation area clean and sanitary. To reduce or eliminate insect infestation:

a. Do not leave food out in the open.

22 Feb 2016

b. Open food containers kept in lockers and drawers attract insects and rodents which act as carriers for germs and bacteria. This creates unsafe and unsanitary conditions for all residents and is not permitted.

c. Trash and garbage must be removed promptly especially if food waste is present.

d. Properly dispose of expired food in the refrigerator or freezer to avoid spoilage.

e. Dispose of all refrigerated or pilferable food items before extended periods of absence.

25. Furniture and Décor. Room furnishings may not be rearranged, unless specific authorization from the UH Manager or above has been granted. If authorization is granted, the following restrictions apply:

a. Exits will not be blocked.

b. Equal space will be provided to all occupants.

c. All occupants must agree with the room rearrangement.

d. Loft units (bunk beds) will not be removed unless authorized by the UH Manager.

e. With the approval of UH Manager, privately owned furniture may be utilized in the member's assigned room. Government furniture may not be removed at any time for any reason. Residents are solely liable for privately owned furniture that becomes damaged for any reason. Privately owned furniture shall be removed immediately at owner's departure. Privately owned curtains or draperies are not authorized.

f. Furnishings will not be placed in any manner that will impose safety hazards or used other than its intended purpose.

26. Gambling. Gambling is prohibited in all UH facilities and spaces.

27. Graffiti. Graffiti is defined as words or phrases written on public sidewalks, on the walls of buildings, public rest rooms or the like. Unauthorized banners or signs will not be posted in any part of UH buildings. Personnel determined responsible for such act will be subject to disciplinary actions. Graffiti detracts from the overall appearance of the command and reflects poorly on UH residents.

22 Feb 2016

28. Government Furnishing. The movement of government owned furnishings outside of the room or lounges to which assigned is not permitted. Room furnishings are tagged with a barcode label, and the BM updates a furniture inventory sheet periodically. Residents must inform the BM of any damaged or unserviceable furniture in the room to ensure prompt replacement and disposal.

29. Government Property Loss or Damage. UH residents have an obligation to ensure that furnishings receive proper care. Occupants are responsible for any loss or damage caused by abuse or negligence. Report acts of vandalism to the UH staff or Base Security.

30. Guests. A guest is defined as any person, military or civilian, who is not assigned to that berthing space. UH residents may receive guests in the common areas or their room. The guest must not be an imposition on other residents occupying the room. Visitation privileges are extended to all UH residents in accordance with the following provision:

a. Guest visiting hours are from 0800 to 2200.

b. Roommates must agree to the time during which guests may visit rooms. As a common courtesy, permission should be obtained from roommates when guests will be present, particularly group guests.

c. Minors (any person under age 18) and high school students are not allowed in the UH complex.

d. Guests will be escorted at all times.

e. The sponsor is responsible for the conduct of guests including liability for any loss or damage to UH property their guests may cause.

f. Guests are not allowed to use UH laundry facilities.

g. Proper identification will be required and may be checked by Base Security, UH staff members, Resident Advisors, or Roving Patrol Watches.

31. Guest - Visiting Family Members. Visiting families or fiancée must seek accommodations at the Navy Lodge, Navy Gateway Inns & Suites (NGIS), or off-base hotels. Cohabitation in the UH is strictly prohibited.

32. Kitchen facilities, 4<sup>th</sup> and 7<sup>th</sup> floor building 151. Available for check out at the UH Front Desk from 0800 to 2200 daily, on a first come basis only and normally for four hours per request. Residents utilizing the kitchen will ensure cleanliness is maintained at return.

22 Feb 2016

33. Laundry - Washers & Dryers. Laundry facilities are provided for resident use only. Personnel should report malfunctioning equipment promptly to their BM for repair or replacement. A variety of model/type of washers and dryers are available in each laundry facility. Machines are not for shipboard bulk laundry. Please use only recommended detergents and softeners.

a. Remove all articles from washers and dryers promptly when wash or dry cycle has completed.

b. Machines will not be used to dye clothes.

c. Do not dry rubber or plastic items (i.e. shower curtains, rubber shoes, mats with rubber lining, etc,).

d. If the washer is stopped before the cycle is completed, close the lid and allow the spin cycle to complete so the washer is ready for the next resident.

e. Clean lint filter before and after using the clothes dryer.

f. Dispose of your trash in the receptacles provided.

g. UH management does not assume responsibility for any lost or damaged clothing.

h. Clothing left abandoned in the washer and dryer's will be disposed of immediately.

