



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
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SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11103.1B
N95
10 APR 2001

COMNAVREGSW INSTRUCTION 11103.1B

Subj: BACHELOR HOUSING ASSIGNMENT POLICY AND REGULATIONS

Ref: (a) OPNAVINST 11103.1B
(b) Bachelor Housing Reference Guide series

Encl: (1) Bachelor Housing (BH) Assignment Policy
(2) Transient Personnel Assignment Policy
(3) Permanent Party BH Rules and Regulations
(4) Transient Rules and Regulations
(5) Geographic Bachelor Policy
(6) Resident Advisor Program Policy
(7) Basic Allowance for Housing (BAH) Policy
(8) Host/Tenant Agreement Guidance

1. Purpose. To establish policy and provide region-wide guidance regarding the operation of Bachelor Housing (BH).

2. Background

a. The Secretary of the Navy (SECNAV) and the Chief of Naval Operations (CNO) are dedicated to the improvement of Navy BH.

b. The operation of Navy BH significantly impacts the morale, retention and performance of personnel.

c. Efficient management of Navy BH ensures high standards of service to the residents, protects the Navy's substantial investment in facilities and reduces operating costs.

d. Per reference (a):

(1) Comfortable, well-furnished and well-maintained housing facilities and quality services will be provided for military members and eligible civilians.

(2) Navy BH will provide the space, privacy, and furniture required for comfortable living.

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3. Discussion

a. Assistant Chief Of Staff (ACOS) for Support Services (N90) is responsible for providing Quality of Life/Service (QOL/S) within the region including execution of the BH program and accomplishing the objectives stated in this instruction.

b. The Program Manager (PM) for Bachelor Housing (N95) has the overall responsibility and authority of the BH program within COMNAVREGSW Area Of Responsibility (AOR). The PM approves policy and guidance relative to all Bachelor Housing functions in accordance with higher authority.

c. Installation Commanding Officers are responsible for the oversight of day-to-day operation, control and material condition of their BH. In the execution of these regulations, the Installation Commanding Officers will verify adequacy of quarters and allocation of BH space to tenants based upon the criteria in reference (a).

d. Installation Commanding Officers whose personnel reside in the BH are charged to contribute to the good order and discipline of the BH by frequently inspecting their spaces. They must apply appropriate corrective and/or disciplinary actions when personnel do not comply with the regulations contained herein.

e. Maximum cooperation is required between tenant commands and Bachelor Housing Site Manager as representative of the ACOS Support Services in maintaining high standards of habitability and conduct within the BH complex.

f. An individual's morale and efficiency is directly related to the habitability, material condition, and cleanliness of the berthing spaces assigned. In order to provide the best possible quarters for the comfort and security of residents, the BH staff will adhere to the following management precepts:

- (1) Continually manage and control the BH.
- (2) Provide continual quality service to BH residents.
- (3) Ensure optimum utilization of rooms per references (a) and (b).

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(4) Apply cleanliness, conduct and accountability standards for the residents' well being.

(5) Ensure the residents' security.

(6) Maintain a high standard of material conditions in the BH through a vigorous program of corrective and preventative maintenance.

(7) Budget for furnishings replacement on a seven-year cycle.

4. Mission. To provide quality living environment and exceptional service to the guest and residents of bachelor housing.

5. Action. The maintenance of a high level of habitability, material condition and cleanliness in the BH is an "All-Hands" evolution of supervision and cooperation.

a. The BH Program Manager (N95) will:

(1) Approve BH administration and operation policy, regulations and procedures.

(2) Approve appropriate service charges for housekeeping service provided in the BH.

(3) Determine resource allocation for personnel and maintenance of BH operations.

(4) Ensure that command inspections include a detailed review of BH facility condition, management effectiveness, fiduciary performance, health and sanitation, and compliance with this instruction and all associated references.

(5) Evaluate the current and projected BH requirements. Establish priorities for correcting deficiencies through Military Construction (MILCON), modernization and repair. Submit a Regional Integrated Priority Listing (IPL) to major claimant as required.

(6) Review and compile activity annual BH Appropriated Fund (APF)/Nonappropriated Fund (NAF) budgets. Submit a single compiled APF/NAF BH budget to CINCPACFLT.

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(7) Ensure solvency of all Nonappropriate Billeting funds (NABF) operated within the region.

(8) Ensure annual internal reviews are conducted on all NABFs.

(9) Establish house rules including daily living standards for permanent party and transients.

(10) Establish smoking policies.

(11) Establish guest and visitor policies.

(12) Establish Geographical Bachelor (GB) policies and procedures.

(13) Approve BH utilization plan.

b. Installation Commanding Officers will:

(1) Maintain quality of life by aggressive leadership, constant oversight, sound management of resources, and continuous communication with residents and PM. Specifically, they must comply with the provisions of this instruction.

(2) Assign qualified personnel to operate BH facilities.

(3) Liaison with site's Bachelor Housing Director to determine BH operational and maintenance requirements.

(4) Develop and publish their supplemental guidance for operating BH. The instruction will include:

(a) Emergency policies for natural disasters such as fire, flood, earthquake, tornado, etc.

(b) Special safety procedures.

(c) Search and seizure procedures.

(d) Parking policies.

(e) Bomb Threat procedures.

(f) Theft policies and procedures.

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c. Tenant Commanding Officers and Officers-In-Charge will:

(1) Exercise disciplinary control over unit personnel residing in BH by:

(a) Participating in periodic inspections.

(b) Ensuring prompt correction of room discrepancies created by residents.

(c) Administering disciplinary measures when appropriate.

(d) Requiring personnel to adhere to host command BH check in and check out procedures.

(2) Recommend and participate in approved self-help programs to improve the material condition of BH.

d. BH Site Managers will:

(1) Develop and submit an annual budget to BH PM for all BH APF requirements and submit a separate NAF budget.

(2) Coordinate planning for resources, funding, staffing, maintenance and management of BH operations.

(3) Assign qualified personnel to operate BH facilities.

(4) Administer and direct the operations of BH as outlined in this instruction and other pertinent regulations.

(5) Ensure BH rules and regulations are enforced. BH rules and regulations are listed in enclosure (1) through (8).

(6) Supervise BH staff to ensure proper training and adherence to this instruction and other pertinent regulations for effective BH operation.

(7) Ensure optimum standards of appearance, maintenance, cleanliness and good order are observed in BH.

(8) Maintain constant liaison with the CNRSW Facility Manager concerning maintenance and improvement. Ensure the CNRSW Facility Manager is provided with complete and timely

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information on BH requirements. Ensure BH requirements are integrated into the activity maintenance plan.

(9) Participate in the Annual Inspection Survey of BH.

(10) Review and ensure accuracy of supporting data for development of Bachelor Housing Requirements (R19) and Bachelor Assets Report (R21).

e. BH staff will:

(1) Carry out BH management duties as directed by the BH Site Manager, all billet descriptions (reference (b) applies), this instruction and other pertinent regulations.

(2) Perform BH and other watch standing duties as assigned.

6. Resident Responsibilities. References (OPNAVINST 11101.44, SECNAVINST 11100.7A, DOD 4165.63M, 10 USC 2775 and DOD 7000.14R vol 12 chapter 7) define the responsibilities of each resident in BH.

a. Residents will be provided clean, habitable accommodations and upon checkout are required to return the accommodations in the same condition with allowances for normal wear and tear.

b. Residents will maintain their rooms in accordance with the standards established by the Host Commanding Officer.

c. Residents will be responsible for routine housekeeping and for reporting items that need repair or replacement to the appropriate BH personnel. When a resident checks into the BH and does not receive a clean and habitable room, the resident is responsible for informing the service desk immediately.

d. Residents will be told, in writing, what their responsibilities and liabilities are when checking in at the front desk.

e. Paying for and receiving housekeeping services does not reduce the resident's responsibility for the cleanliness of her/his spaces. When the resident does not believe that the housekeeping staff's cleaning meets the requirements of this instruction, they must notify the BH Manager immediately.

f. Residents will be provided a copy of the Host Commander's written instructions and standards describing conditions to be met and resident responsibilities for the cleaning, care and maintenance of BH property.

g. In accordance with DoD 7000.14R Vol 12 ch 7, a service member will be held liable to the United States for willfully losing, damaging or destroying any BH property. They will be held responsible for a guest who willfully loses or damages government property.

h. Transient residents staying 14 days or less will be required to pay in advance. Residents staying longer than 14 days will be required to pay 14 days in advance upon check in, then biweekly thereafter, no later than the 5th and 20th of every month.

7. Applicability. This instruction is applicable to BH assigned to Commander, Navy Region Southwest. Request to deviate from this policy will be in writing to the Support Services ACOS via the Bachelor Housing Program Manager.



