



DEPARTMENT OF THE NAVY  
COMMANDER, FLEET ACTIVITIES YOKOSUKA  
PSC 473 BOX 1  
FPO AP 96349

CFAYINST 11103.2B CH-4  
N932  
6 Oct 2022

COMFLEACT YOKOSUKA INSTRUCTION 11103.2B CHANGE TRANSMITTAL 4

From: Commander, Fleet Activities Yokosuka

Subj: UNACCOMPANIED HOUSING

Encl: (1) Revised Page 1  
(2) Revised Pages 3 and 4 of enclosure (1)  
(3) Revised Page 1 of enclosure (4)  
(4) Revised Pages 1 and 13 of enclosure (5)  
(5) Revised Attachment R

1. Purpose. To publish change 4 to the basic instruction.
2. Action. Remove page 1, pages 3 and 4 of enclosure (1), page 1 of enclosure (4), pages 1 and 13 of enclosure (5) and Attachment R of the basic instruction and replace with enclosures (1) through (5). Revised basic instruction with enclosures (1) through (5).
3. Records Management. Records created as a result of this instruction, regardless of media or format must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

  
L. D. SOBOL

Releasability and distribution:

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CFAYINST 11103.2B CH-3  
N932  
30 Mar 2022

COMFLEACT YOKOSUKA INSTRUCTION 11103.2B CHANGE TRANSMITTAL 3

From: Commander, Fleet Activities Yokosuka

Subj: UNACCOMPANIED HOUSING

Encl: (1) Revised Page 3 of enclosure (1)  
(2) Revised Page 2 of enclosure (3)  
(3) Revised Page 1 of enclosure (4)  
(4) Revised Attachment R

1. Purpose. To publish change 3 to the basic instruction.
2. Action. Remove page 3 of enclosure (1), page 2 of enclosure (3), page 1 of enclosure (4), and Attachment R of the basic instruction and replace with enclosures (1) through (4). Revised basic instruction with enclosures (1) through (4).
3. Records Management. Records created as a result of this instruction, regardless of media or format must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

  
M. R. JARRETT, JR

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**DEPARTMENT OF THE NAVY**  
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CFAYINST 11103.2B CH-2  
N932  
26 Feb 21

COMFLEACT YOKOSUKA INSTRUCTION 11103.2B CHANGE TRANSMITTAL 2

From: Commander, Fleet Activities Yokosuka

Subj: UNACCOMPANIED HOUSING

Encl: (1) Revised Page 2 through 4 of enclosure (1)

1. Purpose. To publish change 2 to the basic instruction.
2. Action. Remove pages 2 through 4, enclosure (1) of the basic instruction and replace with enclosure (1). Revised basic instruction with enclosure (1).
3. Records Management. Records created as a result of this instruction, regardless of media or format must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

  
M. R. JARRETT, JR

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FPO AP 96349

CFAYINST 11103.2B CH-1  
N932  
2 Dec 2020

COMFLEACT YOKOSUKA INSTRUCTION 11103.2B CHANGE TRANSMITTAL 1

From: Commander, Fleet Activities Yokosuka

Subj: UNACCOMPANIED HOUSING

Encl: (1) Revised Page 1 of enclosure (1)

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove page 1, enclosure (1) of the basic instruction and replace with enclosure (1). Revised basic instruction with enclosure (1).
3. Records Management. Records created as a result of this instruction, regardless of media or format must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

  
M. R. JARRETT, JR

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COMMANDER, FLEET ACTIVITIES YOKOSUKA  
PSC 473 BOX 1  
FPO AP 96349

CH-4 of 6 Oct 2022

CFAYINST 11103.2B  
N932C  
10 Jul 2020

COMFLEACT YOKOSUKA INSTRUCTION 11103.2B

From: Commander, Fleet Activities Yokosuka

Subj: UNACCOMPANIED HOUSING

Ref: (a) OPNAVINST 5009.1  
(b) CNICINST 5009.5  
(c) COMNAVFORJAPANINST 1020.3B  
(d) CNIC Housing Desk Guide, Geographical Bachelors and Other Unaccompanied Personnel  
(e) Financial Management Regulation (FMR) Volume 9, Travel Policies  
(f) CNIC Housing Desk Guide, Bachelor Housing Operations  
(g) CNICINST 11103.13A CH-1

Encl: (1) UH Inventory and Assignment Policies  
(2) Organization, Duties and Responsibilities  
(3) Resident Advisor (RA) Program and Unaccompanied Housing Advisory Review Board (UHARB)  
(4) Inspection Schedule and Procedures  
(5) Unaccompanied Housing (UH) Rules and Regulations

1. Purpose. To implement policy and guidance of references (a) through (f) regarding the operation of Unaccompanied Housing (UH) onboard Fleet Activities (FLEACT) Yokosuka. Enclosures (1) through (5) contain specific information regarding the operation of UH.

2. Cancellation. COMFLEACTINST 11103.2A. This instruction is a significant revision and should be read in its entirety. Individual paragraph changes and markings have not been indicated.

3. Discussion. This instruction, along with enclosures (1) through (5), specifically defines policy governing UH and, when used in conjunction with references (a) through (f), other pertinent instruction and applicable UH Desk Guides, identifies the basic precepts of quality housing management.

4. Background. Navy leadership is committed to providing the best quality of life possible to its members. UH availability, attractiveness, cleanliness, and security are fundamental elements of this effort. Efficient management of Navy UH ensures high standards of service to residents, protects the Navy's substantial investment in facilities, and reduces operating costs. The Navy's goal is to provide suitable housing for all E-1 through E-3 Sailors. The core of UH

occupancy is intended to be the Navy's most junior Sailors. Eligible personnel will be assigned to UH at FLEACT Yokosuka, prioritized by categories found in reference (a) to the maximum extent possible given the limited UH inventory available.

5. Scope. This instruction applies onboard Fleet Activities (FLEACT) Yokosuka and to all tenant units that utilize FLEACT Yokosuka UH. This instruction is not applicable to the Navy Gateway Inns & Suites (NGIS), Transient Personnel Unit (TPU), and the Navy Lodge, which are managed separately from UH.

6. Policy. Consistent with regulations and public safety, UH will be managed in a manner which provides residents with the maximum levels of privacy, security, and freedom from unnecessary restrictions. Efficient and effective operations and facility maintenance are necessary to support this policy. To provide the level of professional management necessary, a trained cadre of managers will be drawn from the Culinary Specialist (CS) rating, general military ratings, selected civilian government employees, and contracted personnel.

7. Responsibilities. See enclosure (2).

a. The UH staff

(1) Manage and control UH. They carry out UH management duties and responsibilities per the direction of the UH Director and abide by and enforce UH Rules and Regulations in enclosure (2).

(2) Provide service to UH residents with no preferential treatment to any person or tenant units.

(3) Will not engage in personal business or receive any direct or indirect financial interest that places them in a position of conflict between their private interest and the public interest of the United States relating to duties or responsibilities of their official position.

(4) Execute assigned watches in a proper military fashion. Conduct which may reduce efficiency, such as reading or writing other than official correspondence necessary for the performance of the watch, receiving and entertaining personal visitors, or engaging in unofficial telephone conversations, is not authorized. Radios, tape recorders, MP3 players and/or televisions may not be used at watch stations. Communication or entertainment devices with earphones are prohibited.

(5) Maintain a high standard of material condition in UH through a vigorous corrective and preventive maintenance program.

b. Resident Advisors. Carry out the collateral duties assigned as described in enclosure (3).

c. UH Residents. (See attachment R for Residents signed Agreement).

(1) Return assigned housing and furnishings in their original condition, with allowance for ordinary wear and tear, when they vacate their assigned quarters.

(2) Clean and keep their assigned berthing space in a neat and orderly fashion at all times.

(3) Are held liable for damages to UH property caused by abuse, negligence, or willful misconduct, including that caused by invited guests.

(4) Comply with UH rules and regulations in enclosure (5).

(5) Promptly inform the UH staff of any known material, safety, or habitability deficiencies in rooms and in any UH common use areas.

(6) Provide constructive suggestions to UH management via Resident Advisors (RA), Advisory Boards, or comment cards for improving UH operations and procedures.

(7) Promptly report to the assigned RA, UH Officer, Front Desk or Duty Complex Manager any disturbance or abuse of government property.

8. Applicability. This instruction is applicable to all UH under the control of Commander, FLEACT Yokosuka.

9. Changes. Requests for changes to this instruction will be referred to the UH Manager. The UH Manager will evaluate recommendation and changes through Commander, FLEACT Yokosuka. All recommendations must remain within the guidelines of references (a) through (g).

10. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

11. Review and Effective Date. Per OPNAVINST 5215.17A, FLEACT Yokosuka N932 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the anniversary date, or an extension has been granted.



M. R. JARRETT, JR

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- ATTACHMENT A Commander, Fleet Activities Yokosuka Resident Advisor (RA) Agreement (CFAY 11103/42)(Rev. 7-20)
- ATTACHMENT B Sample Page 13 Entry for Resident Advisor Administrative Remark (NAVPERS 1070/613(Rev. 08-2012) (CFAY 11103/26)(Rev. 7-20)
- ATTACHMENT C UH Building Manager (BM) Room Visit Report (CFAY 11103/27)(Rev. 7-20)
- ATTACHMENT D UH Room Entry/Discrepancy Notice (CFAY 11103/28)(Rev. 7-20)
- ATTACHMENT E UH Consumable Supplies Requisition (CFAY 11103/29)(Rev. 7-20)
- ATTACHMENT F UH DCM Log Sheet (CFAY 11103/30)(Rev. 7-20)
- ATTACHMENT G Sample UH Advisory Committee Chairperson Appointment Letter (CFAY 11103/31)(Rev. 7-20)
- ATTACHMENT H UH Room Inspection Criteria/Report (CFAY 11103/32)(Rev. 7-20)
- ATTACHMENT I UH Room of the Quarter (ROQ) Guidelines and Procedures (CFAY 11103/33)(Rev. 7-20)
- ATTACHMENT J UH Baggage Claim Check (CFAY 11103/34)(Rev. 7-20)
- ATTACHMENT K UH Baggage Inventory Sheet (CFAY 11103/35)(Rev. 7-20)
- ATTACHMENT L UH Guest Comment Card (CFAY 11103/36)(Rev. 7-20)
- ATTACHMENT M UH Day/Late Sleeper Sign (CFAY 11103/37)(Rev. 7-20)
- ATTACHMENT N UH Locker Name Tag (CFAY 11103/38)(Rev. 7-20)
- ATTACHMENT O UH Picnic Area Request (CFAY 11103/39)(Rev. 7-20)
- ATTACHMENT P UH Trouble Call/Resident Request (CFAY 11103/40)(Rev. 7-20)
- ATTACHMENT Q UH Equipment Maintenance Status/Out of Order Card (CFAY 11103/41)(Rev. 7-20)
- ATTACHMENT R UH Check-in/Agreement Package
- ATTACHMENT S HPA Sailor Pre-Deployment Check Off Sheet

## UH INVENTORY AND ASSIGNMENT POLICIES

1. Inventory. Fleet Activities (FLEACT) Yokosuka Unaccompanied Housing (UH) Inventory and plant property are under the direct control of the UH Manager. The UH inventory includes a combined total of 1669 rooms containing a total of 3980 beds in 11 buildings. The follow is a general overview of how UH inventory is assigned.

Buildings 1475, 1492, 1517 (Jyuban Tower), 1516 (Kyuban Tower), 1393, 3333, 3387, 1530, 1558, 1721, and 3213: Used to house E-4 with less than four years of service and all E-3 and junior Sailors from afloat units under the Homeport Ashore (HPA) Program, E-3 and junior single Sailors from all shore commands located on board FLEACT Yokosuka, member of Naval Mobile Construction Battalion (NMCB) deployed unit personnel, and Resident Advisors (RA). Note: Building 1558 is designated to house Marine Fleet Anti-Terrorism Security Team (FAST) members in addition to HPA Sailors.