34. Leave, TAD, Deployment. In the event a resident goes on leave, TAD, deployment or is confined, the individual will retain his or her room. The resident should keep the front desk or BM informed as to departure date, approximate duration of absence, and date of return.

35. Locks. Residents are NOT ALLOWED to install or attach locking devices to their room doors. Padlocks are allowed for storage and wardrobe lockers specifically designed to accept such devices. All rooms are equipped with electronic door locks for resident's safety and security. Residents are reminded not to use the deadbolt mechanism as a doorstopper. Damage caused from improper use of door locks will be assessed to residents.

36. Lost and Found. All lost and found items will be turned over to Base Security, with the exception of hazardous, soiled or unsanitary personal items, which may be disposed of immediately.

37. Lounges, Game Rooms, TV and Recreational Areas. Lounges and television areas are intended for recreational use by all residents and are not to be used as substitute berthing areas. Sleeping or

22 Feb 2016

playing loud music is prohibited. Smoking in lounges or any common areas within the UH is prohibited.

38. Mold and Mildew. Mold and mildew is a big concern in CFAS UH especially during the hot and humid summer months. Residents can help mitigate this naturally occurring microorganism growth by following these simple steps:

- a. Report any leak or condensation in your room.
- b. If liquid is spilled on the chair, couch or carpet, ensure the liquid is removed and the fabric/carpet is dried promptly.
- c. Proper air circulation helps a lot. Ensure moist humid air after taking a hot shower is promptly removed by using installed exhaust fans in the bathroom.
- d. Keep the windows closed during muggy (high humidity) weather. Take advantage of clear, breezy low humidity days by turning off the air conditioners and circulating fresh air for about 15 minutes.
- e. Launder wet clothing and towels as soon as possible. Moist clothing contributes to increased latent moisture, and is a fertile ground for mold growth.
- f. Each bedroom is supplied with 1 dehumidifier. Residents are responsible for proper utilization of such and will ensure the device is powered on during the months of May through October. Resident will further ensure the device is set at 40% humidity collection and the water collection bucket is emptied daily or more frequently if necessary.
- g. Surface mold grow in just about any damp location, such as the grout lines of a ceramic tiled shower. It is easy to scrub away with a mixture of 1/2 cup bleach, 1 qt. water and a little detergent. The bleach in the cleaning mixture kills the mold, and the detergent helps lift it off so you can rinse it away so it won't return as fast.
- h. Maintain AC temperature in the recommended range of 24.5 degrees Celsius, or lower. This will help in maintaining your room temperature above the dew point.

39. Noises and Loud Music. Disturbing the peace by playing loud music or by making excessive noise either through individual or group action violates UH rules. A disturbance is considered as any action, which interrupts the quiet, rest, and peace of another occupant or individuals in adjacent rooms. Typical disturbances are attributed to the playing volume of stereos, radios, and TVs, or loud boisterous behavior. As a general rule, one should not be able to hear any noise outside the room, car, or structure where the activity is occurring.



22 Feb 2016

For outside events, the playing of music will be maintained at a moderate level appropriate for the listening pleasure of personnel in the immediate area attending the event. Loud music, which violates another individual's right to privacy, is inappropriate and discourteous.

40. Parking. Parking in front of fire hydrants, in fire lanes, in reserved spaces or on the grass, could result in a ticket or towing at the owner's expense. Motorcycle spaces are marked for use by motorcycles only. Vehicles not registered or with expired registration or inspection stickers will not be parked in any UH parking lots, and will be towed away at owner's expense.

a. Bicycle Parking and Storage. Bicycle racks and storage are provided for bicycles. Residents are prohibited from storing bicycles in the rooms due to sanitation, space and egress concerns. All bicycles should be secured to the rack by use of a high quality steel chain and lock. Chaining or stowing bicycles in the passageways or non-designated bicycle storage is prohibited.

b. Abandoned bicycles with missing and rusted parts will be removed and discarded by base Security.

41. Parties. Social gatherings or parties will be limited to lounges and picnic areas of the UH. The senior member present is responsible for cleaning and securing the area when finished.

a. The UH picnic area is open for use to all residents between sunrise and 2200.

b. The use of the picnic areas is on a first come-first serve basis.

c. For alcoholic beverage consumption, only canned beer for residents of legal drinking age is authorized.