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BACHELOR HOUSING ASSIGNMENT POLICY

1. Action

a. Assignment to adequate quarters contributes significantly to the quality of life of Navy personnel and DoD employees. The Navy is committed to ensuring properly sized, maintained, and furnished BH that is both attractive and comfortable. The Navy does not house any member in inadequate housing. If inadequate housing is available, the member may volunteer in writing to accept inadequate housing.

b. The Installation Commanding Officers will be responsible for developing the BH utilization plan to maximize the use of his/her facilities, to prevent unnecessary payment of BAH and per diem and to provide the best accommodations possible.

c. Using the mission as a basis for determining the majority of resident types, the priority for housing will be:

- (1) Military necessity
- (2) Students assigned to Navy Military Training units.
- (3) Transients on official orders
- (4) E1 - E4 homeport rotationals (rotational is defined as member attached to a sea duty component of a deployable unit. This includes submarine crews in their homeport, deployable air squadrons/detachments, seabee battalions and similar units where member are shorebased but deploy for 90 days or more).
- (5) E5 - E6 homeport rotationals
- (6) E1 - E4 permanent party and small ships
- (7) E5 - E6 permanent party
- (8) Resident Advisors
- (9) Permanent party E7 - E9 and O1 - O2
- (10) Permanent party O3 and above

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(11) Space available geographical bachelors

(12) Space-available transients

d. Installation Commanding Officers will establish separate waiting lists for those members who wish to occupy BH and for those who wish to move into the local community.

e. Living quarters are people's homes and should be attractive and comfortable. To be adequate for assignment it must meet the Minimum Standards of Acceptable Space and Privacy (MSAS&P) found in Table 1-1 of reference (a).

f. Geographic Bachelors (GB). Each activity housing GBs shall establish a GB Board to determine hardship and establish priority for housing. Procedures for GB management are in enclosure (5).

2. Assignment Policy for Permanent Party Personnel: There are three categories for housing permanent party members; space required, space protected and space available.

a. Space Required. Those members who become ineligible for Basic Allowance for Housing (BAH) as the results of assignment to adequate BH.

(1) Military necessity. Military necessity is when the Installation Commanding Officer determines that an individual or unit must be housed to accomplish the mission; to meet contingency operations or training requirements; or to maintain a disciplined force. Military necessity will not be declared for the sole purpose of avoiding the payment of per diem or BAH.

(2) Single E1-E3 homeport rotational, single crewmembers of small ships, and personnel assigned to the host/tenant command.

(3) Single E4 homeport rotational, single crewmembers of small ships, and personnel assigned to the host/tenant command.

(4) Single E5 homeport rotational, single crewmembers of small ships, and personnel assigned to the host/tenant command.

(5) Single E6 personnel assigned to the ashore host/tenant command.

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(6) E7-E9, officers and DoD civilians in NALF San Clemente Island in where there is no civilian community.

(7) Foreign military.

b. Space-protected. This is a space available status that applies to a member whom remains eligible for BAH while occupying government housing. This member will not be required to vacate BH once assigned except for reasons of military necessity.

(1) Students (over 20 weeks) who are receiving BAH at the "with dependent rate" and do not have their family members with them.

(2) Exceptional Family Member (EFM) Program member.

(3) Resident Advisors (RA). (RA Policy is defined in enclosure (4)).

(4) GBs with documented hardships as determined by the GB Review Board. Procedures for the management of GBs are defined in enclosure (3).

(5) Unaccompanied members who arrive under PCS orders to a base within 18 months of its announced closure date. These members will remain unaccompanied for the duration of their assignment.

c. Space-available. Member is housed when space is available. A person housed on a space available basis may be displaced to accommodate a person of higher priority. When displacing such personnel, consideration must be extended to give them as much notice as possible.

(1) GBs, approved by the GB Board to reside in BQ on a space available basis, with no documented hardship.

(2) Single E5 shipboard personnel.

3. Waiting List. Installation Commanding Officers will establish separate waiting lists for those members who wish to occupy BH and for those who wish to move into the local community. Once the BH has reached maximum occupancy, the BH Site Manager will begin releasing members on the waiting list who wish to live in the local community. Once the list is exhausted the priority for moving residents out to the local

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community will be for all space available residents (space protected will not be moved unless the host commander has declared military necessity).

- a. All officers
- b. All E7 - E9
- c. All E-6
- d. All E-5
- e. All E-4

4. Special assignment considerations for BH

a. Service couples with no dependents stationed at separate installations not in the same geographic area will be assigned to BH. If no BH is available, the member is eligible for BAH at the "without dependent rate". The same geographic area is defined as within a distance of 50 miles or 1-1/2 hours travel time one way.

b. When a service couple with dependents is stationed at separate installations not in the same geographic area, the member who is drawing BAH at the "with dependent" rate and separated from the dependents is considered a GB. Conversely, the other member is considered a service member entitled to BH or BAH at the "without dependant rate".

c. Pregnant servicewomen, with no other dependents, are authorized to reside in BH for their full term of pregnancy. Authorization to draw BAH will be in accordance with the current OPNAVINST 11103 series.

d. Members who have been authorized to draw BAH at the "without dependent" rate and live in the civilian community shall not be reassigned to BH while assigned in the same geographic area or after returning to homeport from deployment, except through non-judicial punishment action or declaration of military necessity.

e. Medal of Honor recipients may be housed in Distinguished Visiting Officer Housing at the discretion of Installation Commanding Officer.

f. Midshipmen. Midshipmen, cadets, and officer candidates under instruction may be berthed in either officer or bachelor enlisted housing (E5/E6 criteria). As space permits, first and second-class midshipmen and officer candidates should be berthed in Bachelor Officer Housing.

g. Navy sponsored youth group (Naval Sea Cadet Corps and Naval Junior Reserve Officers' Training Corps) may be berthed in a transient space-available status with applicable room charges. As space permits, they may also be housed in permanent party spaces (E1-E4 category). Appropriate charges may be made for used of linens and cost of cleaning if required upon departure. Support must be within the limits of available resources, and must not interfere with assigned mission. Installation Commanding Officers who wish to provide berthing to other organization must first obtain approval from CNRSW (N95).

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TRANSIENT PERSONNEL ASSIGNMENT POLICY

1. Operation Category. Navy Transient Lodging contributes to mission readiness and improves productivity by providing quality short-term accommodations for a mobile military community. The primary goal is to reduce official travel costs while providing the equivalent quality of furnishings, facilities, and service found in a mid-level hotel.

2. Transient Assignment Policy. CNO has tasked Host Commanders with establishing the priorities for lodging based on command support agreements.

a. Eligible for Space Required Status

(1) Students assigned to an Integrated Training Brigade (ITB) attending initial technical training following basic training "A" school and prior to reporting to their first Permanent Duty Station (PDS).

(2) Military and civilian travelers holding TDY orders, Temporary Duty Under Instruction (TEM DUINS) orders, or Invitational Travel Orders (ITO) to the installation or an installation in the local area.

(3) Crews of ships in overhaul or repair when the ship is declared uninhabitable; decommissioning or precommissioning crews.

(4) Medal of Honor recipients may make reservations directly with the installation without regard to current status (i.e., active, retired, civilian). Host Commanders will establish command policy dealing with protocol issues. Medal of Honor recipients can be identified by the special identification card they are issued or by contacting the Secretary of the Navy Board of Decorations and Medals.

(5) Members holding deployed unit orders (e.g., aviation patrol squadrons, mobile construction battalion, CORTRAMID), will be accommodated in adequate transient BH. Basic service charges shall be billed to the unit, not to the individual. Individual members are responsible for all charges over the basic service charge.

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(6) Members on PCS orders and accompanied by their family members may stay in transient BH only if there are no Navy Lodge accommodations at or near the installation and if adequate facilities (private room, private bath) are available.

(7) Family members on service members on medical TDY if adequate facilities (private room, private bath) are available.

b. Eligible for space available status include:

(1) Active duty military on leave or liberty.

(2) Retired active or reserve military including retired reservists who have not begun to draw retirement benefits (gray area reservists).

(3) Unaccompanied family members (with appropriate identification) of active duty, retired, or deceased members when no Navy Lodge is available.

(4) Reservists not under orders.

(5) Navy sponsored youth groups.

(6) Law enforcement officials on official business.

(7) Foreign Military in the Personnel Exchange Program (PEP), the International Military Education Training (IMET) program, or the Foreign Military Training (FMT) program on leave or liberty.

c. Transient accommodation can be provided to space available guests on a day-to-day basis. Once accommodated for a single night, the traveler will not be required to vacate that night except in emergency situations. Management will provide its space available policy at the reception desk upon request. Space available travelers are not allowed to make reservations; however, a local sign-up system for daily available space is encouraged.