2. Assignment. In general, the Unaccompanied Housing Manager will assign UH rooms per reference (a) of this instruction, and the guidance contained in this instruction. The UH Manager may make temporary assignment that deviate from policy to address emergent requirements, but will obtain approval for these type actions from the Housing Director, Yokosuka on the next working day following the event. Only single military personnel, except as otherwise noted in this instruction, will be assigned to UH. The following definitions and assignment policy apply when assigning personnel.

a. Bona Fide Bachelor. Single, true bachelor, Sailors will be assigned per CNIC Manual 11103.2.

(1) E-4 and senior Sailors assigned to shore duty are required to reside off-base with OHA entitlements.

(2) E-3 and junior Sailors assigned to shore duty will be housed in UH. In the event that UH occupancy is 95 percent or greater, Sailors in this category may request OHA via their chain of command to the Installation Commander.

(3) E-4 with 4 or more years of service and all E-5 and senior Sailors assigned to sea duty are required to reside off-base with OHA entitlements.

(4) E-4 with fewer than 4 years of service and all E-3 and junior Sailors assigned to sea duty will be housed in UH when their ship is in homeport.

Note: Single or unaccompanied personnel, including Geographic Bachelors E-6 to E-9 may volunteer to reside in UH as Resident Advisors if space permits.

b. Bachelor Paying Dependent Support. A member who receives housing allowances and pays dependent support (e.g., child support payments), and has no other dependent, will be assigned the same as a Bona Fide Bachelor in subparagraph 2a., above.

c. Unaccompanied Tour. A shore duty member receiving housing allowances but whose dependent(s) is not living in the immediate vicinity of FLEACT Yokosuka and whose Permanent Change of Station (PCS) orders did not authorize or fund travel of dependents (unaccompanied orders), will be authorized to move off-base.

Note: Members reporting in an accompanied status without their dependents normally have 90 days to change their status from accompanied to unaccompanied. If they desire to do so, they need to visit the Personnel Support Detachment (PSD), Yokosuka to have the necessary personnel transaction completed.

d. Deployed Unit Personnel. Deployed unit personnel will be assigned as follows:

(1) NMCB Detachment, NAVRES and ADSW. Will be primarily assigned to Building 1558. Building 1516 and 1517 will be used as backup.

(2) FAST. Will be assigned to Building 1558.

e. Room Assignment. The UH Manager will assign personnel from the same command to a room. No room should have personnel from different commands.

3. Civilian Personnel. FLEACT Yokosuka does not have sufficient quarters to meet requirements in reference (b). Therefore, permanent party berthing is not available for civilian employees, civilian contractors, and technical representatives providing support to ships. These personnel will rely on off-base housing.

4. Pregnant Servicewomen. Housing of single mothers and infants will not be allowed in UH. Berthing of expectant mothers will be accomplished per reference (b). At least eight weeks prior to scheduled delivery date, pregnant service member must make proper housing arrangements through the Housing Services Center.

5. Statement of Non-Availability (SNA). A SNA certifies that government quarters are not available and is a prerequisite for payment of Overseas Housing Allowances (OHA) and payment of temporary lodging allowances (TLA). The Housing Services Center will not process off-base housing applications from unaccompanied personnel, including true bachelors, without a SNA. Also, PSD will not process any applications from unaccompanied personnel for OHA or payments of TLA without an SNA. SNAs are prepared by the UH Housing Office located in Building 3333. However, note that Sailors required to live off-base per paragraph 2a(1) and 2a(2) above do not require an SNA. The member requesting an SNA will be responsible for providing the following documents in conjunction with the SNA's preparation:

- NAVPERS 1336/3 (Special Request Chit).
- DFAS Form 702 of Jan 02 (Leave and Earning Statement).
- Financial Counseling Certification.
- Copy of current NAVPERS 1070/602 (Page 2).
- Copy of PCS Orders.

6. Procedure for Mass Unit Checkout. Seven days prior to the departure of any ship or tenant unit, UH Management and a representative (E-7 or senior) of the ship or tenant unit will conduct a joint inspection. Sailors will not check out from assigned rooms while underway or on patrol, unless specifically required by the installation CO. Furniture will be moved away from the walls so that the condition of the walls and floor may be inspected. After inspection, all furnishings will be returned to their original arrangement. A plan to fix noted discrepancies will be established, if necessary. UH management will follow procedures below:

a. The Building Manager (BM) will monitor and coordinate the check-out procedures of the out-going tenant unit(s) footprint.

b. The UH management and tenant unit will conduct a final inspection during this time with the BM and tenant unit representative.

c. The BM will record noted discrepancies on the checkout condition report such as, but not limited to, damage to government furnishings, missing linen and/or missing card keys. Tenant units are held responsible for all damage and losses caused by abuse or negligence.

d. Notice to the individual of damages due will be sent via his/her Commander, Commanding Officer (CO) or Officer-in-Charge (OIC) within 30 days of departure. If all attempts to collect the debt fail, collection will be made through payroll deduction.

7. Temporary Assignments. Special berthing assignments may be made on a temporary basis by the Housing Director under the following situations:

a. Hardship Cases. In cases of hardship, such as legal separation or pending divorce, Commander, FLEACT Yokosuka may approve the use of UH for Sailors not usually allowed to reside there. A member pending legal separation or divorce may be authorized berthing by submitting a copy of his/her original orders and written verification of their marital status from FLEACT Yokosuka Fleet and Family Support Center, FLEACT Yokosuka Staff Judge Advocate, Marriage Counselor, or similar authority within seven days of occupancy for a maximum occupancy of 30 days. If a member needs to stay longer than 30 days, an extension request must be submitted five working days prior to the expiration of the original request for approval by Commander, FLEACT Yokosuka, on a case by case basis. A copy of the approved request must be submitted to the UH Front Desk for the record.

b. Domestic Violence. In the event a married member requests temporary housing or is brought in by a command representative or FLEACT Yokosuka Security Department due to confirmed or allege domestic violence, a room may be provided on a space-available basis with the approval of FLEACT Yokosuka Commanding Officer, up to a maximum of 72 hours. Members will be berthed in a space-available permanent party room, which may house multiple residents. The same rule apply to members who come to UH of their own volition.

c. Restraining Orders and Restricted Personnel. In the event a restraining order is issued to a member directing him or her to stay in UH, the member will be given a temporary permanent party bed space in any available building.

8. Privacy Act. The Privacy Act requires safeguarding the privacy of information on individuals contained in the record system maintained at the UH Front Desk. The Privacy Act provides severe penalties for the release of individual information to unauthorized persons. UH staff will not give resident information, such as, names, social security numbers, room numbers, telephone numbers, length of stay, status, etc., unless authorized by the Housing Director.

9. RA Program. A RA Program is established per reference (g) of this instruction. Information specific to the FLEACT Yokosuka RA Program may be found in enclosure (3) of this instruction.

10. Self-Help Program. The Self-Help Program is established to provide a means for individuals to directly participate in enhancing the habitability of UH facilities. All self-help projects will be approved by and accomplished under the technical direction from FLEACT Yokosuka Public Works (PW) Officer to ensure conformance with fire, safety, and building codes, as well as with the base master development plan. A UH Self-Help Log Sheet to include project description, start/completion date, personnel involved, material and labor cost savings, etc., will be maintained.

ORGANIZATION, DUTIES AND RESPONSIBILITIES

1. Installation Unaccompanied Housing Organization.



2. Duties and Responsibilities

a. Tenant Commanders, COs, and OICs.

- (1) Exercise disciplinary control over their personnel residing in UH.
- (2) Conduct required periodic inspections.
- (3) Require prompt correction of room discrepancies pertaining to their personnel.
- (4) Assist in the processing and collection of government debts in the event of loss or damage of government property caused by negligence and/or vandalism by a member.
- (5) Recommend and participate in approved self-help programs to improve the material condition of the UH.

b. Housing Director. The installation Housing Director is responsible to the Installation Commander (ICO), also known as the Housing Authority, for both Family Housing and UH. The day-to-day responsibility for UH operations is typically delegated to the UH manager.

c. UH Manager. The UH Manager is responsible for the overall management and operation of all facilities designated for UH. The UH Manager will ensure all UH staff and residents comply with this manual, its cited references and applicable local policies and procedures. Typical qualifications for this position include: experience with developing plans, policy and

procedures for assignment and termination of housing residents; supervisory and management experience; effective communication and customer service skills; knowledge of Department of Defense and Navy housing policies; and advanced knowledge of the enterprise Military Housing (eMH) information management system. Specific duties include, but are not limited to:

- (1) Provide UH requirements and base loading data submissions in a timely manner to CNIC.
- (2) Coordinate the planning, funding, staffing, maintenance, and management of all UH operations.
- (3) Ensure quarterly operations funds are appropriately obligated (i.e., no prohibited expenditures, functions, or positions (see CNIC Manual 11103.2 chapter 4, section 4.e.), in a timely manner to prevent loss or realignment of funds.
- (4) Provide timely internal and external communication and coordination with Region personnel, installation partners, other tenant commands, and the UH staff.
- (5) Implement local emergency procedures for UH. Ensuring every UH employee understands their roles and responsibilities in the event of an emergency.
- (6) Supervise UH staff and ensure they are properly trained within fiscal constraints. At a minimum, ensure UH staff members are trained in their assigned positions to include all emergency procedures (see CNIC Manual 11103.2 appendix Q for training guidelines).
- (7) Review and approve statements of work for all UH contracts as defined in CNIC Manual 11103.2 reference (v), part 38. This includes a memorandum of understanding or memorandum of agreement.
- (8) Issue and maintain current files of authorization and delegation letters for building managers, supply custodians, baggage room custodians, key control managers, etc.
- (9) Approve local key and key card control guidance. At a minimum, this will include: management of resident, master and emergency keys and key cards and the procedures for key core and lock replacement.
- (10) Serve as the UH program advocate when conducting town hall meetings, resident and command briefings, meetings with command representatives, etc.
- (11) Review building managers' assessment reports and determine if there might be any resident liability for property damage.
- (12) Develop Resident Satisfaction Survey action plans based on annual surveys and resident comments, implementing plan recommendations and tracking improvements between

surveys. Action plans for scores below 70 will be submitted to the Installation Commander (ICO) for approval and forwarded to CNIC HQ (N93) via the Commander, Navy Region Japan N93.

(13) Oversee development and implementation of the new resident orientation brief and the welcome aboard handbook (see CNIC Manual 11103.2 chapter 5, section 2.d.(10) for details).

(14) Designate the appropriate staff members to conduct the new resident orientation brief within 30 days of resident check-in and document completion in eMH.

(15) Per CNIC Manual 11103.2 reference (l), paragraph 3.a., serve as a member of the UH Assignment Review Board (UHARB).

(16) Per CNIC Manual 11103.2 reference (m), manage the local Resident Advisor (RA) program; provide initial and on-going training; conduct annual evaluations of each RA's performance; and make recommendations to UHARB to extend agreements with RAs or terminate RAs who fail to perform per their agreements.

(17) Approve UH procurement requests, data requests and reports.

(18) Coordinate with tenant commands on the use of UH facilities or portion of facilities. Per CNIC Manual 11103.2 reference (w), ensure all support agreements are up to date.

(19) Per CNIC Manual 11103.2 reference (k), coordinate with Commander, Navy Facilities Engineering Command (COMNAVFACENGCOM) real estate staff to develop fair market rental rates for UH units or rooms.

(20) Accompany the ICO and residents' COs during their command inspections of UH facilities and resident living standards.

(21) Serve as the Installation eMH system administrator responsible for ensuring all UH staff are properly trained to use eMH, approve requests for system accounts for new staff members, approve requests for changes to eMH and approve the mid-year and end-of-year inventory and utilization reports.

d. UH Officer. The UH Officer (Leading Chief Petty Officer) is the senior enlisted person assigned to the UH staff and may serve as the Acting UH Manager when required. In addition to the responsibilities of the UH Manager, this position is responsible for:

(1) The performance of service members assigned to UH, to include counseling as necessary. The UH Officer will ensure all military staff members complete the military training requirements, to include physical training.

(2) Conduct facility and in-room inspections.