42. Pets. No pets of any kind are allowed in the UH.

43. Pictures and Decorations. Decorations (pictures, statues, insignia, flags, etc.) may be placed in the room. Tape or other adhesive MAY NOT BE USED due to damage to painted and wallpapered surface when removed. Overhead light fixtures will not have materials placed inside of the fixtures to darken rooms.

a. In rooms shared with other personnel, treat all occupants with courtesy, dignity and respect. All room decorations will be mutually acceptable to all residents of the room.

b. Offensive and inappropriate material. Decorations that blatantly display or allude to intimate sexual acts, male nudity below

22 Feb 2016

the bikini line, and female nudity of the breasts and below the bikini line, decorations which suggest support or tolerance of practices (drug use, child abuse, prejudice, etc.) that are not in keeping with Navy traditions and principles are considered offensive/inappropriate and must be secured so that they are not visible when someone is in the room or viewable when locker doors are open.

c. Painting, wallpapering of the room or bathroom is prohibited. Alteration of the walls of any kind is prohibited.

44. Roofs of UH Building. For safety reasons, roof areas and ledges are OFF LIMITS to all residents. No items of any kind will be placed on the roofs or ledges.

45. Room cleanliness standards. Rooms will be maintained at all times to represent neatness, cleanliness, safety and military image. Residents are solely responsible for the storage of excess personal gear. Residents may utilize command designated seabag lockers when available, or alternate locations for storage of excess belongings. Excess belongings are described as personal storage items beyond the capacity of assigned locker space, not to include items such as a reasonable amount of shoes, desk top supplies, photos, electronic devices, and similar items.

46. Seabag Lockers (Command). Allocated Command Seabag lockers will be issued to applicable commands assigned to building 151, and also one Seabag locker in building 1604, 2<sup>nd</sup> floor for CFAS Security personnel assigned to building PW63. Management of allocated Seabag lockers rests with the respective Senior RA for afloat commands, or designee for Base Security department, which normally rests with the Leading Petty Officer (LPO). Respective Seabag Locker designees hold the responsibility for the utilization, management and security for assigned lockers. UH staff will not access, nor maintain liability for these spaces beyond facility maintenance requirements.

47. Smoking. Smoking is allowed in designated areas only outside UH buildings and facilities. Smoking, to include electronic cigarettes is not permitted in sleeping rooms, common area lounges, laundry rooms, storerooms, fire escape doors or vestibules.

48. Sunbathing. Sunbathing is not allowed on UH grounds, roofs, and ledges. Consideration must be shown for members of the opposite sex in regards to sunbathing apparel.

49. Tattooing. Absent prior approval by the Commander, the giving of tattoo, body piercing and permanent makeup/cosmetic is prohibited onboard CFAS. The rules are in place to prevent the spread of communicable diseases such as Hepatitis, HIV, and Staph infections.

22 Feb 2016

50. Theft Prevention. Common sense is the best deterrent to theft and crime in quarters. To prevent thefts and other crimes, the following steps must be taken:

- a. Keep all valuables locked up.
- b. Secure doors and windows when leaving the room.
- c. Lockers should be secured when not in the room.
- d. Do not leave valuables in parked vehicles or in your room in plain view.
- e. Report all thefts, no matter how small, to the UH staff, base security or your chain of command.
- f. Report any suspicious activity immediately.
- g. Deposit excessive amounts of cash in the station bank or credit union, large amounts of cash can be tempting, even to friends.

51. Trouble Calls. Report all trouble calls (i.e. plumbing, air conditioning, electrical, burn out lights, etc.) to the BM or call the front desk at 252-6081. Trouble calls of emergency nature (i.e. water leaks, clogged up toilet or sink, energy conservation violations, etc.) must be called in to receive immediate attention.