3. All Navy BH are required to participate in the Navy Reservation System. BH will provide room allotments for 90% of the adequate inventory for at least 180 days in advance.

a. Certificate of Nonavailability (CNA) numbers are authorizations for members to stay in commercial facilities and collect per diem for lodging at the established rate for the area. CNA numbers will be issued when no adequate accommodations are available at the installation or the alternate sites in the local area. Either the Commercial Travel Office (CTO) or the installation receiving the reservation request can issue CNA numbers.

b. BH's receiving reservation requests directly will contact all alternate sites in the area (including Navy Lodge) for availability of adequate accommodations. If no accommodations are available, the BH receiving the reservation request will issue the CNA number.

c. A CNA log will be maintained to account for all numbers issued at the site level for audit purposes. BH management will consolidate the CNA data from SATO and the command to report utilization of transient housing. The log can be manual or electronic but will contain the following information:

- (1) CNA number with date of issue
- (2) Full name, rank/rate, and gender
- (3) Social Security Number
- (4) Originating command
- (5) Installation the guest is ordered to
- (6) Inclusive dates of stay
- (7) Reason for issue of CNA

4. BH will, at a minimum, accept the government travel card for individual travel and the government credit card for group or unit charges.

PERMANENT PARTY (PP) BH RULES AND REGULATIONS

1. Promulgate rules and regulations governing BH permanent party facilities. This policy also applies to all adjacent grounds and parking lots. These rules and regulations are fully effective upon promulgation and shall constitute a basis for disciplinary or administrative action.

2. Assignment to adequate quarters contributes to the Quality of life of Navy Personnel and DOD employees. The goal of BH Management is to provide clean, well-maintained, attractive and comfortable quarters. Per reference (a), the BH Rules and Regulations are supportive of these goals.

3. This directive promulgates rules and Regulations for Navy Region Southwest BH permanent party residents and their guests so they may enjoy safe, pleasant and comfortable living conditions. These living conditions should be maintained at an acceptable level, free from material discrepancies and in accordance with guidelines established in references (a) through (d). Current Navy management policy of BH facilities established by reference (a) provides for accommodations with improved occupancy and habitability standards using hotel/motel concept.

4. Bachelor Housing Facilities, acting as host, has responsibility for the control and operation of the BH facilities.

a. The BH Director and all BH Management Staff are to ensure that all BH rules and regulations are followed and enforced.

b. Each PP resident and their guest of the bachelor housing facilities are directed to comply with rules and regulations contained herein.

c. PP residents, their guest, and BH staff personnel are directed to prevent violation of this directive, and to report violations to BH Management personnel or Security.

5. Installation Commanding Officers, OICs of tenant commands and support activities will assist the BH Management in enforcing these rules and regulation by ensuring appropriate disciplinary action is taken against personnel who fail to comply.

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6. Conduct Standards

a. Alcoholic Beverages

(1) The possession and use of alcoholic beverages is permitted in BH lounge, rooms and or other designated areas as permitted by state law. Beer and wine may be kept in the refrigerator.

(2) Personnel under 21 years of age will not consume or possess alcoholic beverages in any BH facility. In shared rooms with residents under 21 years of age, all alcohol must be kept in locked container (not in the refrigerator).

(3) Students and special environment housing has been designated as an alcohol free facility.

(4) No more than one case of beer or other liquor/wine will be stored in the room at one time. Large quantities of alcohol, such as kegs or other liquor in container more than half gallon, are prohibited in all BH facilities.

(5) Drunkenness and/or abuse of alcoholic beverages will not be tolerated. Use of alcoholic beverages is a privilege.

b. Appropriate Attire. Clothing which is excessively worn, frayed, or which others may find offensive is considered inappropriate. All personnel must be fully dressed while traversing through the BH facility. Sleepware including pajama and bathrobes are considered inappropriate in outer areas of all BH facilities and shall be worn only in the resident's room.

c. Controlled Substances and Prescription Drugs. The possession of paraphernalia and/or controlled substances other than those prescribed by competent medical authority is strictly prohibited. Prescription drugs must be locked in personal locker and not stored in nightstands, desk drawers, and other common areas.

d. Cooking in Rooms. Due to the high standard necessary to reduce insect and rodent infestation in living spaces in the BH facility, cooking in rooms without kitchens is not authorized. Appliances such as hot plates,

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electric skillets, and toaster ovens are fire safety hazards and are not permitted. Microwave ovens, pop corn poppers (hot air type), and coffee makers are the only authorized cooking appliances. Unauthorized cooking utensils found during any inspections will be confiscated and placed in storage until the residents' departure.

e. Dressing or undressing in view of open windows is prohibited. Windows facing thoroughfares or other building will have the blinds/curtains closed when residents are changing clothes.

f. Gambling is prohibited in BH facilities (OPNAVINST 3120.32B)

g. Display of Materials. Permanent party residents are encouraged to personalize their rooms by using pictures, bedspreads, throw rugs and other decoration as long as they don't alter the material condition of their rooms. In multiple occupancy rooms, all occupants will mutually agree upon decorations. The following guidelines will be adhered to:

(1) Materials with a sexual theme, vulgar, suggestive, or of demeaning nature will not be displayed in berthing spaces. Books, magazines and videos with a sexual theme must be stored in desk drawers or nightstand and will not be left unsecured.

(2) Articles that are obscene, anti-military, anti-Navy subversive or disloyal to the United States and which tend to prejudice good order and discipline are strictly prohibited.

(3) Materials that promote, suggest, condone or encourage the possession or use of controlled substances are strictly prohibited.

(4) Use of National flags as décor are strictly prohibited. Flags will never be fastened or pinned to the wall or used as a bedspread.

(5) Pictures, plaques or other heavy objects may be displayed on the bulkhead, and must be affixed by adhesive hooks only. The use of tape, nails, screws and tacks is prohibited. Posting decorations on furniture surfaces and

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doors is not allowed since it is considered destructive to the surfaces.

h. Noise and Consideration of other Residents. Residents should treat other residents/roommates with common courtesy. The playing of music and televisions is kept to a low volume so as not to disturb others in the area.

i. Parties. Social gatherings/parties will be limited to lounges/BBQ areas and must be approved by Building Manager via Resident Advisor. The senior resident is responsible for securing the area when the party is finished.

j. Sunbathing. Sunbathing is permitted only in designated area.

k. Smoking

(1) There is absolutely No Smoking in any of the CBH facilities. Smoking is authorized only in designated smoking areas.

(2) Installation Commanding Officer requesting waiver to this policy must conform to the policies stated in DoD 1010.15, SECNAVINST 5100.13b and OPNAVINST 5100.23E.

7. General Safety and Security

a. Combustibles

(1) Combustible hobby type fluids, paint and gases (i.e., butane/propane for lighters) will be purchased in small (one pint or less) quantities and kept in their original containers.

(2) Gasoline, Coleman fuel, or other flammable and toxic fluids and gases are not permitted within the BH except as required by maintenance personnel and approved by the Public Works Department and the Fire Chief.

b. Cooking is allowed in those rooms that have been configured with a specific area for cooking and food preparation. URL approved microwave ovens, pop corn poppers (hot air type), and coffee makers are the only

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authorized cooking appliances. They will be used and stored in the area of the room designed for cooking.

c. Fire Safety. The safety of all residents demands certain precaution to be taken with regards to fire.

(1) No open flame devices other than matches and cigarette lighters are permitted. Candles and incense are considered unsafe and are not authorized.

(2) Flammable materials are prohibited in BH. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.

(3) Tampering or modification of any electrical wiring is strictly prohibited. Electrical cords can not lay across doorway, walkways, or be placed under carpet. Grounded UA electrical cords are the only authorized extension.

(4) Irons, hair dryers, and hair curlers are authorized but will be unplugged after use. Following their use, these appliances should be left to cool in a safe location.

(5) No electrical outlet will have more than two electrical units plugged in at any one time.

(6) All residents will be alert to fire hazards. Report potential hazards to the BH staff.

(7) Fire fighting equipment is positioned in all BH facilities. Tampering with equipment is prohibited. Violators will be prosecuted for violation including exit/entrance through doors noted emergency exit only

(8) In case of fire. The following steps must taken:

(a) Sound the alarm

(b) Energize the local fire alarm box

(c) Inform Quarterdeck, CDO and if possible fire and security rovers.

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(d) If possible secure windows and electrical equipment

(e) Get out of building and report to the authorized muster area

(f) Stand by to assist if needed

d. Natural Disaster and Catastrophes

(1) Since earthquakes cannot be prevented, or predicted, some precautionary measures must be taken by resident to avoid injury. During an earthquake,

(a) If in high-rise, stay away from windows and outside walls.

(b) Do not panic or run out on the street. Injury may occur by falling glass or building parts. If outside try to get in an open area with no trees, buildings or power lines.

(c) Do not use elevators.

(d) Heavy and bulky objects should never be stored in overhead areas such as top of lockers. Baggage storeroom are available in each BH complex.