- (3) Administer watch bills.
- (4) Conduct periodic audits of master and room keys and linen inventory.
- (5) Compile UH records and reports.

e. UH Complex Manager. The UH Complex Manager (UH Manager) is responsible for the management of all UH buildings, oversight of UH baggage storage areas and serves as liaison between residents and the UH Manager. Typical qualifications for this position include: supervisory and management experience; analytical, communication and customer service skills; experience with building operations, maintenance, renovation and inspections; on-line data input and reporting; and knowledge of UH policies. Specific duties include:

- (1) Management and oversight of all UH buildings.
- (2) Supervise the Building Managers, including prioritizing and assigning their duties and responsibilities.
- (3) Facilitate the new resident orientation brief (if designated by the UH Manager) using appendix F of this instruction.
- (4) Review the Building Managers' assessment reports and determine if there might be any resident liability for property damage. The Complex Manager will also act as a liaison between the UH staff and the tenant commands regarding resident concerns.
- (5) In the absence of a UH warehouse or supply manager, conduct inventory management, maintain usage data and provide data for annual budget input. Additionally, the complex manager will conduct quality control evaluations on furnishings, fixtures and equipment (FF&E) and prepare quality deficiency reports for submission to the contracting officer, as necessary.
- (6) Conduct periodic inspections of the interior and exterior of UH facilities. Submit deficiency reports, as necessary, to the UH Manager and the PW Officer.
- (7) Accompany tenant commands, PW, Security, Fire and Preventive Medicine personnel during inspections of facilities and of resident living standards.

f. Leading Petty Officer (LPO). The LPO is under the direct supervision of the UH Officer. Duties include:

- (1) Supervise the daily operation of the UH military personnel. Conduct daily muster and personnel inspection. Submit muster reports to the Administrative Office via the UH Officer and UH Manager.
- (2) Formulate work assignment priorities.

(3) Conduct review of UH records, reports, and files for accuracy. Submit recommendations for improvements and forward to the UH Officer/UH Manager.

(4) Monitor/review Building Managers' (BM) areas of responsibility, front desk operation, reservations, permanent and transient space maintenance, and prepare correspondence as necessary.

(5) Follow-up on all maintenance projects and routine/emergency trouble calls. Maintain a strong working relationship with the PW team.

(6) Linen Auditor. Will ensure inventory of all linen is conducted quarterly on the last week of the end of the quarter, and report discrepancies to the UH Manager via the Supply Manager (SM) and UH Officer. Negative reports are required.

(7) Administer the UH watchbill.

(8) Conduct performance appraisals. Draft enlisted performance evaluations and awards for assigned personnel.

(9) Conduct inventory of mechanical room keys three times a week.

(10) Perform other duties assigned by the UH Manager.

g. Building Manager (BM). A BM is responsible for the operation of all assigned building(s) including cleanliness, maintenance, and upkeep of surrounding grounds. The BM is the primary point of contact between management and residents. Duties include:

(1) Provide necessary supplies and equipment to effectively clean and maintain assigned building(s). Order of cleaning gear daily or as needed from SM.

(2) Supervise all military and civilian employees assigned to his/her area. Monitors the performance of the custodial contractors and report to his/her immediate supervisor.

(3) Inspect common use areas and vacant rooms at least once each working day for cleanliness and maintenance problems. Initiate maintenance trouble calls and job orders by reporting building discrepancies to the Front Desk. Verify that vacant billeting spaces are, in fact, vacant and ready for occupancy. At the beginning of each workday, pick-up the BM information sheet from the Front Desk with the status of vacant billeting space and maintenance problems. Verify or update the information sheet and return it to the Front Desk before 1200 each workday.

(4) Visit 100% of permanent party occupied spaces at least once monthly. Fill out a BM Room Visit Report, Attachment C of this instruction. During visits the BM will:

(a) Check the furnishings inventory sheet to ensure inventory is current and up-to-date.

(b) Immediately report any maintenance problems (air conditioning, lighting, faucet leaks, etc.) to the front desk.

(c) Periodically verify that only properly registered personnel occupy billeting spaces.

(d) Communicate with residents, if present, concerning the purpose of the visit. Inform residents about status of related outstanding trouble calls and discuss problems or suggestions the residents may have.

(e) Check existing cleanliness/habitability per Daily Living Standards (DLS), enclosure (4) of this instruction.

(5) Since entry of an occupied space is not a routine action, it must be executed in a manner which ensures compliance with the rights and privacy of the individual resident. Prior to entering any occupied space the BM will:

(a) Attempt to contact the occupant first via telephone.

(b) Only attempt to enter a room in the uniform of the day, covered.

(c) Knock firmly three times on the door and announce yourself. Repeat this process three times allowing the occupant sufficient time to respond.

(d) Identify yourself and ask permission to enter the room when occupant is present.

(e) Not enter if the occupant is asleep, in bed, or indisposed unless the situation warrants entry; e.g. fire, emergencies, to check occupant's health and welfare.

(f) Stand just inside the door and address the occupant. If the occupant is asleep, in bed, or indisposed, it may be necessary to request that the occupant meet the BM at the door when they are have gathered themselves.

(g) Discuss the condition of the billeting space. If the occupant is not present, the BM or DCM must leave a UH Room Entry/Discrepancy Notice (Attachment D) of this instruction.

(h) Establish rapport with the resident.

(i) Not touch items belonging to the occupant or open drawers, lockers, or other enclosures, which may contain personal items. COMFLEACTINST 11103.2B, enclosure (2).

(j) Upon discovery of contraband or evidence of illegal activity, take the following actions:

1. Secure the area by locking all doors to the room, posting a trustworthy guard if necessary.

2. Call Base Security immediately. Notify UH Officer/UH Manager. One added step was to provide support of assisted visit by Resident Advisor who occupies UH as part of the agreement of occupancy in that they will assist housing in keeping order

(6) Ensure all equipment, such as televisions, laundry equipment, vending machines, and recreational equipment are in good operating condition.

(7) Investigate and promptly initiate corrective action on all discrepancies sighted or reported per trouble calls or work request procedures.

(8) Inspect all fire extinguishers daily to ensure they are in proper working condition, properly stowed, and that inspections are up-to-date.

(9) Coordinate with the PW Department concerning maintenance problems on assigned building(s).

(10) Ensure the UH training program is executed and maintain training records for assigned workers.

(11) Ensure residents comply with UH regulations.

(12) Ensure residents are properly checked in and out of their rooms, the resident directory is updated, and the resident occupancy list is verified and updated.

(13) Participate in any inspections on the workspace.

(14) Operate the baggage storeroom for assigned spaces. Ensure baggage storeroom procedures are followed.

(15) Maintain control of furnishings in assigned spaces.

(16) Ensure only authorized personnel are allowed to enter residents' rooms and that all personnel are properly escorted at all times (except for UH staff performing official duties described previously).

(17) Maintain control of all keys to the building assigned. Ensure uses of master keys are strictly controlled.

(18) Perform other duties assigned.

h. Supply Manager (SM). Orders, inventories, issues and receives all supplies and equipment. Additional duties include:

- (1) Operate the supply storeroom per all pertinent instructions.
- (2) Initiate supply orders, control inventory, issue material, and maintain usage data for all supplies and equipment.
- (3) Maintain the furnishing master record and ensure that all furnishings are marked for identification purposes prior to issue.
- (4) Assemble and correlate usage data for budget submission.
- (5) Ensure proper issue of consumable supplies and equipment. UH staff members will use the UH Consumable Supplies Requisition (Attachment E) to draw consumable supplies.
- (6) Perform other duties as assigned.

i. Front Desk Supervisor. Ensures efficient use of UH rooms, observes proper key control, check-in/check-out and reservation procedures. Duties include:

- (1) Ensure watch standers and Front Desk Clerks provide courteous and expeditious berthing assignments in a service-oriented, responsive manner.
- (2) Organize and train junior Front Desk Clerks.
- (3) Maintain good communication and rapport with the UH residents.
- (4) Submit muster reports as required.
- (5) Control key issue and review the key issue/inventory log to ensure only authorized persons are issued keys. Conduct inventory of master keys.
- (6) Control and issue official guest receipts.
- (7) Ensure all registration folio, daily occupancy reports, status boards, check-in/check-out logs and other correspondence related to Front Desk operation are accurate and properly completed.
- (8) Ensure room assignments are per adequacy standards.
- (9) Manage accountability of UH non-appropriated funds; maintain employee time cards and receipts, safekeeping, deposit, and disbursement records.

(10) Coordinate room availability reports with BMs. Ensure BM Information Sheets are updated daily during normal working days.

(11) Assist and provide necessary information for preparation of the UH budget and the Utilization, Inventory and Occupancy Report.

(12) Prepare and submit weekly, monthly, quarterly, and annual occupancy reports.

(13) Perform other duties assigned by the UH Manager.

j. Front Desk Clerks. The UH Front Desk Clerks are typically a resident's introduction to the UH operation and where new residents form their first impressions of UH staff. Typical qualifications for this position include: the ability to effectively communicate with a variety of individuals; knowledge of customer service; knowledge of military service ranks and assignment criteria; and computer skills for data input and reporting. Specific duties include:

(1) Provide quality customer service throughout the check-in and check-out process, presenting a neat, clean and professional appearance at all times.

(2) Verify eligibility and assignment of residents per applicable minimum adequacy standards and the guidance found in chapter 2 of this manual.

(3) Assign personnel to ensure "best and highest use" use of UH inventory (see CNIC Manual 11103.2 appendix C for summary of unit type capacity).

(4) Ensure check-in and check-out transactions are accurately recorded in eMH. Clerks are responsible for the accuracy of their data input and editing.

(5) Safeguard residents' personally identifiable information.

(6) Prepare eMH reports as required (e.g., daily vacant beds report for building managers).

(7) Create new and replacement key cards per UH policy and guidance.

(8) Provide new residents with linen sets (i.e., bed in a bag) and a copy of the Installation's "Welcome Aboard Handbook."

(9) Facilitate the new resident orientation brief, if designated by the UH Manager, using appendix F of CNIC M-11103.2 manual.

(10) Receive and collecting resident trouble calls and requests, if designated as the point of contact, and coordinate with appropriate UH staff to prepare work requests or other appropriate responses.

(11) Report any resident complaint or concern to the front desk supervisor. If the issue is an emergency or has anything to do with a personal assault, immediately follow local emergency procedures.

(12) Enforce UH guest and visitor policies and ensuring non-residents are escorted at all times by a building resident, UH staff member or responsible RA.

k. Training Manager. Duties include:

(1) Prepare/conduct weekly, monthly and quarterly training schedules and lessons. Ensure training is conducted on schedule and is properly documented.

(2) Monitor and update division personnel training folders. Ensure performance evaluations are up-to-date as required prior to enlisted advancement exams.

(3) Ensure division personnel are notified of testing dates; i.e. advancement examination, leadership test, etc.

(4) Assist personnel in completing requirements for advancement. Ensure all department personnel eligible for advancement participate in advancement examination. Exceptions must be approved by Commander, FLEACT Yokosuka.

(5) Direct and assist personnel in achieving higher education, performance and advancement goals. Maintain current notices and instructions with regard to opportunities in the Navy for schools, rating change, reenlistment incentives, etc.

l. After Working Hours (1700-0730 Monday through Friday and 0730-0730 Saturday to Sunday and during Holidays) Duties and Responsibilities:

(1) DCM. Operate and manage UH in a proper, safe, secure, and sanitary condition after working hours and in the absence of the UH Manager, UH Officer, and LPO. The DCM should inform the chain of command of any situation regarding emergency or significant action taken or required. Call if in doubt. DCM will be a Petty Officer. DCM watch assignment is 24 hours (from 0730 until 0730 the following morning). The watch will be stood in a professional military manner. Indoctrination of the DCM is the responsibility of the LPO to ensure that the DCM is fully qualified and has completed the DCM Indoctrination Checklist prior to standing watch. Duties include:

(a) Stand duty at the UH Front Desk Office. DCM will remain in the vicinity of the UH complex and will be on call while on duty. During normal working hours, when pace of duty permits, the DCM may leave the duty office to conduct important/essential tasks at his/her regular assigned space. The DCM will stay in contact by duty cell phone with the Front Desk Clerk at all times. The DCM will be up and about until 2200 during weekdays (Monday through Thursday) and 2400 on weekends (Friday through Sunday) and holidays and will retire in the

designated duty bunk room. Immediately inform the UH Manager of any significant or out of the ordinary incident involving personnel safety or security in the UH.

(b) Be familiar with and know the contents of the DCM Indoctrination Checklist and all applicable instructions pertaining to the UH operation. Enforce UH Rules and Regulations, in enclosure (5) of this instruction.