52. Tropical Cyclone Condition of Readiness (TCCOR). CFAS is prone to destructive weather phenomena also known as hurricanes or typhoons. This damaging weather is sometimes severe in nature causing great damage to personnel and properties. The TCCOR system is predicated on the anticipated arrival of destructive or damaging weather, and establishment of corresponding condition of readiness to prepare, and is summarized below:

- a. TCOOR-5: Possible typhoon condition in 96 hours.
- b. TCCOR-4: Possible typhoon condition in 72 hours.
- c. TCCOR-3: Anticipated typhoon condition in 48 hours.
- d. TCCOR-2: Anticipated typhoon condition in 24 hours.
- e. TCCOR-1: Anticipated typhoon condition in 12 hours.
- f. TCCOR-1C (Caution): Sustained winds at 34-49 knots, and gusting to 50-59 knots occurring at the installation.
- g. TCCOR-1E (Emergency): Sustained winds of 50 knots or greater, and gust in excess of 60 knots occurring at the installation.

h. TCCOR-1R (Recovery): Sustained winds ebbing at less than 50 knots and gusts 60 knots or greater are no longer occurs.

i. TCCOR-All Clear: The weather system has passed and the threat of severe weather is over.

j. Visit <http://ready.navy.mil> for more information on how to prepare during typhoon, or refer to CFASINST 3006.1 (Hazardous/Destructive Weather Plan) for more information on the TCCOR system.

53. Unassigned Bed/Bunk and Lockers. Unassigned bunk or bed, lockers or other furnishings shall not be removed from rooms, disassembled or relocated to other rooms, unless approved in writing by the UH Manager. Unassigned bunk or bed and lockers are needed for new occupants. Each resident is entitled to one bed or bunk and one locker. Occupying a bunk or bed or locker other than the one assigned is not permitted.

54. Underway/Deployment periods. Residents will ensure the following criteria are met, at a minimum when deploying:

1. All linen removed from bed, washed stowed.
2. All clothes will be washed, dried and stowed.
3. Clean floors, toilet, sink, tube, walls and vent over tub.
4. Turn on AC or Heat and bathroom ventilation.
5. Plug in dehumidifier, set at 40% humidity.
6. Kitchen. Clean counters, stovetop, oven, range hood and wash and stow dishes.
7. Remove all perishable items from refrigerator and room.
8. Unplug all electrical devices.
9. Secure all valuables.
10. Close all windows and open blinds and curtains.

55. Vending Machines. In the event money is lost in any vending machine within the UH complex, contact the appropriate authority for refund. Do not hit or otherwise abuse the machine. This may cause damage that requires removal of the machine for repair and subsequent reduction in available vending services.

22 Feb 2016

56. Wake-Up Service. No "wake up" service is available for permanent party residents.

57. Weapons, Ammunition, and Explosives. Weapons and ammunition shall be checked into the Base Armory. Weapons, defined as instruments of offensive or defensive combat or anything used or designed to be used, for destruction or injuring, such as any type of guns, bow and arrows, hatchets, knives (with blades over three inches), pellet and BB guns, look alike plastic replica weapons, mace, "Chinese Stars", parts thereof and explosives such as firecrackers, etc., are prohibited and, if found in UH base Security will be notified, confiscate the item and file an official incident complaint report (ICR) as applicable.

58. Windows and Ledges. Removal or loosening of screens from windows is prohibited. Windows shall remain locked when no one is in the room. Windows will not be covered by cardboard or aluminum foil, or item of any kind placed outside the windows and in ledges. These items (such as plants and flowers pots, shells, shoes, barbecue grills, cardboard, aluminum foil, etc.) are unsightly and detract from the appearance of the building and considered to be a safety hazard.

22 Feb 2016

**CONDITIONS OF RESIDENCY AGREEMENT**  
**FOR CFAS UNACCOMPANIED HOUSING (UH)**

1. \_\_\_\_\_ is assigned to room number \_\_\_\_\_ to be occupied as Unaccompanied Housing Resident, U.S. Fleet Activities, Sasebo, Japan on \_\_\_\_\_.
2. UH is provided to military members or other employees of U.S. Forces. Use of UH for any other purpose, including the shelter or housing of any additional persons is prohibited without written consent of the UH Manager.
3. **Subletting** or providing your room key to unauthorized personnel is strictly prohibited.
4. The Building Manager will maintain the property in good repair and habitable condition and is responsible for all repairs not due to the abuse and/or negligence of the resident and their invited guests during residency. **Repairs or replacement of equipment provided due to normal wear and tear will be at the expense of the government.**
5. The Building Manager and the resident will inspect the property, and both parties agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing during the check-in inspection. The Building Manager and the resident will retain copies of this inspection record. If the resident fails to complete a room inspection within 3 days of check-in, the Building Manager will consider the property to be in acceptable condition and suitable for residency.
6. The resident shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, other fixtures, facilities, grounds, and appliances in, on, or associated with the premises in a reasonable manner. Any damage caused by the resident, or invited guests beyond normal wear and tear must be repaired at the sponsor/resident's expense. **The use of any auxiliary sources of heat, such as kerosene, gas or electric heaters, in any UH is not authorized.**
7. The resident shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as conditions permit and shall attempt to unclog and keep clear all waste pipes, drains and water closets where possible. **Please do not flush sanitary napkins, paper towels, underwear, or other items that may clog the drainage system.** The resident will not install or use any equipment that will overload any gas, water, heating, electrical, sewerage, drainage, or air conditioning system in the assigned premises. The resident will not make any non-approved alterations to the unit or equipment in the unit (see paragraph 13). **The Safe-T-Elements, which**