(2) After an earthquake,

(a) Check for injuries; do not attempt to move seriously injured personnel, unless they are in immediate danger of further injury.

(b) If a person is bleeding put pressure over the wound. Use clean gauze or cloth. Cover the injured with a blanket to keep them warm.

(c) Do not use the telephone except in case of extreme emergency.

(d) Do not smoke or use electrical appliances, because of possible gas leaks and electrical shorts.

(e) Evacuate the complex as quickly and expeditiously as possible for muster and further instructions.

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(f) Be prepared for after shocks. If trapped please stay calm. Remember: help will come as soon as possible.

8. Security of Rooms. All rooms will be secured when not occupied. Lockers will be locked when not in use. Windows will be secured to prevent anyone from reaching in and unlocking the door.

9. Theft Prevention. The following steps are directly primarily at decreasing the opportunity to steal in the Bachelor Housing:

a. Keyless cards or room keys should be kept in a safe place. Residents are not authorized to loan out their room keys to anyone. Duplication of keys is not authorized.

b. Loose change, money or valuables will be secured in personal lockers. Unsecured drawers, desk, or nightstands will not be used as a storage for valuables.

10. Weapons/Ammunition and Explosives

a. Weapons, including, but not limited to the following are not permitted within the BH: Firearms, pellet/BB guns, spearguns, bows and arrows, hatchets/axes, knives (blades longer than three inches), throwing stars, martial arts equipment, etc. These items will be checked into the Station Armory for safekeeping on space available basis during working hours.

b. Explosives, such as firecrackers, fireworks, gunpowder, etc., are prohibited.

c. Long-bladed knives that are required in the performance of assigned duties may be kept in the BH provided the owner prevents unauthorized use of such implements (Store in lockers).

11. Guests and Visitor Policy

a. Signing in. Guests are defined as people invited into the BH by a BH resident. Guests are permitted into the BH provided that they do not interfere with good order and discipline or are an inconvenience to other residents. All

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guests must sign in at the front desk for temporary access to the BH.

b. Visiting Hour. Consideration should be given to the rights and privacy of others. In multiple occupant rooms, visiting hours will be at the discretion of the roommates. Individual private rooms have no set visiting hours.

c. Sponsor's Responsibility. Sponsors are solely responsible for the actions of their guests.

(1) Sponsors are responsible for insuring that their guests have a thorough knowledge of all the BH Rules and Regulations. A copy of the BH Rules and Regulations are found at the BH Front Desk or in each of the Welcome Aboard Package found in each room.

(2) Visitors must be accompanied at all times while in the BH. Residents are responsible for their guests' behavior and will be held accountable for any damage to government property caused by the guest.

d. Minor Guest. Guests under the age of 18 years are not allowed in BH rooms. Minor guests will only be allowed under the following:

(1) The minor is a family member of the resident.

(2) The parent or legal guardian of the minor is present as a properly registered visitor.

e. Overnight Guest. Only family members/dependents of residents may be permitted to stay overnight. The following restricted applies:

(1) Overnight guest is only allowed in private rooms with private bath.

(2) All overnight guests must be registered at front desk. Guest staying more than 1 night are allowed only in BH with site director's/manager's approval.

(3) Minor dependents under the age of 12 will not be allowed to stay overnight without approval of station commanding officer or his/her designated representative.

Enclosure (3)

(4) Sponsors are allowed to use the transient room, at the regular room rate, on a space available basis for their guests.

12. Cleanliness Standards and Maintenance

a. Responsibility

(1) Responsibility of the resident begins upon check in. The central assignment desk at each facility will provide a room assignment in a specified BH facility. Residents will be informed of their responsibility upon check in. The resident is responsible for checking his/her rooms upon arrival for any maintenance or material discrepancies. Residents will be held accountable and responsible for any destruction, damage or missing items that are not reported to the BH Staff upon arrival.

(2) The cleanliness of each room and bathroom will be the responsibility of each occupant. Residents with a shared bathroom will be jointly responsible for its cleanliness. All residents will be held accountable for the cleanliness and maintenance of their assigned spaces.

(3) Residents are responsible for reporting maintenance discrepancies within their assigned room or lounge to the Front Desk, or the BH designated rep. This includes plumbing, electrical and heating problems, inoperative locks, doors, or furniture within their rooms or lounge. Building manager will notify each resident on the status of all reports.

b. Daily Living Standards. These standards are established to ensure health, safety and comfort for all BH resident. All cleaning equipment can be checked out from the Building Manager's office or other designated spaces. Residents will return them immediately. The following standards will be strictly adhere to:

(1) Rooms, lounges, carpets, window blinds, and drapes will be kept free of dust, dirt and mildew.

(2) Trash cans will be emptied daily to reduce the chance of pest and insect infestation. Plastic trash liners will be used.

(3) Beds shall be made in a neat and orderly fashion. Linen will be in clean and in good condition, free from tears or fraying.

(4) Refrigerators must be kept clean and free of mold, spoiled food or dirt. Freezer section will not have excess frost accumulation.

(5) Personal gear shall not be left adrift.

c. Checkout

(1) All permanent party residents will check out with the Central Assignment and Reservation Desk. Prior to checkout the resident and the Building Manager will jointly inspect the room and conduct an inventory of the furniture.

(2) Prior to vacating the room, the resident will be required to clean his/her space. The following will be accomplished to pass checkout inspection whether or not a roommate will remain in the room:

(a) Clean floor, vacuum rug and remove scuffmarks.

(b) Clean and empty the trash cans.

(c) Dust shelves, windows and windowsills.

(d) Pick up gear adrift in individual living spaces.

(e) Clean and empty assigned locker and drawers.

(f) Clean and/or defrost refrigerator (no need to defrost if the refrigerator is full and being used by the roommate, however, the inside must be cleaned of spills, the outside cleaned and the gasket free of spills, dirt and mildew).

(3) The government will be reimbursed for any lost or damaged property.

(4) Room keys will be returned to the Central Assignment and Reservation Desk.

(5) The resident will be properly checked out when the above requirements are completed. If the resident fails to meet the requirements above, his/her command will be notified and the checkout procedure will be held in abeyance until the discrepancies are corrected.

13. CBH Inspections

a. Responsibility. The Commanding Officer must be satisfied that the quarters provided by his command give each resident his/her entitlement to safe, healthy, attractive housing. To do this, the Commanding officer or his designated representative will inspect the quarters from time to time as means of ensuring the best possible living conditions in the BH. All commands and departments with personnel living in the Bachelor Enlisted Housing (BEH) will conduct an unannounced berthing inspection of their assigned space at least once a month. Every effort will made to consolidate inspections to minimize disruptions to the residents.

(1) Building Manager Inspection. Visits are designed to serve the BH staff and residents by checking on the material conditions and cleanliness of each room or berthing space. All occupied rooms and spaces should be inspected once a week. All vacant rooms and spaces should be checked on a daily basis.

(2) Unaccompanied Inspections. These inspections are normally conducted by BH Staff members, or designated tenant command representative on a weekly or bimonthly schedule for all CBH Permanent Party residents.

(3) Announced/Unannounced Inspections. The Commanding Officer or Executive officer, or the Designated representative will conduct unannounced inspections of the BH facilities. The announced inspections by the CO/XO are on a weekly basis.

b. Procedures for Room Inspections. Prior to conducting a room inspection, inspecting party is required to be familiar with the room inspection procedures as follows:

(1) The escort or inspector will knock firmly, at least twice, and allow sufficient time for the resident to respond. If there is no answer, unlock door; enter room

Enclosure (3)

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and check to see if any residents are present. Rooms with day/late sleepers signs posted will be inspected after 1400.

(2) If the resident is indisposed (e.g., sleeping, showering) the inspecting party will move to another room and return later.

(3) Inspecting party will not open desk, drawers, lockers or similar containers or other personal property in any way.

(4) If the inspecting party find illegal personal property, classified materials, or misappropriated government property, security will be notified.

14. Miscellaneous

a. Antennae (Television and Radio). Antennae outside of individual rooms detract from the overall appearance of the BH and are not allowed.

b. Assignments. Whenever possible, residents will be housed with other members of their command. The BH Manager reserves the right to relocate residents to achieve unit integrity.

c. Baggage Storeroom. A baggage room is provided so bulky containers and excess gear may be removed from rooms. The storeroom is maintained and closely controlled by the Building Manager to provide maximum security for personal belongings. The Building Manager or authorized representative will receive or issue items any time during normal working hours. In an emergency, contact the Front Desk.

d. Bedding. Residents checking into the BH will be issued bedding by the Front Desk Clerk. Residents will be responsible for the items received. Linen will be changed at least once a week. Residents may either wash their own linen or exchange it at the Service Desk for clean linen. Linen issue/exchange service is available at the Service Desk 24 hours daily.

e. Bicycle Parking and Storage. Bicycle lockers are provided at each CBH facility and can be checked out at the Front Desk. (See Building Managers for details). All bikes

Enclosure (3)

should always be securely stored and/or locked up. Storage of bicycles in berthing areas, stairwells, passageways, or walkways is not permitted. All residents upon departure are required to turn in their bike locker keys. The resident will incur a charge if keys are not returned. Abandoned bicycles will be turned over to Base Security for disposition.

f. Bleach. Because of possible damage to government and personal property, use of liquid chlorine bleach is prohibited in the BH.

g. Bulletin Boards

(1) Bulletin boards are provided in each BH as a means of communication between residents and management. All occupants are responsible for reading official correspondence placed on these boards.