(c) A contact relief is required. The first duty of the day, except on weekends and holidays, is to accompany the off-going watch for his/her briefing to the UH Officer or UH Manager/LPO on what transpired during his/her duty day. The briefing will include significant events and important information that occurred during the watch such as, but not limited to, emergency maintenance trouble calls, air conditioning problems, water/power outages, material discrepancies and status, disturbances, vandalism, unmilitary conduct, rules infraction, etc., and actions taken or to be taken. After the briefing, the UH Officer or LPO will acknowledge by initialing the UH DCM Log Sheet, Attachment F of this instruction.

(d) Log significant events that occurred during the watch (including time, location, making rounds, statement of assuming and relieving the watch, issues concerning personnel safety and security, etc.) and ensure proper maintenance of the DCM Log Sheet. The incoming and outgoing watch will acknowledge and sign the DCM Log Book.

(e) Tour and inspect all UH facilities on a continual basis, at least once every two hours between the hours of 0800 through 2400 on weekends and holidays, 1700 through 2400 and 0600 through 0730 daily. Common use areas (i.e., lounges, laundry rooms, heads, game rooms, hallways and stairways, etc.) will be thoroughly checked for any discrepancies or damage. Ensure that common use areas and UH grounds are free of trash while making rounds. Proper logbook entries will be made indicating time, location, and findings while making rounds.

(f) Ensure master keys are returned after working hours.

(g) Ensure that the front desk office is manned at all times. Do not allow unauthorized personnel behind the Front Desk office. Provide assistance to Front Desk Clerks as needed (i.e. mass check-in/out).

(h) Ensure proper customer service (service with a smile, customer is always right, we aim to please, etc.) are provided to UH patrons. Deal with residents in a courteous and equitable manner. Treat everyone with courtesy, dignity, and respect.

(i) Act as the primary contact between the UH management staff and residents. Be available to assist residents with information or guidance.

(j) Report any UH operation-related matters, incidents, or unresolved problems that cannot wait until the following workday immediately to the LPO, UH Officer or UH Manager, and UH Director, in that order.



(k) If the resident is not properly attired to go to the Front Desk to check-out keys or does not have any ID cards, assist and accompany residents who locked themselves out to gain access to their room by giving them a one-shot key to their room key from the front desk. Never give the key to the resident without proper ID and residency verification. For safety and security, verify and check ID cards upon allowing the resident to enter their room.

(l) Maintain security and good order and discipline in the UH.

(m) Ensure permanent party and Temporary Assigned Duty personnel comply with the check-in/out procedures. After hours, in case of permanent resident's emergency check-out, perform the duties of the BM regarding check-out and baggage storage procedures per UH Regulations.

(n) Coordinate and monitor the Self-Help working party with the Self-Help supervisor and ensure the Self-Help Log is properly filled out. Ensure that materials, tools, and equipment are available and that they are properly stowed after use. The work area must be cleaned before securing the working party.

(o) Consume no alcoholic beverages on watch.

(p) Prior to entering any occupied space the DCM will:

1. Attempt to contact the occupant first via telephone.
2. Only attempt to enter a room in the uniform of the day, covered.
3. Knock firmly three times on the door and announce yourself. Repeat this process three times allowing the occupant sufficient time to respond.
4. Identify yourself and ask permission to enter the room when occupant is present.
5. Not enter if the occupant is asleep, in bed, or indisposed unless the situation warrants entry; e.g. fire, emergencies, to check occupant's health and welfare.
6. Stand just inside the door and address the occupant. If the occupant is asleep, in bed, or indisposed, it may be necessary to request that the occupant meet the BM at the door when they are have gathered themselves.
7. Discuss the condition of the billeting space. If the occupant is not present, the BM or DCM must leave a UH Room Entry/Discrepancy Notice (Attachment D) of this instruction.
8. Establish rapport with the resident.

9. Not touch items belonging to the occupant or open drawers, lockers, or other enclosures, which may contain personal items. COMFLEACTINST 11103.2B, enclosure (2).

10. Upon discovery of contraband or evidence of illegal activity, take the following actions:

a. Secure the area by locking all doors to the room, posting a trustworthy guard, if necessary.

b. Call Base Security immediately. Notify UH Officer/UH Manager. One added step was to provide support of assisted visit by Resident Advisor who occupies UH as part of the agreement of occupancy in that they will assist housing in keeping order.

UH Officer/UH Manager. One added step was to provide support of assisted visit by Resident Advisor who occupies UH as part of the agreement of occupancy in that they will assist housing in keeping order.

**\* During a visit by the DCM the RA will accompany the DCM to visit residents as added security and to maintain legal control of the situation.**

(2) Building Managers (BM). BMs have staggered working hours. BM's will maintain personal contact with the residents, upkeep the facilities and furnishings, and help residents adjust to and enjoy UH living.

(3) Fire and Security Watch. Fire and Security Watch is established mainly to maintain good order and discipline, safety and security for all the residents of the UH. Fire and Security Watch is also responsible for carrying out daily routine and safeguarding government property against fire, misuse and any type of vandalism inside and outside of the building. The basic requirements for maintaining the Fire Security Log Book are contained in U.S. Navy Regulations and the Standard Organization and Regulations of the U.S. Navy. Entries in the log are handwritten using a black, ball-point pen. Entries must be neat and legible. Use only standard Navy phraseology. The log may be used as evidence in legal proceeding. Erasing any entry in this log is not allowed. If a wrong entry or mistakes are made, a single line will be drawn through the original entry (so that the corrected entry remains legible), the correct entry will be inserted and the person making the correction will initial in the margin. Facsimile signature is not authorized. Personnel assigned to this watch must be well-indoctrinated and trained. Watch standers must be in pay grades E-5 and senior. Fire Security Watch will be manned from 1600 through 0800 during weekdays and 24 hours during weekends and holidays. Watch stander duties and responsibilities are as follows:

(a) Comply with the 11 General Orders of a Sentry and lead by example. (A copy of the 11 General Orders will be provided to all watch standers).

(b) Be familiar with and strictly enforce UH regulations and policies.

(c) Be familiar with and carry out the provisions of the Fire Bill, Emergency Bill, and any related Fire and Security Watch Stander procedures.

(d) Maintain prescribed standards of order and discipline.

(e) Make frequent rounds of entire area of responsibilities, to include common use areas (i.e. lounges, laundry rooms, restrooms, vending machine, gazebos, etc.)

(f) Be alert for any fires or smoke that may be started by personnel smoking in their rooms, which is a violation of UH Regulations.

(g) Ensure personnel returning from liberty after taps are prevented from making any disturbance to UH residents.

(h) Enforce UH guest policy as described in UH Regulations. No overnight guests are authorized for any resident regardless of rank.

(i) Report periodically to the UH Duty Complex Manager (243-5569/243-9572/243-5070/243-6396).

(j) Log-in and report all disturbances and any unusual incidents, such as mishap. Report any UH Regulations violations to the Resident Advisor assigned to the building.

(k) Be familiar with the locations of all fire alarms and extinguishers in the buildings

(l) In the event of a fire, Fire Security Watch duties will:

1. Report the fire to the Fire Department at DSN. 911. State your name, location and status of the fire.

2. Sound the alarm – pass the word. Ensure all personnel except fire parties are clear of the area.

3. Notify the DCM at 243-5569/243-5070.

4. If time permits, close doors and windows to confine the fire and prevent drafts. Do not endanger yourself or others in this effort.

5. Fight the fire if possible, using the proper equipment at hand to extinguish the fire, pending the arrival of the Fire Department.

RESIDENT ADVISOR (RA) PROGRAM AND UNACCOMPANIED HOUSING ADVISORY BOARD (UHAB)

1. Residents Advisor (RA) Program. The RA Program for Unaccompanied Housing (UH) was established as an element of the Navy Leadership Program. The RA Program provides senior presence for mentoring and counseling of junior personnel. The Program also assists UH management in its efforts to maintain good order and discipline among residents.

a. Enlisted personnel, E-6 through E-9, are authorized to be assigned as RAs. RAs will serve in this capacity at least one year from the date of appointment and will accept the duties and responsibilities described herein.

b. Personnel selected as RAs will be appointed, in writing, by Commander, Fleet Activities (FLEACT) Yokosuka, and will be provided UH berthing for as long as they serve in this capacity.

c. Each RA is directly responsible to the FLEACT Yokosuka Command Master Chief (CMC) and UH Manager, and is charged with the following duties and responsibilities:

(1) Be a member of the Unaccompanied Housing Advisory Board (UHAB), and be available to provide off-duty time to assist UH management and residents in maintaining the material condition and orderliness of UH facilities.

(2) Welcome new personnel assigned within RA's area of responsibility. Help newly assigned personnel understand UH policies and regulations.

(3) Ensure that personnel within the assigned area of responsibility abide by UH rules and regulations.

(4) Act as a liaison between residents and UH management on issues affecting living conditions in the UH. Inform UH management of deficiencies or take appropriate action to correct deficiencies using available resources.

(5) Act as mediator. Seek resolution to residents' problems.

(6) Develop a good working relationship with fellow RAs in order to resolve issues affecting residents.

(7) Coordinate the assignment of personnel in cleaning of common spaces, passageways, and laundry rooms.

(8) Visit all rooms within an area of responsibility at least once every two weeks to check on resident well being and material condition of rooms. Maintain a log of such visits. Keep the UH Manager and resident's chain of command informed of any major concern for the resident or major discrepancy in room conditions.

(9) Attend scheduled meetings as announced by Senior RA/UH Management. Failure to attend meetings will result in termination of RA status.

(10) Accompany the DCM or BM in visiting any residence within their area of responsibility after working hours.

(11) Provide manpower for UH monthly Gazebos and Grounds Watchbill.

2. UHAB. The UHAB provides residents with a voice in UH operation. It is not intended to replace the normal chain of command but to be used in conjunction with the chain of command. The UHAB will not engage in UH management decisions or duties. Advisory Committee meetings are open to all UH residents; however, only representatives may speak or vote. The committee should make comments or suggestions to official representatives for discussion. The chairperson will be elected via general voting of the UHAB members, and appointed in writing by Commander, FLEACT Yokosuka, Attachment G of this instruction. The Advisory Committee will meet once a quarter. Notification of meetings (date, time) will be made to UHAB membership and residents in writing by the chairperson. The UH Advisory Committee will meet in Building 3333, 1st floor lounge. The meetings will be called to order by the committee chairperson. In the absence of the committee chairperson, a UH staff member will chair the meetings. The UH Leading Petty Officer will take notes and prepare a draft of the minutes. The senior resident present at the meetings will sign the minutes as the acting chairperson.

a. Chairperson duties include:

(1) Create and disseminate meeting minutes.

(2) Submit minutes to the UH Director for first endorsement within five working days after the meeting.

(3) Provide a copy of the meeting minutes to members.

(4) Be thoroughly familiar with UH Regulations.

(5) Provide a monthly RA watch bill.

b. The Advisory Committee will advise Commander, FLEACT Yokosuka. The meeting minutes are matter of record and are forwarded by the Chairperson to the Commander via the UH Director, Command Master Chief, and Chief Staff Officer for endorsement. Discussion, response, and recommendations are considered policy once endorsed as approved. Residents are encouraged to communicate with the UH Manager and staff.