22 Feb 2016

**controls the temperature of the heating elements on cooking ranges (if provided) will NOT be removed at any time.** At the termination of residency, all appliances and equipment should be in good working order and the premises should be in good, clean condition, normal wear and tear included.

8. If at any time during the term of residency the Building Manager is required to make repairs to the property or its equipment for **damages caused by the abuse or negligence of the resident or his/her invited guests, the resident understands that the repairs will be made at the resident's expense.** As appropriate, the UH resident shall be afforded the right to complete the necessary repairs either by an outside contractor or on his/her own.

9. The resident shall:

a. Keep up and preserve in good condition of the adjoining hallway, vestibule, common area kitchen, lounges, picnic areas and associated UH spaces in good repair, normal wear and tear excepted.

b. Remove any garbage/trash that may accumulate in their room promptly.

c. Clean-up promptly when using the common area kitchen, refrigerators, stoves, ovens and sinks. Remove and dispose trash to proper receptacles, and wipe down the counter/stovetop.

d. Furnish light bulbs and starters (except where the UH provide).

e. **Not use the deadbolt on the electronic door lock as a door stopper.** Resident will be held financially responsible for broken door locks caused by abuse or reckless behavior.

f. **Place all garbage in secured plastic bags** prior to disposal in the community dumpsites. **Ensures garbage is placed in the correct/proper containers and receptacles** to prevent birds and stray animals from scavenging and scattering contents.

g. Not place additional locks or locking devices on any door at any time.

10. The resident shall promptly notify the Building Manager whenever the structure or any equipment or fixture contained therein becomes defective, broken or damaged or malfunctions in any way. However, the occupant should first **notify the Building Manager (252-2155), the UH Front Desk (252-6081) or the Public Work Trouble Desk (252-3535)** in these cases.

22 Feb 2016

11. Residents are responsible for their own actions, as well as the actions of their guests. All individuals, guests or otherwise, are expected to conduct themselves in a proper manner, exercising due regard for the rights of other UH residents. UH quiet hours is enforced 24/7 due to shift workers, and residents shall conduct themselves in a manner that will not disturb their neighbors.

a. Guest visiting hours are from 0800 to 2200.

b. Roommates must agree to the time during which guests may visit rooms. As a common courtesy, permission should be obtained from roommates when guests will be present, particularly group guests.

c. Registered military residents of the same building may visit each other provided they have the consent of all personnel that reside in the room, the noise is kept down, and appropriate conduct is maintained.

d. Minors (any person under age 18) and high school students are not allowed in the UH complex.

e. Guests will be escorted at all times.

f. The sponsor is responsible for the conduct of guests including liability for any loss or damage to UH property their guests may cause.

g. Guests are not allowed to use UH laundry facilities.

h. Proper identification will be required and may be checked by Base Security, UH staff members, Resident Advisors, or Roving Patrol Watches.

12. The resident shall comply with all health and safety regulations/inspections imposed by the Housing Director or the Installation Commanding Officer (ICO).

13. The sponsor/resident shall **obtain written approval** from the UH Manager **prior to redecorating** (i.e., wallpaper, stenciling, borders, and painting) or making any alterations, additions, or improvements to the interior or exterior of UH. Such alterations shall, at the option of the UH Manager, remain with the property or be removed by the sponsor/resident. When removing such alterations, the premises shall be returned to its original condition at the expense of the sponsor/resident.