(2) The Building Manager will approve unofficial notes originated by residents. They will be dated and, unless they are of a continuing nature, will be posted for no more than one week.

(3) Personnel desiring to sell personal items will provide tabs on the advertisement that interested parties can tear off. The tabs will contain the phone number of the advertiser.

h. Dart Boards. Dartboards are prohibited in all BH living spaces.

i. Day Sleepers/Sick In Quarters. Residents with evening work hours will not be disturbed from 0700 - 1400 unless they are suspected of violating BH or other regulations. Verification of night assignment will be provided via memo from the resident's division officer to the BH. Day sleepers will be provided an appropriate door sign that will be posted to avoid being disturbed. Personnel who are Sick In Quarters (SIQ) will post their SIQ chit on their doors to avoid being disturbed.

j. Energy Conservation. Resident's cooperation is necessary to reduce energy usage. Resident can help by:

(1) Turning off lights and all electrical items when not in use.

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(2) Keeping doors and windows closed in heated/AC areas. If appropriate, never secure radiators during winter months. This can cause frozen pipes and significant water damage to the building.

(3) Reporting all hot or cold water leaks immediately to the Building Manager or Front Desk.

k. Food. Food will be kept in refrigerators and/or in tightly sealed containers such as cookie tins or plastic storage containers.

l. Furnishings

(1) To help management keep track of government furnishings, these items will not be move outside of room or the lounges. Location of the furnishings within each room is at the discretion of the occupants.

(2) Room furniture is the responsibility of the residents. Residents are liable for damages to the furniture.

(3) Furniture will not block fire exits or doorways.

m. Garbage. Receptacles have been provided in designated spaces throughout the BH. Occupants will not leave garbage in passageways, laundry room, lounge areas, or other places not intended for trash.

n. Laundry. Washers and dryers are available for residents' use only. Residents should contact the BH staff if any machine becomes inoperative.

o. Lock-outs. As a security measure and for key control, residents that have locked themselves out of their room, will be required to show an I.D. card at the Front Desk before they are issued a temporary key.

p. Lost and Found. Lost and found is located at the service Desk. I.D. cards, wallets or items with a monetary value in excess of \$50.00 will be turned over to security.

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q. Lost keys. Lost keys will be immediately reported to the Front Desk. Residents will be charged for replacement of lost keys.

r. Pets. Fish in an aquarium no larger than 20 gallons are authorized. No other pets are authorized. The owner of the aquarium is responsible for any damage that may occur as a result of having the aquarium in his/her room.

s. Project I.D. BH management or Base Security will establish "Project I.D." program for BH residents to identify all personal belongings. Upon request, the BH office or Base Security will provide an etching tool and observe residents mark their belongings. It is recommend that the last four of their social security number be used as the means of identification. This recorded information will be maintained by Base Security and a copy will be provided to residents for personal records.

t. Rooms and Bed Assignment

(1) BH management, in accordance with applicable criteria, will assign rooms and beds. Once an assignment is made, it will not be changed without permission from the BH Manager (or Division officer in the case of unit integrity)

(2) Request for room changes should be submitted via individual's Chain-of-Command to the Building Manager and/Front Desk supervisor with an explanation or reason.

(3) Residents or their guests will not use unassigned rooms, beds or lockers/closets.

(4) Beds will be made up when not occupied.

u. Rodent/Insect Infestation. Insect spraying will be conducted quarterly. Report any rodent problems to the Service Desk and PWC will be called. To decrease infestation, food items should be refrigerated.

v. Suggestions. The BH Management welcomes all residents suggestion regarding the Bachelor Housing. Suggestion boxes and form are located in various locations throughout the BH.

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w. Supplies/Equipment. All supplies such as toilet paper, light bulbs, plastic liners and other cleaning gears can be obtained from the Front Desk or other designated space for checkout.

x. Vehicle Maintenance. Maintenance and washing of vehicles (cars, trucks, vans, etc.) will not be performed in the BH parking lot. The Auto Hobby Shop on base has facilities to maintain vehicle.

y. Vending Machine Losses. An "instant refund" for money lost in vending machines is available at the Front Desk.

z. Windows. Screens from windows will not be remove or loosen. Use of windows to gain access to rooms or lounges is prohibited. Windows are to be locked when no one is in the room.

15. Violation of BH House Rules and Regulations

a. BH residents who violate the rules and regulation (i.e., failure to conform to the daily living standards, obtained two (2) unsatisfactory room inspections) will be transferred to a less than adequate berthing or open bay barracks for a minimum of 60 days.

b. The following rules apply to any personnel berthed in less than adequate berthing or open bay facility who violated BH House rules and Regulations:

(1) Televisions, VCR, radio cassette or any other electronic gear is not authorized.

(2) No visitors are allowed at any time.

(3) Possession, consumption or storage of alcohol beverages is prohibited.

(4) Lockers and valuables will be locked at all times.

(5) Each resident assigned is responsible for the cleanliness of his/her space. All beds will be made accordingly and all personal military attire will be stowed when resident is not present.

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c. The command/department of personnel berthed are required to conduct daily room inspections to ensure adherence with the above policies.

d. Upon completion of assignment, resident will be required to submit a request chit to the BH Director/Manager via his/her chain of command requesting reassignment to a permanent party/student room.

e. Failure to comply with any of the above policy may result in an extension or non-judicial punishment.

Enclosure (3)

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Transient Rules and Regulations

1. Purpose. To Promulgate rules and regulations governing all BH transient facilities. This policy also applies to all adjacent grounds and parking lots. These rules and regulations are fully effective upon promulgation and shall constitute a basis for disciplinary or administrative action. This is a new instruction.

2. Background. Assignment to adequate quarters contributes to the Quality of life of Navy Personnel and DOD employees. The goal of BH Management is to provide clean, well-maintained, attractive and comfortable quarters. Per reference (a), the BH Transient Rules and Regulations are supportive of these goals.

3. Discussion. This directive promulgates rules and regulations for Navy Region Southwest BH transient residents and their guests so they may enjoy safe, pleasant and comfortable living conditions. These living conditions should be maintained at an acceptable level, free from material discrepancies and in accordance with guidelines established in reference (a) through (d). Current Navy management policy of BH facilities established by reference (a) provides for accommodations with improved occupancy and habitability standards using hotel/motel concept.

4. Responsibility

a. Bachelor Housing Facilities, acting as host, has responsibility for the control and operation of the BH facilities.

b. The BH Director and all BH Management Staff are to ensure that all BH rules and regulations are followed and enforced.

c. Each transient resident and their guest of the Bachelor facilities are directed to comply with rules and regulations contained herein.

d. All transient residents, their guest, and BH staff personnel are directed to prevent violation of this directive, and to report violations to BH Management personnel or Base Security.

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6. Action. The Bachelor Housing Director shall administer and direct the functions of the BH facilities will enforce these rules and regulation.

7. Conduct

a. Alcoholic Beverages

(1) The possession and use of alcoholic beverages is permitted in BH lounge, rooms and or other designated areas as permitted by state law. Beer and wine may be kept in the refrigerator. All other alcoholic beverages within the residents' room will be secured when the resident is not present.

(2) Personnel under 21 years of age will not consume or possess alcoholic beverages in any BH facility.

(3) Students and special environment housing has been designated as an alcohol free facility.