INSPECTION SCHEDULE AND PROCEDURES

1. Inspections. Commander, Fleet Activities (FLEACT) Yokosuka and other designated representatives will inspect Unaccompanied Housing (UH) quarters on a regularly scheduled basis to ensure the best possible living conditions are being maintained and that residents are complying with the required Daily Living Standards (DLS). Every effort will be made to consolidate inspection requirements to minimize disruptions to residents. All inspections, except command inspections (announced and unannounced) will be recorded on the UH Room Inspection Criteria/ Report form, Attachment H of this instruction. UH buildings are subject to random and unannounced Military Working Dog inspections. The following inspections will be conducted:

<u>Inspection</u>	<u>Inspection Party</u>	<u>Schedule</u>
Host Commander, FLEACT Yokosuka	Commander, FLEACT Yokosuka or FLEACT Yokosuka Commander Master Chief (CMC)	Quarterly
Medical/Sanitation	Medical Inspector	Quarterly
Safety	Safety Inspector	Quarterly
Security (Military Working Dog)	Security Inspector	Quarterly
Fire Safety	Fire Inspector	Quarterly
Public Work	Public Works Inspector	Quarterly
Room of the Quarter (ROQ)	Commander, FLEACT Yokosuka/ FLEACT Yokosuka CMC/ UH Director	Quarterly
Command (announce) UH Staff	Unaccompanied Housing (UH) Senior Staff	Monthly
Command (unannounced)	Command/tenant units Officer in Charge (OIC)/ Department/Division Representative (E-7 or senior), UH Senior Staff	Monthly
Vacant Unit	Building Manager/Tenant Unit	Daily

a. Residents on Leave, Deployed, or Temporary Additional Duty (TAD). A room inspection between the resident and Building Manager (BM) must be conducted if a resident leave or TAD exceeds five working days to ensure that the room meets the DLS. If the resident is deployed or TAD for more than 5 calendar days, the resident must complete a Pre-Inspection with UH and HPA Coordinator.

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b. Procedures for Room Inspection. Prior to conducting a room inspection, inspecting parties are required to be familiar with the room inspection procedures as follows:

(1) The escort or inspector will knock firmly, at least three times, while identifying themselves and allow sufficient time for the resident to respond. If there is no answer, unlock the door; enter the room and check to see if any resident is present. Rooms with day/late sleeper sign properly posted and filled out will be inspected after 1400.

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

(3) When the inspection party enters an occupied room, the escort will tell the resident the room is being inspected and introduce the inspecting party to the resident.

(4) Inspectors will not open desks, drawers, lockers or similar containers or disturb private property in any way.

(5) Inspectors will not conduct a search. A search is a hunt for illegal items or for evidence related to a crime. Only law enforcement or security personnel will conduct searches. As a general rule, a search may be conducted only upon authorization by Commander, FLEACT Yokosuka.

(6) If the inspection party finds illegal personal property or illegal or misappropriated government property, these items may be confiscated, such items are:

(a) Cooking equipment such as hot plates, camp stove, electric skillets, toasters and toaster ovens. The only cooking equipment authorized are microwave ovens, coffee makers, and hot air popcorn poppers.

(b) Incense and burnt candles.

(c) Any combustible items described in UH regulations, enclosure (5) of this instruction.

(d) Controlled substances will be reported immediately to Security for proper handling.

(7) After completing the inspection, ensure the room is locked.

c. DLS. DLS are established to ensure the health and safety of all UH occupants. The cleanliness of each room will be the responsibility of each occupant. Residents with a shared bathroom will be jointly responsible for its cleanliness. Cleaning gear may be checked out from the Front Desk. Because of the limited amount of gear available, residents will obtain cleaning gear only as required for immediate use. Vacuum cleaners and carpet cleaning machines are available for check-out and should be returned within two hours. All residents must cooperate to ensure that their room and berthing area meet the following standards:

(1) Trashcans will be emptied daily to reduce pest and insect infestation. Take all trash to the dumpsters provided outside of each building. Personal trash will not be left in hallways, stairways, vestibules, central heads, laundry, and lounges. Recycling bins are for recyclable materials only and will not be used as trash cans.

(2) All lockers will be locked when resident is not in the room. UH is not responsible for items missing from lockers left unlocked.

(3) Floors and rugs will be free of debris and personal gear. Deck will be swept and swabbed. Carpet will be cleaned and vacuumed once a week.

(4) Bathroom and shower rooms will be cleaned and sanitized, including floors and walls.

(5) Furniture, light fixtures, locker tops, window sills, ledges, and frames will be cleaned and dust free. Furniture will be neatly arranged.

(6) Window panes will be cleaned on the inside.

(7) Personal gear will be stored in appropriate areas. Clothing will be hung or stored in the wardrobes.

(8) All laundry will be stored in laundry bags, hampers, or lockers. (Transients go to TPU).

(9) All beds will be properly made. Do not allow dirt to accumulate under the bed.

(10) Refrigerators will be cleaned, frost-free, and free of spills.

(11) Air conditioning and heating vents will be cleaned.

(12) The outside of doors will be clean, including corners and ledges.

(13) Storage of boxes, car parts, etc., in rooms is not permitted.

(14) Conform to the energy conservation policy per UH Rules and Regulation, enclosure (5) of this instruction.

d. Assistance in Preparation. To assist residents in passing inspections and maintaining their rooms, room cleaning kits are available for check-out at the Front Desk. Any questions concerning proper cleaning techniques should be referred to the BM or UH staff.

(1) Cleaning supplies and equipment will be issued upon presentation of a military identification card and completion of logbook entries. The resident is responsible for gear issued to them.

(2) Broken or unserviceable cleaning equipment will be reported to the Front Desk or the Building Manager (BM).



(3) Once cleaning gear is checked out, cleaning gear will not be loaned to others. Cleaning gear will be returned to the check-out site after each use.

e. Unannounced Inspection. Residents will pass unannounced inspections if in compliance with the DLS as specified in paragraph 1(i) below.

f. Announced Inspection. Residents will pass announced inspections if in compliance with the DLS and the UH Room Inspection Criteria/report.

g. Room Inspection Failure. Upon failure of an announced or unannounced inspection, the resident will be informed of the discrepancies and date of re-inspection. A copy of the UH Room Inspection/Criteria Report, Attachment H of this instruction, will be left in the room and a copy forwarded to the resident's OIC/Department Head/Division Officer for action.

(1) UH Residents (not Resident Advisors)

(a) When discrepancies are found during inspections and BM's visits, a discrepancy notice identifying discrepancies will be left in the room. The room will be re-inspected after two working days have elapsed to ensure discrepancies have been corrected.

(b) If it is noted that the discrepancy remains outstanding during the re-inspection, the resident's CMC will be notified, along with a copy to the FLEACT Yokosuka CMC. The notice will contain a picture of the discrepancy, DLS violated, resident's name, building room number, and dates of the inspections.

(c) A discrepancy notice will not be left in the room of repeat offenders. Instead, a notice will be sent to the repeat offender's CMC, with copy to FLEACT Yokosuka CMC, requesting immediate action be taken to correct the discrepancy.

(d) If the above notification fails to correct discrepancies within two working days, the resident's CO/OIC will be notified of the failure, and a copy of the notification sent to the FLEACT Yokosuka CSO. Corrective measures will be a room re-inspection by the CDO or Assistant Command Duty Officer on the first Saturday following the notification, between 0900 and 1200. The resident will be in the uniform of the day at the time of the re-inspection.

(e) Repeat offenders are subject to involuntary assignment to a disciplinary room in Building 3333 for a period of up to 60 days. The disciplinary room will contain basic furnishings like bunk beds, dresser, desk, chair and closet space. Individual room and closet doors will be removed and residents will only be allowed to bring a sea bag, physical training gear and military reading material while occupying the room. No personal items (e.g. TV, music systems, electronic and game equipment) or cooking will be allowed in the room. The room may be inspected twice a day and residents clothing will be neatly folded and stowed. Beds will be made per military specifications. Repeat offenders will be assigned to the room in 15 day increments if the problem persists for no more than 60 days at a time. Assignment to the disciplinary room may only be authorized by FLEACT Yokosuka CMC in concurrence of the offender's CMC.

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(2) Resident Advisors (RA)

(a) When discrepancies are found during inspections and BM visits, a discrepancy notice will be left in the room. The room will be re-inspected after two working days have elapsed to ensure discrepancies have been corrected.

(b) If it is noted that the same discrepancy remains outstanding during the re-inspection, the resident's CMC will be notified, with a copy to the FLEACT Yokosuka CMC. The notice will contain a picture of the discrepancy, DLS standard violated, resident's name, building room number, and dates of the inspections.

(c) If the discrepancy is not corrected within one day of the CMC being notified, the RA's CO/OIC will be notified of the failure, and a copy of the notification sent to the FLEACT Yokosuka CSO.

(d) If the above corrective actions fail to correct discrepancies, and an RA does not comply with UH regulations, the RA will be dismissed and made to move out of UH.

h. Outstanding Room Inspections. Rooms receiving an Outstanding grade on announced monthly room inspections will result in the room being exempt from regularly scheduled inspections, and will be nominated for the Room of the Quarter (ROQ) Award. This program is established to recognize outstanding rooms in UH and to encourage residents to maintain high standards. Personnel winning the ROQ Award will be exempt from all room inspections for the next two quarters after receiving the award. Guidelines and procedures will be per UH ROQ Guidelines and Procedures, Attachment I of this instruction. However, during the BM/staff visits or unannounced inspections the room must meet the DLS to retain the nomination. ROQ does not apply to residents E-4 and senior.

i. BM/Staff Room Visits. Each occupied billeting space of a permanent resident will be checked at least weekly. The BMs will inspect all vacant rooms and common use areas daily. Rooms that have outstanding trouble calls will be visited weekly as part of UH management's responsibility to the resident. These visits are necessary to check the material condition of the room and to ensure occupants meet DLS. Any time a staff member enters an occupied room, a UH Room Entry/Discrepancy Notice, Attachment F of this instruction, will be left in the room. If the BM/staff finds a problem, particularly with the DLS or any violation of the UH regulation, the Room Inspection Failure procedure will be followed. Some violations are so serious that the BM's are required to take immediate action. If the BM finds weapons, misappropriated use of government property, or controlled substances in quarters, (marijuana, barbiturates, hashish, heroin, spice, etc.) the area or room will be secured and Base Security called within ten minutes of the contraband being discovered.

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UNACCOMPANIED HOUSING (UH) RULES AND REGULATIONS

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UNACCOMPANIED HOUSING (UH) RULES AND REGULATIONS

1. Accidents and Medical Emergencies. In the event of an accident or medical emergency, personnel at the scene should provide assistance as the situation warrants. Notify the Front Desk and request appropriate professional assistance by calling DSN 911 or 046-816-0911 from a cell phone. Injuries or sickness can result from:

- a. Falls as a result of slippery or wet decks and obstructed passageways.
- b. Defective electrical equipment, including damaged insulation, electrical connections, unsafe personally owned equipment or overloaded circuits.
- c. Unsafe work practices, such as improper ladder use, use of ungrounded electrical tools, unauthorized mixing of cleaning compounds, or use of solvents without proper ventilation.
- d. Improperly maintained buildings, especially involving stair treads and safety railings.
- e. Medical conditions with sudden, incapacitating effects such as heart attacks or epileptic seizures.
- f. Poisoning from improper stowage of food, use of unsanitary tableware or drug overdoses, including alcohol.
- g. Assaults or other unlawful acts.

2. 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. Those in possession of alcoholic beverages in the UH will ensure underage personnel do not consume alcoholic beverages. Consumption of alcohol in the UH Front Desk area, lounges, or outside of rooms is prohibited. Alcohol will not be left out in rooms. No more than six 12-ounce cans of beer and/or one bottle of wine per resident may be kept in the refrigerator. All other alcoholic beverages in the resident's room will be secured when the resident is not present. Drunkenness and/or abuse of alcohol will not be tolerated. Alcohol containers will be removed when empty. Open kegs of beer are not permitted in the room. Commander, FLEACT Yokosuka or his/her designated representative may terminate UH privileges as a result of improper use or abuse of alcoholic beverages in UH.

3. Antenna (TV and Radio). Indoor antennas may be used in UH rooms. However, antennas outside of individual rooms detract from the overall appearance of the UH and are not allowed.

4. Appropriate Attire. Grooming standards and appropriate civilian attire will be maintained at all times. In quarters, lounges, UH recreation areas, comfortable civilian attire is permitted. Residents will exercise good judgment and conform with civilian clothing standards per reference (c) of this instruction.