14. The government does not carry insurance and does not assume liability for the sponsor/resident's personal property. In view of this, the sponsor/resident is **strongly encouraged to carry appropriate renters/personal property insurance**. The insurance policy should



22 Feb 2016

cover loss of personal property, damages due to negligence, fire, liability coverage, and any special endorsements required. Sponsors/residents are responsible for the costs incurred to repair any damages in their assigned quarters, grounds, and equipment that exceed normal wear and tear. The Debt Collection Act of 1982 (Public Law 97-365) was enacted to increase the efficiency of federal agencies in collecting debts owed to the government by its employees and members of the uniformed services. This law requires each federal agency to assist in collecting debts owed to other federal agencies.

15. The resident will notify the Building Manager whenever an absence of **15 days or longer** is anticipated.

16. Normally, government representatives will not enter your unit without permission or operational requirement. However, when it appears there is potential danger to persons or property, quarters appear to be abandoned, neglected or the sponsor/resident appears to be living in violation of UH Instructions or if contract repairs or scheduled maintenance work cannot be delayed, the **UH Manager authority or appropriate installation or command authority will authorize access to quarters without prior notice** in order to (a) inspect the property; (b) make necessary or emergency repairs, alteration, or improvements; (c) supply necessary or agreed upon services; or (d) conduct other authorized activities. Notice to the sponsor/resident will be left if absentee entrance into the UH was required.

17. Resident will **allow reasonable access** to quarters to facilitate execution of repairs and maintenance plans/planning.

18. It is the responsibility of the resident and the Building Manager to ensure that smoke detectors function properly. The smoke detector(s) will be inspected and will be functioning properly prior to the resident taking occupancy. The resident is responsible to periodically test and ensure that the detector(s) is working properly. The resident is responsible for the replacement of batteries, if applicable, and to notify the Building Manager through a trouble service call of any detector malfunctions.

19. Pets. No pets of any kind are allowed in the UH.

20. The resident understands that he/she is **responsible for notifying the UH Front Desk of any change in status**. This includes change in pay status, marital status, change in Projected Rotation Date (PRD), or change in command to which assigned.

21. The resident understands that all housing allowances are forfeited on the effective date of occupancy of UH, except for residents serving valid unaccompanied tour and authorized UH residency as Geographic Bachelors (GB) or Resident Advisors (RA). **GB's or RA's are reminded that housing allowances for their dependents may be**

22 Feb 2016

**forfeited if UH living space exceeds criteria set in applicable DOD and CNIC policy for their rank/paygrade.**

22. The resident understands that all personal automotive vehicles must display a valid license plate and military station registration decal. Installation and host nation registration, insurance, taxes, and inspection requirements must be up to date or vehicle may be impounded at the sponsor/resident expense. Parking of private vehicles in housing areas by non-sponsor/residents is strictly prohibited except for authorized visitors and guests. Residents are advised to use the Auto Hobby Shop and not the residential parking area when performing maintenance work on their POVs.

23. The sponsor/resident understands that COMNAVFORJAPAN enforces a zero tolerance policy on the use, possession or distribution of drugs. Any instances of illegal drug activity by resident or guests in UH shall result in immediate termination of assignment and prosecution in accordance with UCMJ.

24. Residents are required to submit an **Intent-to-Vacate** form to the Building Manager a minimum of **30 days prior** to the estimated vacate date.

25. **All firearms** must be registered with Installation Security Office and checked into the **base armory for storage**. No weapons will be stored in UH.

26. **The possession and consumption of alcohol, in moderation, is permitted in all UH rooms only for residents and guests 20 years of age or older.** Those in possession of alcoholic beverages in the UH shall ensure that minors do not consume alcoholic beverages. Consumption of alcohol in UH front desk area, common area lounges, or outside of rooms is prohibited. Open bottles of alcohol outside room are prohibited. Beer and wine may be kept in the refrigerator. **Drunkenness and/or abuse of alcohol will not be tolerated.**

27. I have received a copy of local instructions and written guidance delineating government and sponsor/resident responsibilities for the care and maintenance of my assigned UH and understand that I shall be required to abide by all rules and regulations provided.

28. Check out procedures. The resident will ensure their room is thoroughly cleaned, prior to departure. The resident will complete a final inspection with the support of UH military staff M-F 0830-1530. If the resident is unable to complete a final room inspection during this time frame, then may opt to complete with their respective command RA, in conjunction with Front Desk staff.

29. Violation of the rules and regulations found in this agreement and other pertinent Housing instructions shall subject the resident to disciplinary and/or administrative measures.

I HAVE READ AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

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Resident      Date

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Building Manager /UH Representative      Date