(4) Drunkenness and/or abuse of alcoholic beverages will not be tolerated. Use of alcoholic beverages is a privilege.

b. Appropriate Attire. Clothing which is excessively worn, frayed, or which others may find offensive is considered inappropriate. All personnel must be fully dressed while traversing through the BH facility. Sleepwear including pajamas and bathrobes are considered inappropriate in outer areas of all BH facilities and shall be worn only in the resident's room.

c. Controlled Substances and Prescription Drugs. The possessions of paraphernalia and /or controlled substances other than those prescribed by competent medical authority are strictly prohibited. Prescription drugs must be locked in personal locker and not stored in nightstands, desk drawers, and other common areas.

d. Cooking in Rooms. To reduce insect and rodent infestation in living spaces in the BH facility, cooking in rooms without kitchens is not authorized. Appliances such as hot plates, electric skillet, and toaster ovens are fire safety hazards and are not permitted. Microwave ovens, pop corn poppers (hot air type), and coffee makers are the only authorized cooking appliances. Unauthorized

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cooking utensils found during any inspections will be confiscated and placed in storage until the residents' departure.

e. Dressing or undressing. Dressing or undressing in view of open windows is prohibited. Residents will close the blinds/curtains closed on windows that face thoroughfares or other building while changing clothes.

f. Gambling. Gambling is prohibited in BH facilities (OPNAVINST 3120.32B).

g. Display of Materials

(1) Materials with a sexual theme, vulgar, suggestive, or of demeaning nature will not be displayed in berthing spaces. Books, magazines and videos with a sexual theme must be stored in desk drawers or nightstand and will not be left unsecured.

(2) Articles that are obscene, anti-military, anti-Navy subversive or disloyal to the United States and which tend to prejudice good order and discipline are strictly prohibited.

(3) Materials that promote, suggest, condone or encourage the possession or use of controlled substances are strictly prohibited.

(4) Use of National flags as décor are strictly prohibited. Flags will never be fastened or pin to the wall or used as a bedspread.

(5) Posting decorations on furniture surfaces and doors is not allowed since it is considered destructive to the surfaces.

h. Noise and Consideration of other Residents. Residents should treat other residents/roommates with common courtesy. Music and televisions should be kept to a low volume so others in the area will not be disturbed.

i. Sunbathing. Sunbathing is permitted only in designated area.

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j. Smoking

(1) There is absolutely No Smoking in any of the BH facilities. Smoking is authorized only in designated smoking areas.

(2) Station Commanding Officer requesting waiver to this policy must conform to the policies stated in DoD 1010.15, SECNAVINST 5100.13b and OPNAVINST 5100.23E.

8. Checkout

a. All transient residents will checkout with the Central Assignment and Reservation Desk.

b. The government will be reimbursed for any lost or damaged property.

c. Room keys will be returned to the Central Assignment and Reservation Desk.

9. General Safety and Security

a. Combustibles

(1) Combustible hobby type fluids, paint and gases (i.e., butane/propane for lighters) will be purchased in small (one pint or less) quantities and kept in their original containers.

(2) Gasoline, Coleman fuel, or other flammable and toxic fluids and gases are not permitted within the BH except as required by maintenance personnel and approved by the Public Works Department and the Fire Chief.

b. Cooking is allowed only in rooms that have been configured with a specific area for cooking and food preparation. URL approved microwave ovens, pop corn poppers (hot air type), and coffee makers are the only authorized cooking appliances. They will be used and stored in the area of the room designed for cooking.

c. Fire Safety. The safety of all residents demands certain precaution to be taken with regards to fire.

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(1) No open flame devices other than matches and cigarette lighters are permitted. Candles and incense are considered unsafe and are not authorized.

(2) Flammable materials are prohibited in BH. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.

(3) Tampering or modification of any electrical wiring is strictly prohibited. Electrical cords can not lay across doorway, walkways, or be placed under carpet. Grounded UA electrical cords are the only authorized extension.

(4) Irons, hair dryers, and hair curlers are authorized but will be unplugged after use. Following their use, these appliances should be left to cool in a safe location.

(5) No electrical outlet will have more than two electrical units plugged in at any one time.

(6) All residents will be alert to fire hazards. Report potential hazards to the BH staff.

(7) Fire fighting equipment is positioned in all BH facilities. Tampering with equipment is prohibited. Violators will be prosecuted for violation including exit/entrance through doors noted emergency exit only

(8) In case of fire. The following steps must taken:

(a) Sound the alarm

(b) Energize the local fire alarm box

(c) Inform Quarterdeck, CDO and if possible fire and security rovers

(d) If possible secure windows and electrical equipment

(e) Get out of building and report to the authorized muster area

(f) Stand by to assist if needed

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d. Natural Disaster and Catastrophes

(1) Since earthquakes cannot be prevented, or predicted, some precautionary measures must be taken by resident to avoid injury. During an earthquake,

(a) If in high-rise, stay away from windows and outside walls.

(b) Do not panic or run out on the street. Injury may occur by falling glass or building parts. If outside try to get in an open area with no trees, buildings or power lines.

(c) Do not use elevators.

(d) Heavy and bulky objects should never be stored in overhead areas such as top of lockers. Baggage storeroom are available in each BH complex.

(2) After an earthquake,

(a) Check for injuries; do not attempt to move seriously injured personnel, unless they are in immediate danger of further injury.

(b) If a person is bleeding put pressure over the wound. Use clean gauze or cloth. Cover the injured with a blanket to keep them warm.

(c) Do not use the telephone except in case of extreme emergency.

(d) Do not smoke or use electrical appliances, because of possible gas leaks and electrical shorts.

(e) Evacuate the complex as quickly and expeditiously as possible for muster and further instructions.

(f) Be prepared for after shocks. If trapped please stay calm. Remember: help will come as soon as possible.

8. Security of Rooms. All rooms will be secured when not occupied. Lockers will be locked when not in use. Windows

will be secured to prevent anyone from reaching in and unlocking the door.

9. Theft Prevention. The following steps are directly primarily at decreasing the opportunity to steal in the Bachelor Housing.

a. Keyless cards or room keys should be kept in a safe place. Residents are not authorized to loan out their room keys to anyone. Duplication of keys is not authorized.

b. Loose change, money or valuables will be secured in personal lockers. Unsecured drawers, desk, or nightstands will not be used as storage for valuables.

10. Weapons/Ammunition and Explosives

a. Weapons, including, but not limited to the following are not permitted within the BH: Firearms, pellet/BB guns, spearguns, bows and arrows, hatchets/axes, knives (blades longer than three inches), throwing stars, martial arts equipment, etc. These items will be checked into the Station Armory for safekeeping.

b. Explosives, such as firecrackers, fireworks, gunpowder, etc., are prohibited.

c. Long-bladed knives that are required in the performance of assigned duties may be kept in the BH provided the owner prevents unauthorized use of such implements (Store in lockers).

11. Guests and Visitor Policy

a. Signing in. Guests are defined as people invited into the BH by a BH resident. Guests are permitted into the BH provided that they do not interfere with good order and discipline or are an inconvenience to other residents. All guests must sign in at the front desk for temporary access to the BH.

b. Visiting Hour. Consideration should be given to the rights and privacy of others. In multiple occupant rooms, visiting hours will be at the discretion of the roommates. Individual private rooms have no set visiting hours.

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c. Sponsor's Responsibility. Sponsors are solely responsible for the actions of their guests.

(1) Sponsors are responsible for insuring that their guests have a thorough knowledge of all the BH Rules and Regulations. A copy of the BH Rules and Regulations are found at the BH Front Desk or in each of the Welcome Aboard Package found in each room.

(2) Visitors must be accompanied at all times while in the BH. Residents are responsible for their guests' behavior and will be held accountable for any damage to government property caused by the guest.

d. Minor Guest. Guests under the age of 18 years are not allowed in BH rooms. Minor guests will only be allowed under the following:

(1) The minor is a family member of the resident.

(2) The parent or legal guardian of the minor is present as a properly registered visitor.

e. Overnight Guest. Only family members/dependents of residents may be permitted to stay overnight. The following restricted applies:

(1) Overnight guest is only allowed in private rooms with private bath.

(2) All overnight guests must be registered at front desk. Guest staying more than 1 night are allowed only in BH with site director's/manager's approval.

(3) Minor dependents under the age of 12 will not be allowed to stay overnight without approval of station commanding officer or his/her designated representative.

12. Miscellaneous

a. Bleach. Because of possible damage to government and personal property, use of liquid chlorine bleach is prohibited in the BH.

b. Dart Boards. Dartboards are prohibited in all BH living spaces.

c. Energy Conservation. Resident's cooperation is necessary to reduce energy usage. Resident can help by:

(1) Turning off lights and all electrical items when not in use.

(2) Keeping doors and windows closed in heated/AC areas. If appropriate, never secure radiators during winter months. This can cause frozen pipes and significant water damage to the building.

(3) Reporting all hot or cold water leaks immediately to the Building Manager or Front Desk.

d. Food will be kept in refrigerators and/or in tightly sealed containers such as cookie tins or plastic storage containers.

e. Laundry. Washers and dryers are available for residents' use only. Residents should contact the BH staff if any machine becomes inoperative.

f. Lockouts. As a security measure and for key control, residents that have locked themselves out of their room, will be required to show an I.D. card at the Front Desk before they be issued a temporary key.

g. Lost and Found. Lost and found is located at the service Desk. I.D. cards, wallets or items with a monetary value in excess of \$50.00 will be turned over to security.

h. Lost keys. Lost keys will be immediately reported to the Front Desk. Residents will be charged for replacement of lost keys.

i. Gear Adrift. Personal gear shall not be left adrift.

j. Pets. Only guide dogs for the blind and military working dogs are allowed in BH transient facilities. No other pets are authorized

k. Suggestions. The BH Management welcomes all residents suggestion regarding the Bachelor Housing. Suggestion boxes and form are located in various locations throughout the BH.