5. Baggage Storeroom. A locked baggage storeroom is provided in each building so that bulky containers and excess gear may be removed from berthing areas. Storeroom access is controlled by the Building Manager (BM) and provides security for personal belongings. Contraband or prohibited articles will not be stored. Procedures are as follows:

a. Stowage is performed only during normal working hours. New residents with baggage to store will wait until the first working day. For each item stored, the owner will complete a three-part UH Baggage Claim Check (Attachment J) and retain the bottom portion for identification and retrieval. The middle portion will be attached to the registration card, the top portion attached to the gear being stored.

b. Baggage/gear may be claimed only during normal working hours. On a case by case basis, appointments can be made by calling the Front Desk at least 24 hours in advance. Only in case of emergency will the storeroom be opened outside of normal working hours.

c. If items are to be stored in a container or box, a joint inventory will be taken using a UH Baggage Inventory Sheet (Attachment K). The original copy of the inventory sheet will be placed in the container and a copy will be provided to the owner. All containers will be sealed if possible. Empty container(s) will have an inventory sheet attached, indicating the container(s) is/are empty.

d. The following items may be stored in the baggage area:

(1) Sea bags, footlockers, suitcases, and other containers. These items will be locked or sealed after inventory and inspection.

(2) Audio and video items if they are properly packed.

(3) Empty boxes. Empty boxes must be flattened before storage.

e. The following items may not be stored in the baggage area:

(1) Weapons, ammunition, or other potentially hazardous and/or flammable materials.

(2) Personal furniture unless approved by the UH Director.

(3) High value items such as cameras or jewelry.

(4) Alcoholic beverages.

6. Bedding/Linen. Each resident is issued bedding upon check-in and is responsible for the items received. Washers and dryers are provided for those who desire to wash their own at no cost. One time linen issue service is available at the Front Desk upon checking in. If use of privately-owned linen is desired, return the initial linen issued to the Front Desk.

a. Linen, including towels, bedspreads, bed sheets, pillows, pillow covers/case and blankets will not be removed from UH.

b. Residents will be held financially responsible for any shortage of bedding articles issued to them. Loss of bedding materials should be reported to the Front Desk as soon as possible to facilitate updating custody cards and replacement procedure.

c. Upon transfer or termination of occupancy, the resident will return all bedding in his/her custody to the BM.

7. Bleach. Because of possible damage to government and personal property, use of liquid chlorine is prohibited in UH.

8. Bomb Threats. UH staff or residents who discover a suspicious object must not touch or move it. A report should be made immediately to Base Security and to the Front Desk. Bomb threats received by telephone will be handled accordingly.

9. Bulletin Boards. Bulletin boards are provided in each UH building as a means of communication between residents and management.

a. Residents are responsible for reading official correspondence placed on these boards.

b. Posting of unofficial notes originated by residents must be coordinated via the BM. Notes must be dated. Normally notes will not be posted for more than one week unless they are of a continuing nature.

c. Personnel desiring to sell personal items should provide tabs on the advertisement. The tabs should include the phone number of the advertiser.

10. Cable Service. Each room has TV cable connections. Residents may obtain cable TV service from approved providers on base and will be responsible for the payment of all charges associated with this service. AFN and Official Base Information channels are available free of charge.

11. Car Wash/Maintenance. Residents are not allowed to wash cars, change oil, or perform maintenance to a vehicle in the UH parking areas. A car wash is available at the Auto Port. Use the Auto Hobby Skills Center for car maintenance.

12. Check-In. All check-ins are handled at the Front Desks. Front Desks are open 24 hours daily. All UH residents will be checked in through the automated UH registration system and issued one key card to their room. Prior to occupancy, prospective permanent party residents and a member of the UH staff will make a joint inspection of quarters. Personnel accepting government quarters will go through the indoctrination process with their respective BM. Residents are expected to maintain the quarters in the same condition they accepted them. (See Attachment R for UH Check-in Package).



13. Check-Out. To ensure proper check-out and avoid delays, residents are encouraged to make arrangements with the BM or Front Desk for a pre-check-out inspection at least three working days prior to checking-out. Except in cases of emergency, all permanent party check-outs will be conducted during normal working hours: Monday through Friday 0800 through 1600. Linens issued must be turned-in to the BM or the Front Desk. Room key cards will be returned to the front desk. All furniture will be inventoried and inspected for damage. The government will be reimbursed for any loss or damaged property. In the event of any loss or damaged property, the check-out process may be delayed until such claims are satisfied. The BM and the resident will inspect rooms jointly.

a. Prior to vacating the room, permanent party residents will be required to clean their space, furniture, and wardrobe lockers. The following must be accomplished to pass check-out inspection whether or not a roommate remains in the room:

- (1) Clean floor, remove scuffmarks and strip wax off the floor, vacuum rugs and/or shampoo carpeting as needed.
- (2) Dust all furniture, shelves, windows and windowsills. Clean walls and base boards.
- (3) Clean and empty lockers and drawers. Remove locker identification as needed.
- (4) Clean and sanitize bathrooms and sink area.
- (5) 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 and the gasket free of spills, dirt and mildew). The outside must be wiped down and clean.
- (6) Clean kitchen area, including cooking range, inside and out. Clean exhaust/vent area. Filters must free of grease.
- (7) Empty and clean trashcans. Remove all trash and personal belongings in individual living spaces.

b. The resident will be properly checked out when the above requirements are completed. The Front Desk Clerk will stamp the resident's base check-out card. A cleaning fee of \$50.00 will be charged if the room is not properly cleaned per the above requirements.

14. 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 or gasoline, charcoal lighter fluid, propane, or other combustibles is not permitted within the UH except as required by maintenance personnel, approved by FLEACT Yokosuka Safety Office and Commander, Navy Region Japan (COMNAVREGJAPAN) Fire Chief. A paint locker is provided for UH residents.

15. Comments, Complaints, and Suggestions. May be directed to the UH Director, by calling the following numbers:

243-5569; 243-5774; 243-7013

Suggestion boxes and the UH Guest Comment Card (Attachment L) are available in all UH buildings. Residents are encouraged to immediately report any problems concerning the UH to management. Evaluation forms to critique the UH management are available at the Front Desk. Comments and suggestions may also be submitted online through Interactive Customer Evaluation (ICE) at <http://www.cnmc.navy.mil/Yokosuka/index.htm>.

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

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

b. 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 a false alarm, or tampering with an alarm signaling device, fire telephones, fire extinguishing apparatus, or equipment.

e. Removal of fire extinguishers or fire fighting appliances from assigned locations except for authorized purposes. Unauthorized discharge of a fire extinguisher is a serious offense and will be reported immediately to UH 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 open, tampering with, or damaging fire exit doors in order to keep them from closing and locking.

17. 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. Unannounced periodic visits and inspections of UH spaces by staff and FLEACT Yokosuka Security and military working dogs will be conducted.

18. 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 is prohibited. Utensils such as hot plates, camp stoves,

electric skillets, 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. Unplug appliances after each use. Unauthorized cooking utensils found during any inspection or maintenance visit will be confiscated and placed in storage until claimed by the owner ONLY upon departure from the UH.

19. Dart Boards. Dartboards ARE NOT PERMITTED in UH rooms.

20. Day/Late Sleepers. Tenant unit Leading Chief Petty Officers (LCPOs) or LPOs are encouraged to coordinate in the verification of day sleepers in the UH. Every effort will be made not to disturb residents on night shift or Sick in Quarters, unless deemed necessary (i.e., safety, security, emergency trouble calls, etc.). Rooms with authorized UH Day/Late Sleeper Sign, (Attachment M), on the door handle will not be entered except under emergency conditions. If "Do Not Disturb" sign remains on the door for three consecutive days, the BM will enter the room for a safety check and regular BM visit.

21. Diving Tanks. Diving tanks will not be stored with a residual pressure greater than 14 pounds per square inch.

22. Dressing and Undressing. Dressing and undressing in view of open windows is prohibited. Windows facing thoroughfares or other buildings will have the blinds or curtains closed when residents are changing clothes.

23. Electrical Equipment

a. TVs, video recorders, players, stereos, 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 and coffee makers provided by UH and popcorn poppers (hot air type) are the only authorized cooking appliances, except in rooms with a kitchen.

d. No electrical outlet will have more than two electrical units plugged in at any one time. Current draw will not exceed a total of 15 Amperes unless the receptacle is marked for a greater current.

e. Scented plug-in aromatic devices are authorized but must be removed if the resident will be away for more than one week.

24. Elevator. Smoking, eating, or drinking while inside the car is prohibited. Each elevator is equipped with an alarm button to alert the Front Desk in case of malfunction or entrapment. Entrapment is a life threatening situation that will be referred immediately and directly to the COMNAVREGJAPAN Regional Dispatch Center for assistance.

25. Employees. All employees of the UH are subject to command regulations with respect to conduct, security, and safety. All personnel assigned to the UH will perform their duties under the direct supervision of the UH management.

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

- a. Turning off all electrical items (i.e., lights, radios, TVs, stereos, irons, etc.) 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 immediately.

27. Extension Cords. 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.

- a. No heat-producing device, such as microwave ovens, coffee makers, hair dryers, etc. may be plugged into an extension cord.
- b. The use of two or more extension cords in series (“daisy chaining”) is prohibited.

28. Fire. Personnel must conscientiously exercise fire protection.

- a. In Case of Fire. The following steps must be taken:
  - (1) Sound the alarm and energize the local fire box.
  - (2) Call the Regional Dispatch Center, DSN 911 (or 046-816-0911 on a cell phone) and call the Front Desk at DSN 243-5569/9572/5774/7317 (or 046-816-5569/9572/5774/7317 on a cell phone).
  - (3) DO NOT ENDANGER YOURSELF. Secure all windows and doors and turn off all electrical equipment.

(4) Exit the building immediately and report to the designated muster area, usually in the parking lots in front of each UH building. Evacuation routes are posted in all buildings.

(5) Standby to assist after muster if needed.

b. Drills. To train in emergency egress procedures, unannounced fire drills will be held. Practice drills may follow unsatisfactory fire drills until satisfactory performance is achieved.

c. Safety. UH resident safety demands that certain precautions are taken to prevent fires:

(1) Smoking/vaping/e-cigarettes in rooms and balconies is PROHIBITED.

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

(3) The burning of all kinds of odor producing materials such as incense, oil lamps, candles, or odor producing materials is prohibited.

(4) 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.

(5) Toasters will not be left unattended while in use.

(6) All electrical devices must be Underwriter's Laboratory (UL) approved.

d. Equipment. Tampering with fire fighting equipment will not be tolerated. Tampering with a fire alarm is a serious safety violation. The BMs will periodically check fire fighting equipment to ensure that it has not been tampered with. Residents who set off fire alarms due to negligence will be assessed a \$75.00 service charge.

e. Fire and Safety Inspection. To ensure residents adhere to the fire prevention instruction, Fire Department and Safety Department personnel will conduct random inspections of UH rooms and storerooms.

f. Fire Alarm Response and Evacuation. When a fire alarm sounds, all residents must vacate the building immediately using the nearest fire exit.

(1) During normal working hours, the UH staff will ensure proper evacuation of residents by checking that each room is vacated.

(2) After normal working hours, on weekends or holidays, the DCM will ensure an orderly and complete evacuation of all personnel in their area of responsibility by checking that each room is vacated. If the DCM is not present, the senior person present will perform the duties of the DCM.

g. Fire Escapes and Access. All residents are prohibited from blocking, installing tape, doorstoppers or other devices that will enable residents to use fire 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.

29. 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 will never be pinned or fastened to a wall or used as a bedspread.

30. Food in Rooms. Prepared food items may be kept in UH refrigerators or in tightly sealed containers such as 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, do not leave food out in the open. Open food containers kept in lockers and drawers attract insects and rodents which act as carriers for disease. This creates unsafe and unsanitary conditions for all residents and is not permitted.

### 31. Furniture and Décor

a. Room furnishings may be rearranged. However, the following restrictions apply:

(1) Fire exits will not be blocked.

(2) Equal space will be provided to all occupants.

(3) All room occupants must agree with the room change.

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

(5) UH staff must be notified of privately-owned furniture placed in rooms so that government furniture can be removed, properly stowed, and the room inventory adjusted. Privately owned furniture must be in equal or better condition than the furniture to be removed. Resident owned curtains/draperies must meet fire safety standards. Due to limited storage space in UH buildings, storage of personal furnishings will be on a first-come, first-served basis. Residents must check with UH staff for availability of storage prior to acquiring or buying personal furnishings. If a room is determined to contain an excess amount of personal effects and UH storage is not available, residents will be responsible for storage at their own expense.

(6) Furnishings will not be placed in any manner that will create safety hazards or used other than their intended purpose. For example, coffee tables, TV armoires, chairs, night stands, etc., will not be placed on top of each other or on top of lockers.

b. Pictures and Decorations. Decorations (pictures, statues, insignia, flags, etc.) may be placed in the room. Use removable replacement strips hook from 3M, tape or other adhesive

MAY NOT BE USED due to damage caused to painted and wallpapered surfaces when removed. Overhead light fixtures will not have materials placed inside of the fixtures to darken rooms. The light covers will not be removed.

(1) 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.

(2) Offensive/inappropriate material. Decorations that blatantly display or allude to intimate sexual acts, male nudity below 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. Painting, wallpapering, or alteration of any portion of the room or bathroom is prohibited except as follows:

(1) Each room will be painted when the room becomes vacant or upon change of resident, as required.

(2) Residents will not paint their own rooms unless authorized in writing through a Self-Help project approved by the FLEACT Yokosuka PW Officer, via the UH Director.

d. 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 label. A furniture inventory sheet is updated by the BMs every quarter. Residents must inform the BM of any furniture changes in the room to ensure that the inventory sheet matches the actual furnishings in the room.

e. Loss or Damage to Government Property. UH residents have an obligation to ensure that building and furnishings receive proper care. Damage to the building, furnishings or grounds is extremely inconsiderate and adversely affects the living conditions of all residents. Occupants are responsible for any loss or damage caused by abuse or negligence. Personnel responsible are subject to punishment under the Uniform Code of Military Justice if deemed appropriate. Lost, damaged or destroyed property may require a long period to replace. Report acts of vandalism to the UH staff or Base Security.

f. Water Beds. Water beds are not allowed in the UH.

32. Gambling. Gambling is prohibited in all UH facilities.

33. Graffiti. Graffiti is defined as drawings, 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. Graffiti in any form will not be tolerated. Personnel

determined responsible for graffiti will be subject to disciplinary action. Graffiti detracts from the overall appearance of the command and reflects poorly on UH residents.

34. Guests. A guest is defined as any person, military or civilian, who is not assigned to that berthing space. Permanent party residents may receive guests in lounge areas or their rooms. The guest, male or female, must not be an imposition on roommates. Visitation privileges are extended to all UH residents per the following provision:

a. Except for registered military residents of the same building and the same sex, all authorized guest need to be registered by the sponsor at the Front Desk and acquire a guest pass. The guest will be escorted and the guest pass must be visibly displayed at all times. All guests need to sign out by 2200 Sunday through Thursday and 2330 Friday through Saturday and holidays.

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 groups of guests.

c. Registered military residents of the same building and the same gender may visit each other 24 hours a day, seven days a week, 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 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, or the DCM.

i. Overnight Guests are not authorized.

j. Violating the UH visitor policy will result in immediate eviction.

k. Violations. FLEACT Yokosuka UH management has the authority and responsibility of maintaining good order and discipline throughout the complex. For any infraction, the UH staff will:

(1) Ask guests to leave the complex.



(2) Inform the resident's CO, OIC and/or Command Master Chief of resident infractions.

1. Visiting by Family Members. Visiting family members must seek accommodations in Navy Lodge, Navy in Gateway Inns and Suites, or off-base hotels.

35. Ice Machines. Ice machines are available in all UH buildings for residents' use. These machines are periodically inspected by medical personnel. For sanitary reasons, use the ice scoop provided with each ice machine.

36. Key Cards. A resident's key card will be programmed as the room key. In case of lock-outs, as a security measure, a room key card will not be issued to residents who lock themselves out of their room without proper identification and residency verification. To gain access, a staff member will accompany residents who lock themselves out of their rooms or be issued a one-time key card after the Front Desk Clerk verifies identification and room assignment.

37. Kitchen. Guests are responsible for cleaning the food preparation area, utensils, and dishes for all rooms equipped with kitchens. Permanent party facilities equipped with central kitchen areas should be kept clean and sanitary at all times. Residents are responsible for maintaining these areas. Food items left overnight will be discarded from the kitchen to maintain sanitation standards. Common kitchens will be inspected on a daily basis to ensure cleanliness and compliance with sanitation standards. **FAILURE TO MAINTAIN CLEANLINESS STANDARDS WILL RESULT IN KITCHEN LOCK-OUT.**

38. Laundry/Dry Cleaning

a. Free washers and dryers are provided in each building. Laundry rooms are open 24 hours daily. The following rules apply:

(1) Remove all articles from washers and dryers when done.

(2) Machines will not be used to dye clothes.

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

(4) 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.

(5) Report out-of-order machines to the Front Desk immediately.

(6) Clean the lint filter before using a dryer.

(7) Dispose of your trash in the receptacles provided.

(8) The management does not assume responsibility for any lost or damaged clothing.

(9) Failure to maintain cleanliness standards will result in laundry lock-out.

b. The Navy Exchange also provides laundry and dry cleaning services.

39. Leave, TAD, or Hospital Stays. In the event a resident goes on leave, TAD, or is confined to the hospital, 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. To store belongings, arrangements should be made prior to departure. The room will be left in inspection-ready condition.

40. Locks. Residents are not allowed to install or attach locking devices to their doors. Padlocks are allowed for storage and wardrobe lockers specifically designed to accept such devices. Contact the BM or Front Desk if a door lock malfunctions.

41. Lost and Found. A lost and found logbook is located at the Front Desk Office. Item(s) found are listed. Owners may claim belongings at the Front Desk with proper identification. ID cards, wallets or items with money or monetary value will be turned over to Base Security. All lost and found items will be kept for three months and then discarded. After this period, all items will be disposed of appropriately or donated to a charitable institution.

a. Abandoned Vehicles and Bicycles. Will be ticketed or towed away at the owner's expense.

b. Lucky Bag. Articles left adrift in common-use areas (i.e. laundry rooms, central heads, hallways, etc.) will be turned in to the BM or Front Desk and placed in the Lucky Bag storeroom. Management is not liable for articles left adrift. Lucky Bag hours of operation are 0900 through 1000, Monday through Friday except holidays. The point of contact is the BM. Property not claimed over 30 days will be discarded.

42. 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 playing loud music is prohibited in these areas. All furniture and furnishings in the lounges will be properly maintained at all times. Keep feet off the furniture. Place all trash in appropriate receptacles. Sitting on tables is not permitted. Any malicious damage to furnishings or furniture may result in the securing of the lounge, game rooms, and TV areas. Video games will not be played on the lounge wide-screen monitor TV. Pool tables are available to all residents. Equipment may be checked out from the Front Desk.

43. Mail. The UH building is not equipped with mailboxes and personnel to handle incoming personal mail. Residents should use their command or Fleet Post Office mailing address.

44. Name Cards. Permanent party rooms with multiple occupants will have a UH Locker Name Tag (Attachment N) posted on each locker to identify locker users.

45. 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 excessive 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. 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. Quiet hours will be observed and maintained from 2200 to 0800 daily in all UH common use areas and adjoining grounds. Residents will report violations to the Front Desk or the DCM. The following actions will be taken against violators:

- a. First offense or complaint: Warning. Immediate action must be taken by the offender(s) to correct the problem. The warning will be documented in the logbook maintained by the UH staff.
- b. Second offense (within 90 days): Loss of privileges for 30 days.
- c. Third offense (within six months): Permanent loss of privileges. If the complaint is due to loud boisterous behavior in an assigned room, the individual(s) will be evicted from UH.
- d. Any person creating a nuisance, who is not a resident of the building or common area, will be directed by Base Security or the UH staff to leave the area.

#### 46. Parking

a. Reserved parking spaces are plainly marked. 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 inspection stickers will not be parked in any UH parking lots.

b. Bicycle Parking and Storage. A bicycle rack and storage is provided for bicycles. Contact the Front Desk or the BM for bicycle lockers. Residents are prohibited from storing bicycles in the rooms due to sanitation 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 hallways or non-designated bicycle storage is prohibited. Abandoned bicycles with missing and rusted parts will be discarded.

#### 47. Parties

a. Social gatherings/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.

b. Picnic Area Rules. The UH picnic area is open for use to all residents between sunrise and sunset. To use the picnic area, residents should submit the Request for UH Authorization to Reserve Facility and Consume Canned Beer at UH Picnic Area, Attachment O to the UH Director. For alcoholic beverage consumption, only canned beer (no bottles) for residents of legal drinking age is authorized.

48. Pets. Non-flesh eating fish kept in aquariums smaller than 10-gallon capacity are authorized. A request chit, signed by all roommates stating that they are in agreement is required. This privilege will be terminated if aquaria are improperly maintained. No other type of pet is permitted.

49. Theft Prevention. Residents are 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. Lock doors and windows when leaving the room.
- c. Lock lockers when not in the room. Ensure lockers are properly labeled with name, rank and command.
- d. Do not leave valuables in parked vehicles.
- e. Report all thefts, no matter how small, to the UH staff or security.
- f. Report any suspicious activity immediately.
- g. Keep the amount of cash on hand to a minimum.
- h. Deposit excessive amounts of cash in a bank or credit union. Large amounts of cash can be tempting, even to friends.

50. 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.

51. Smoking. Smoking is not permitted in any UH facility, including hallways, windows, exit stairs, and balconies. Smoking is allowed in designated areas outside the buildings.

52. Sunbathing. Sunbathing is not allowed on UH grounds, roofs, and ledges. Sunbathing is authorized at swimming pools and parks. Consideration must be shown for members of the opposite sex in regards to sunbathing apparel.

53. Telephones. Telephones are authorized in permanent party rooms at the resident's expense. For services, contact the Front Desk. Base telephones are located throughout the UH. Official telephones (personal calls prohibited) are located at the Front Desk.

54. Telephone Calls and Messages. Telephone calls and messages are taken by the Front Desk Clerks. A message will be noted using a Memorandum of Call slip. To protect the resident, room number or personal information will not be furnished to visitors or callers. A message bulletin board is maintained at the Front Desk. Residents may call the Front Desk to check for messages. All routine calls and messages will be posted for 48 hours. If possible, a staff member will locate residents for emergency calls or messages. Only emergency messages will be posted on room doors or hand-delivered.

55. Trouble Calls/Residents' Requests. Report all trouble calls (i.e. plumbing, air conditioning, electrical, burn out lights, etc.) to the BM or call the Front Desk. Trouble calls of an emergency nature (i.e. water leaks, clogged up toilet or sink, energy conservation violations, etc.) must be called in to receive immediate attention. Filling out a UH Trouble Call/Resident Request (Attachment P) and dropping it in the nearest suggestion box may also report regular trouble calls and resident's request. UH Trouble Call/Resident Request slips and suggestion boxes are available in every building. Items or equipment on a trouble call or work request will be tagged with UH Equipment Maintenance Status/Out of Order Card (Attachment Q).

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

57. Vending Machines. In the event money is lost in any vending machine within the UH complex, an "instant refund" will be provided at the Front Desk once a refund slip has been completed. Do not hit or otherwise abuse the machine. This may cause damage that requires removal of the machine for repair and subsequent reduction in vending services.

58. Wake Up Service. No "wake up" service is available for residents.

59. Weapons, Ammunition, and Explosives. 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 gun, bow and arrows, hatchets, knives (with blades over three inches), pellet and BB guns, look-alike replica weapons, mace, "Chinese Stars" and explosives such as firecrackers, etc., are prohibited. If found in UH, weapons will be confiscated and the owner subject to eviction and /or disciplinary action.

60. Windows and Ledges. Removal or loosening of screens from windows is prohibited. No one will use windows to gain access to rooms or lounges. Windows are to be locked when no one is in the room. Windows will not be covered by cardboard or aluminum foil. No item of any kind will be placed outside the windows and on ledges. Items such as plant/flower pots, shells, shoes, barbecue grills, cardboard, aluminum foil, etc. are unsightly, detract from the appearance of the building, and are a safety hazard.

COMMANDER, FLEET ACTIVITIES YOKOSUKA  
RESIDENT ADVISOR (RA) AGREEMENT

From: XXXXXXXXXXXXXXX  
To: Commander, Fleet Activities Yokosuka  
Via: Unaccompanied Housing Assignment Review Board

Subj: RESIDENT ADVISOR AGREEMENT

Ref: (a) COMFLEACTINST 11103.2B  
(b) CNICINST 11103.14

1. Per reference (a), this signed agreement serves as my application for the Resident Advisor (RA) Program at Fleet Activities (FLEACT) Yokosuka. This request is accompanied by a special request chit approved by my command and a copy of my current orders.