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1. Trouble Calls. All trouble calls should be reported to the Building Manager or the Front Desk. Residents will be notified on the status of their report.

m. Vending Machine Losses. An "instant refund" for money lost in vending machines is available at the Front Desk.

n. Windows. Screens from windows will not be remove or loosen. Use of windows to gain access to rooms or lounges is prohibited. Windows are to be locked when no one is in the room.

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POLICIES GOVERNING GEOGRAPHIC BACHELOR

1. Purpose. To provide policy and guidance concerning the berthing of Geographic Bachelors (GB) in Bachelor Housing (BH) within the Commander, Navy Region Southwest area of responsibility.

2. Attachment (Sample):

- a. Request for GB Berthing
- b. Command Endorsement
- c. GB Review Board Results Notification
- d. Request for Renewal of GB Berthing
- e. Monthly GB Berthing Report

3. Background. Geographic Bachelors (GB) are members who meet all of the following criteria and are requesting housing in BH:

- a. E5 and above permanent party assigned to an activity in the Continental United States (CONUS) or Hawaii.
- b. Receive BAH at the "with dependents" rate.
- c. Transferred under PCS orders that allowed moving dependents at government expense.
- d. Not currently accompanied by their dependents.

4. Policy

a. All activities with BH will establish a GB Review Board, chartered to establish maximum capacity to house GBs.

(1) Membership will, at a minimum, consist of the Installation Commanding Officer his/her designated representative, the Host Command Master Chief (CMC), tenant CMC (if applicable), and Command Financial Counselor (CFC).

(2) The Installation BH Site Manager and the local medical treatment facility Exceptional Family Member (EFM) Program Manager will be advisors.

(3) The board will review GB applications for housing and to determine if the GB is registered in the EFM Program (SECNAV 1754.5). If EFM status is verified, the individual will

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be housed in a permanent party protected status for the duration of his/her tour.

(4) If the GB is not in the EFM Program, the Board will determine if s/he faces one of the following situations:

(a) A family member (including spouse) has special education needs, is in college, or is a senior in high school; or

(b) The member's financial status requires both spouses to be earning an income and the non-military spouse cannot transfer his/her job. (Determined by the CFC.)

(5) If the Board determines that the non-EFM GB has a hardship, s/he will be housed on a permanent party protected-status for a period of 180 days. Thirty days before the residency period ends, the board will reevaluate the case to determine if the hardship still exists and if protected status must continue. Reevaluations will continue every 180 days until the non-EFM GB departs the station or the hardship no longer exists.

(6) If the Board determines that a GB is not registered in the EFM program or does not have a hardship as stated above, the GB will be housed on a space available basis only and may be required to vacate for higher priority personnel.

(7) The Board will ensure that BAH at the "without dependents" rate is not granted solely to provide space to accommodate GBs.

(8) GBs may be berthed at less than minimum standards of adequacy for their pay grade, but not less than 72 square feet, if necessary to maximize full utilization.

(9) GBs will not be charged rent. The only approved charges are for voluntary acceptance of housekeeping and linen/laundry services.

5. Action

a. Each base will convene a GB Review Board to evaluate eligibility, and to assign berthing of GB applicants.

b. All service members requesting GB berthing must submit request in writing to Host Commanding Officer via his/her chain of command with documentation (see sample (a)).

c. Members claiming financial hardship must submit a Monthly Budget Statement for documentation.

d. Any disapproval recommendations will be forwarded to ACOS for Support Services for final decision.

e. In San Diego Metro area, efforts should be made to refer GB applicants to alternative site when space is not available. GBs berthed in alternate sites will be recalled once space become available at the host commands' BH

f. Installation BH Site Managers will notify each applicant in writing of the GB Review Board's final determination (see sample (d)).

g. BH Site Managers will electronically submit a monthly GB report to the CNRSW's Bachelor Housing Program Manager with copy to Installation Commanding Officer (sample (e)).

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SAMPLE (a)

<date>

From: <GB applicant>
To: Commanding Officer, <Host Command>
Via: Commanding Officer/Officer in Charge

Subj: REQUEST FOR GEOGRAPHIC BACHELOR BERTHING

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1B

Encl: (1) Command Endorsement
(2) Copy of Page Two
(3) Current Month Leave and Earning Statements (LES)
(4) Permanent Change of Duty Station Orders

1. Per reference (a), I request berthing at <Host Command> Bachelor Housing for the time period of <date> to <date>.
2. I reported on board on <date> and I am currently staying at <room/building or address>.
3. Complete and meaningful description of hardship if any:
4. Location of dependents and household effects:
6. Dependent in the exceptional family member program: Yes/No
7. I hereby certify that the above information is true and correct to the best of my knowledge, and that I will immediately notify the BH Site Manager of any changes in my status. I can be reached at <work telephone number>

Signature

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SAMPLE (b)
(Letter Head Required)

Serial #
Date

From: Commanding Officer/Officer in Charge
To: Commanding Officer, <Host Command>

Subj: REQUEST FOR GEOGRAPHICAL BACHELOR BERTHING
CONCERNING <SERVICE MEMBER'S NAME, SSN>

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1B

1. Commanding Officer/Officer in Charge recommends:
Approval/Disapproval

2. Your POC for this matter is < CMC or Senior Enlisted
Advisor>, his telephone number is < work number >.

Signature

10 APR 2001

SAMPLE (c)

<date>

From: <GB applicant>

To: Commanding Officer, <host command>

Via: Commanding Officer/Officer in Charge

Subj: REQUEST RENEWAL OF GEOGRAPHICAL BACHELOR BERTHING

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1B

Encl: (1) Copy of Original Geographical Bachelor Package
Dated <date>

1. Per reference (a) it is requested that my berthing at <host command> bachelor housing be extended for 6 months, to expire on <date>

2. I hereby certify that the attached information is true and correct to the best of my knowledge, and that I will immediately notify the Bachelor Housing Manager of any changes in my status. I can be reached at <work phone number>

Signature

10 APR 2001

SAMPLE (d)

<date>

From: Bachelor Housing Manager, <command>

To: <GB applicant>

Subj: Geographic Bachelor Review Board Result

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1B

1. Per reference (a), your request for Geographic Bachelor (GB) berthing were reviewed by the GB Review Board on <date>.

2. GB Review Board determined your status to be:

- () GB in Exceptional Family Member (EFM) Program. Your berthing has been approved until <applicant's PRD> or for the duration of your tour with your present command.
- () GB with documented hardship. You have been placed in space-protected berthing for the period of 180 days, to expire on <date>. Thirty days before your residency ends, you may request the board to reevaluate your case to determine if the hardship still exist and if your protected status must continue.
- () Space available GB. You will be berthed on space available basis only and may be required to vacate for higher priority. If need to be displaced, you will be given a 10 days notice in order to secure alternative housing arrangement.

3. You are required to immediately notify this office of any changes in your status.

Signature

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SAMPLE (e)

GEOGRAPHIC BACHELOR MONTHLY REPORT
<MONTH/YEAR>

Activity: _____

GB Review Board Results this Month:

ACTION	E5-E6	E7-E9	W1-O4	O5&Up	TOTAL
Number of request reviewed by GB Review Board this month					
Number accepted as:					
GBs in EFM Program					
GBs with hardship					
Space available GBs					
Total accepted this month					
Placed on waiting list					

Occupancy (GBs & RAs)

GBs on board (including the above)					
GBs in EFM Program					
GBs with hardship					
Space available GBs					
Total on board					

Waiting List

Current waiting list					
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GB Utilization

Number GB spaces allotted					
Spaces occupied					
Occupancy %					

RA Utilization

Number RA spaces allotted					
Spaces occupied					
Occupancy					

POLICIES GOVERNING RESIDENT ADVISOR PROGRAM

1. Purpose. To provide policy and guidance concerning the housing of Resident Advisor (RA) within the Commander, Navy Region Southwest.
2. Attachment (Samples).
 - a. Request for RA Berthing
 - b. Command Endorsement
 - c. Letter of Appointment as RA
3. Background. The RA Program is a leadership resource, which a command may use to assist management in maintaining good order and discipline. Resident Advisors are bonafide Geographical Bachelors (GB) and senior permanent party residents who volunteer to serve in a leadership role in Bachelor Housing (BH).
4. Policy.
 - a. GB's who accept the RA's position will be berthed under the "space-required /space-protected" category as long they serve in this capacity.
 - b. There will be one RA assigned per floor or five (5) percent of E1 - E4 enlisted permanent party occupants of each building.
 - c. RA must be willing to accept the provisions cited in attachment sample (c).
 - d. BH Site Manager will review and determine eligibility of all requests for RA's berthing.
 - e. RAs will be berthed with their unit or division if possible.
 - f. RAs will be housed at 135 square feet net living area, private room, bath shared by no more than one other (E5/E6 criteria)
5. Assignment Priority. The priority for housing RA will be:

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a. E5 and above permanent party assigned to the activity or its tenant commands.

b. GB's with hardship determined by the GB Board.

c. Space-available GBs.

5. Procedures.

a. Interested personnel should obtain copy of RA Application Package from host command's BH office.

b. Service members requesting RA berthing should submit request (see attachment sample (a)) to Host Commanding Officer via his/her command.

c. BH Site manager will contact applicants for interview and briefing, covering "RA's Duties and Responsibilities", and room assignment if accepted and space is available.

d. BH Site Manager will establish a waiting list for RA's.

e. Installation Commanding Officer will issue a Letter of Appointment as Resident Advisor only to qualified and willing candidate (see attachment sample (c)).

f. Installation Commanding Officer may terminate the RA berthing status of those RAs that fail to perform their duties and responsibilities.

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SAMPLE (a)

From: < RA applicant>
To: Commanding Officer, < Host Command>
Via: Commanding Officer / Officer in Charge

Subj: REQUEST FOR RESIDENT ADVISOR BERTHING

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1

Encl: (1) Command Endorsement
(2) Permanent Change of Duty Station Orders

1. Per reference (a), I request berthing at <Host Command> Bachelor Housing for the time period of <date> to <date>.
2. I reported on board on <date> and currently berthed as (i.e., Space-Protected Geographic Bachelor, space available GB) at <room/building number>
3. I have read and familiar with the contents of reference (a).
4. I am willing to accept the duties and responsibilities of RA listed in attachment sample (c).
5. Location of dependents and household effects:
6. Dependent in the exceptional family member program: Yes/No
7. I hereby certify that the above information is true and correct to the best of my knowledge. I can be reach at <work telephone number>

Signature

COMNAVREGSWINST 11103.1B

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SAMPLE (b)
(Letter Head Required)

Serial #

Date

From: Commanding Officer / Officer in Charge

To: Commanding Officer, <Host Command>

Subj: REQUEST FOR RESIDENT ADVISOR BERTHING
CONCERNING <SERVICE MEMBER'S NAME, SSN>

Ref: (a) COMNAVREGSOUTHWESTINST 11103.1B

1. Commanding Officer / Officer in Charge recommends:
Approval / Disapproval
2. Your POC for this matter is <CMC or Senior Enlisted
Advisor>, his telephone number is <work number>.

<signature>

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SAMPLE (c)

<DATE>

MEMORANDUM

From: Commanding Officer, <Host Command>

To: <RA appointee>

Subj: APPOINTMENT AS BACHELOR HOUSING RESIDENT ADVISOR

Ref: (a) CNRSW Instruction 11103.1

1. Per reference (a), you are hereby appointed as Bachelor Housing (BH) Resident Advisor.
2. You will assume the leadership role of "on the spot assistant of BH management" in maintaining good order and discipline within your assigned BH spaces.
3. You will be guided by <host command's BH Rules and Regulations instructions> in the performance of your duties.
4. You will be required to attend and represent your assigned residence concerns during all BH Advisory boards meeting. If you are unable to attend, you will designate one of your senior resident to represent you during the meeting.
5. You will participate with BH management in inspecting your assigned spaces to ensure housekeeping standards and to report building maintenance discrepancies for action.
6. You will notify the BH Site Manager of your leave, TDY and change of status as soon as possible.
7. This appointment will terminate upon your transfer, reassignment or if you failed or unable to perform your duties.

<signature>
<Host Commanding Officer>

COMNAVREGSWINST 11103.1B

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<date>

From: <appointee>

To: Commanding Officer, <host command>

I hereby accept and certify that I have read, understand and will comply with the above appointment and the provisions of reference (a).

<signature>

<appointee's name rank/rate>

POLICY ON BASIC ALLOWANCE FOR HOUSING (BAH)

1. Authorization. Only Installation Commanding Officers or his/her designated representative within BH may authorize payment of BAH without dependents to personnel required to occupy adequate BH.

a. Personnel in a pay grade E-5 and above are excepted from the general rule and may elect to live off base and draw BAH.

b. Personnel in pay grade E-5, and who are serving on sea duty may elect not to occupy housing and draw BAH.

c. Installation Commanding Officers may authorize E1-E4 personnel who otherwise require or those applying to occupy Bachelor Housing to live off-base and draw BAH without dependents when Bachelor Housing reaches full utilization.

d. Installation Commanding Officers will determine their own level of full utilization based on historic trends and current and future requirements. It is understood that some rooms must be kept vacant to accommodate the flow of permanent party personnel. Utilization should routinely be between 95 and 100 percent.

e. Members who have been authorized to draw BAH at "without dependents" rate and live in the civilian community shall not be reassigned to BH while assigned in the same geographic area or after returning to homeport from deployment, except through non-judicial punishment action or declaration of military necessity.

f. Members without dependents, who lived off-base at their last duty station and acquired more furnishings than may be accommodated in a Bachelor Housing space suitable for their pay grade, may request permission to live off-base. Host commanding officers may, based on the maturity of the individual, bill of lading from the PCS move, practicality, and cost effectiveness of storing the furnishings at government expense, authorize the member to continue to live off-base and draw BAH.

2. Single Request to Live Off-base.

a. E1-E4 personnel who desire to live off base must submit such a request, in writing, to the host commanding officer, via the chain of command. BAH will not-be paid until a request has been approved.

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b. E-5 and above who reside in the Bachelor Housing, but choose to live off base, must notify the host commander, in writing of their intent to vacate.

c. E1-E4 personnel requesting to move off base must state that they fully understand that they are not automatically authorized BAH by moving out of housing, and that they will be placed on a waiting list for authority to live off-base if their request is not approved at the time of moving.

3. Adequate Permanent Party Bachelor Housing Not Available. When adequate permanent party Bachelor Housing space is not available or when full utilization of housing is reached, Installation Commanding Officers may authorize personnel in pay grades E4 and below to live off base and draw BAH. Applications will be approved based on seniority, on the date of application, e.g. by application date, E-4 first, E-3 next, etc.

4. E1-E4 Personnel Authorized to Draw Single BAQ. Installation Commanding Officers will ensure that single E1-E4 personnel receive financial management counseling prior to approving their requests to live off base. Qualified persons such as the executive officer, department head, division officer, or a qualified command financial specialist may provide this counseling. Commands that have no counseling capability may refer their personnel to the Family Service Center (FSC) for assistance.

HOST/TENANT AGREEMENT GUIDANCE

1. As host command, Commander Navy Region Southwest will establish host/tenant agreements with all tenant commands requiring BH support. Host/tenant agreement must contain clear understanding of the host command's capabilities and limitations and of the tenant's needs and resources. As a general rule, support agreements should incorporate the minimum amount of supporting documentation necessary to clarify requirements and ensure mutually acceptable levels of performance.

2. If BH is the only support provided by the host, agreements may be in the form of a Letter of Agreement or Memorandum of Understanding. If the tenant receives various kinds of support from the host installation, then the BH services will be an addendum to an intra-service or inter-service/department agreement.

3. Host/tenant agreements will be reviewed and resigned annually by both parties. BH specific requirements for host/tenant agreements should include:

a. BH management will be under the Host Command. Authority to issue Certificates of Nonavailability (CNA) and Basic Allowance for Housing (BAH) resides with the Installation Commanding Officer or his designated representative within the BH.

b. A BH staff member and the tenant command representative will jointly inspect the BH facility before the tenant occupies or vacates the facility. The inspection will identify any material or maintenance deficiencies and to verify that housing is ready for occupancy or return to the host command.

c. All tenants will be held responsible for damages resulting from neglect or misuse. Tenant Commanders will assist the Installation Commanding Officer with collection for damages as outlined in the host/tenant agreement and references (DOD 4165.63M), (DOD 7000.14R vol 12), (SECNAVINST 11100.7A), (OPNAVINST 11101.42), (10 USC 2775).

d. All tenant personnel will comply with the Host Command's BH regulations. Tenant commanders may establish additional stricter BH regulations on their personnel.

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e. Tenant Commanders may be required to provide additional security/fire watches in the BH they occupy. This requirement will be clearly defined in the host/tenant agreement.

f. Civilian personnel will be authorized quarters as outlined in references (OPNAVINST 11103.1C) and (DOD 4165.63M) and (5 USC 5912). The civilian personnel will comply with the existing BH regulation.