2. I understand the following training is required for my selection as an RA. It is my responsibility to schedule the training and provide the RA Check-in Form as documentation of completion to the Unaccompanied Housing (UH) Manager for the following:

- a. UH Operation policies and procedures with the UH Manager.
- b. UH Facility training with the Building Manager (BM).
- c. Sexual Assault Prevention and Response (SAPR) Training with the Sexual Assault Prevention Coordinator (SARC).
- d. Suicide Prevention Training with the Chaplain.

3. As an RA, I will be required to:

- a. Understand, support, abide by, and enforce local policies, while providing customer service and respect for residents.
- b. Operate as a direct communication link between residents and the UH Manager, offering assistance to residents and staff as needed.
- c. Maintain good order, discipline, and military decorum, correcting minor infractions as they occur; report unprofessional behavior as necessary to UH Management.
- d. Provide a senior leadership presence at the facility, making myself available on site during evenings, weekends, and holidays on a rotating basis.

Subj: RESIDENT ADVISOR AGREEMENT

e. Conduct meetings, quarterly at a minimum, with residents to discuss concerns/issues that pertain to indoctrination into military life, professional development, life skills, UH quality of life, safety, health, and sanitation. Provide written summations of the meetings to the UH Manager/Unaccompanied Housing Assignment Review Board (UHARB).

f. Attend training as identified by UH Management.

g. Attend RA and UHARB meetings as requested.

h. Coordinate room inspections with the BM(s) to ensure 100% inspection of assigned rooms is completed quarterly, at a minimum. I will ensure copies of the inspection are maintained by the UH Office.

i. Conduct an evening walkthrough of UH buildings and parking lot areas to maintain safety, security and general cleanliness for the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to Security immediately.

j. Ensure SAPR posters and Department of Defense Safe Helpline information are prominently posted in UH buildings. As necessary, I will ask the UH Manager to contact the installation SARC for new or additional SAPR materials.

k. Ensure information regarding Suicide Prevention, Energy Conservation, and Disaster Preparedness, etc., are prominently displayed in UH. As necessary, I will ask the UH Manager to contact appropriate installation representatives for new or additional materials.

l. Provide 30 day notice to the UHARB to terminate the RA Agreement prior to permanent change of station or for personal reasons.

4. If selected as the Senior RA, I will:

a. Manage an RA schedule to ensure there is always an RA available on site during nights, weekends, and holidays.

b. Conduct quarterly RA meetings to discuss problems or concerns and other important UH issues. I will submit reports from the meetings to the UHARB via the UH Manager.

5. Failure to perform per this agreement will result in my termination from the RA Program by the UHARB. Termination will result in the loss of assigned UH.

Subj: RESIDENT ADVISOR AGREEMENT

I XXXXXXXXXXXXXXXX, have read the above requirements and accept the responsibilities of Resident Advisor upon designation by Commander, Fleet Activities Yokosuka. I understand that failure to comply with any requirements will result in being removed as Resident Advisor and loss of assigned housing, as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Primary Email Address

UHARB Recommendation:

1. Per reference (a) and by the authority in reference (b) as members of the UHARB, we recommend; \_\_\_\_\_ as an RA.

\_\_\_\_\_  
UH Site Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
UHARB Command Representative

\_\_\_\_\_  
Date



10 Jul 2020

SAMPLE PAGE 13 ENTRY FOR RESIDENT ADVISOR ADMINISTRATIVE REMARKS

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE			SUPPORTING DIRECTIVE MILPERSMAN 1070-320
SHIP OR STATION:			
SUBJECT:	PERMANENT		TEMPORARY
	AUTHORITY (IF PERMANENT):		
<p>I _____ AM A VOLUNTEER FOR THE NAVY'S RESIDENT ADVISOR (RA) PROGRAM. I HAVE READ AND I AM FAMILIAR WITH POLICY FOR ADMINISTRATION AND OCCUPANCY OF UNACCOMPANIED HOUSING, COMFLEACTINST 11103.2 SERIES AND I AGREE TO ACCEPT THE RESPONSIBILITIES OF AN RA AS DESCRIBE IN ALL PERTINENT INSTRUCTIONS AND POLICIES.</p> <p>I AM AWARE THAT MY POSITION AS A RESIDENT ADVISOR MAY BE TERMINATED FOR CAUSE AT ANY TIME IF I FAIL TO MAINTAIN THE STANDARDS AS REQUIRED.</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p>			
FOR OFFICIAL USE ONLY PRIVACY SENSITIVE			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE:	SIGNATURE OF VERIFYING OFFICIAL:	
NAME (LAST, FIRST, MIDDLE):		BRANCH AND CLASS:	





UH CONSUMABLE SUPPLIES REQUISITION

UH CONSUMABLE SUPPLIES REQUISITION					
APF _____ NAF _____		Serial No. _____			
From: _____ BLDG # _____ Date _____ (PRINT NAME AND RATE)					
ITEM DESCRIPTION	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	UNIT PRICE	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>_____</span> <span>_____</span> </div> <p>Issued By: (Supply Manager)      Date</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>_____</span> <span>_____</span> </div> <p>Received By:                              Date</p>					

UH DCM LOG SHEET

<b>UH DCM LOG SHEET</b>		
From: Duty Complex Manager (DCM) (Print Last Name and Rate)	Date:	Day:
<b>SUBMIT LOG TO THE UH MANAGER Via the UH Officer/LCPO/LPO AFTER STANDING WATCH (NLT ONE HOUR AFTER STANDING WATCH)</b>		
The following checklist was verified and completed during the course of my duty:		
a. All Building (BLDG) keys, duty phone and DCM badge accounted for and Master Keys inventoried? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
b. All Fire equipment available and in working condition? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
c. All Interior lights working? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
d. All Exterior lights working? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
e. All Washer/Dryer working? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
f. All VING Card Locks working? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
g. Visitation Policy violation Noted? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
h. Loud Music/Noise violation Noted? YES/NO (If NO, place a check mark in the correspondent BLDG No. block below and explain on back of this form.)		
1393 <input type="checkbox"/> 1475 <input type="checkbox"/> 1492 <input type="checkbox"/> 1517 <input type="checkbox"/> 1530 <input type="checkbox"/> 1558 <input type="checkbox"/> 1721 <input type="checkbox"/> 1516 <input type="checkbox"/> 3213 <input type="checkbox"/> 3333 <input type="checkbox"/> 3387 <input type="checkbox"/>		
i. PCS Checked-In? YES/NO (List Name, Rate, Command, Bldg No., Room No., etc. in the back of this form).		
j. PCS Checked-Out?(List Name, Rate, Command, Bldg No., Room No., etc. in the back of this form)		
k. Other incidents not covered above (Use back of this form if needed:		
DUTY DCM Signature	Reviewed by LPO/UH Manager	
Maintenance/WR Coordinator	UH Director/Officer	

SAMPLE UH ADVISORY COMMITTEE CHAIRPERSON APPOINTMENT LETTER

11103  
Ser N932C/  
Date

From: Commander, Fleet Activities Yokosuka

To: \_\_\_\_\_  
(Rate, First, M. Last Name, USN, Last Four SSN)

Subj: APPOINTMENT AS UNACCOMPANIED HOUSING (UH) ADVISORY  
COMMITTEE CHAIRPERSON

Ref: (a) COMFLEACTINST 11103.2B

1. Per reference (a), you are hereby appointed as an Unaccompanied Housing Advisory Committee (UHAC) Chairperson. The UHAC will meet at least quarterly, and more often if called for by the Chairperson.

2. Duties of the chairperson:

- a. Ensure that the results of these meetings are given widest dissemination.
- b. Submit minutes to Unaccompanied Housing Manager for first endorsement within five working days after the meeting. Ensure each member has a copy of the last meetings minutes for discussion during the meeting.
- c. Encourage residents to communicate with the UH Manager and UH staff, at anytime, to improve Unaccompanied Housing habitability.
- d. Be thoroughly familiar with UH Rules and Regulations.

3. The UHAC serves in an advisory capacity to Commander, Fleet Activities (FLEACT) Yokosuka. The minutes of these meetings are made a matter of record and are forwarded by the Chairperson to the Commander via the UH Director, Housing Director, Command Master Chief and Chief Staff Officer for endorsement. Discussion, response and recommendations are considered policy once endorsed as approved. In the absence of the committee chairperson, the UH Leading Chief Petty Officer will chair the meeting. The UH Leading Petty Officer will take notes and prepare a draft of the minutes. The senior resident, non-UH staff member, present at the meeting will sign the minutes as the acting chairperson.

\_\_\_\_\_  
(Commander's Signature)

CFAY 11103/31 (Rev. 7-20)

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

ATTACHMENT G

10 Jul 2020

UH ROOM INSPECTION CRITERIA/REPORT

Building Number	Room Number	Date of Inspection	Name/Rank/Title of Inspector		
Inspection Results: <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> PASS <input type="checkbox"/> FAIL (Room will be Reinspected on: _____)			This was a Reinspection: <input type="checkbox"/> NO <input type="checkbox"/> YES – Original Inspection conducted on: _____		
Inspected Area/Item	Discrepancy Found				
Curtains	<input type="checkbox"/> Dirty	<input type="checkbox"/> Stained			
Deck	<input type="checkbox"/> Dirty	<input type="checkbox"/> Carpet Dirty	<input type="checkbox"/> Not vacuumed	<input type="checkbox"/> Broken	
Drapes	<input type="checkbox"/> Dirty	<input type="checkbox"/> Dusty	<input type="checkbox"/> Broke		
Electrical Outlets	<input type="checkbox"/> Overloaded	<input type="checkbox"/> No Surge Protector	<input type="checkbox"/> Cover Dirty		
Electrical Fixtures	<input type="checkbox"/> Dirty	<input type="checkbox"/> Broken			
Furniture	<input type="checkbox"/> Unauthorized	<input type="checkbox"/> Broken	<input type="checkbox"/> Dirty	<input type="checkbox"/> Dusty	
Personal Gear	<input type="checkbox"/> Unstowed	<input type="checkbox"/> Cluttered			
Head	<input type="checkbox"/> Deck Dirty	<input type="checkbox"/> Toilet Dirty/stained	<input type="checkbox"/> Sink Dirty	<input type="checkbox"/> Mildew	
Lamps	<input type="checkbox"/> Shades Dirty	<input type="checkbox"/> Unauthorized bulbs	<input type="checkbox"/> Broken		
Ledges	<input type="checkbox"/> Dirty	<input type="checkbox"/> Dusty			
Locker	<input type="checkbox"/> Not labeled	<input type="checkbox"/> Improperly Labeled	<input type="checkbox"/> Unauthorized lock	<input type="checkbox"/> Unsecured	
Microwave	<input type="checkbox"/> Dirty	<input type="checkbox"/> Food stuck inside			
Mirrors	<input type="checkbox"/> Dirty	<input type="checkbox"/> Broke			
Odor	<input type="checkbox"/> Foul odor present				
Posters & Pictures	<input type="checkbox"/> Unacceptable				
Rack	<input type="checkbox"/> Not made	<input type="checkbox"/> Improperly made	<input type="checkbox"/> Underneath dirty		
Refrigerator	<input type="checkbox"/> Dirty	<input type="checkbox"/> Odors	<input type="checkbox"/> Not defrosted	<input type="checkbox"/> Dirty door seal	<input type="checkbox"/> Mold
Safety	<input type="checkbox"/> Candles	<input type="checkbox"/> Incense	<input type="checkbox"/> Cooking appliances	<input type="checkbox"/> Extension chord	
Shower	<input type="checkbox"/> Dirty	<input type="checkbox"/> film	<input type="checkbox"/> Soap scum	<input type="checkbox"/> Mildew	
Trashcan	<input type="checkbox"/> Not emptied	<input type="checkbox"/> Dirty	<input type="checkbox"/> Broke		
Walls	<input type="checkbox"/> Dirty	<input type="checkbox"/> Stained	<input type="checkbox"/> Holes		
Windows	<input type="checkbox"/> Dirty	<input type="checkbox"/> Broke			
Windowsills	<input type="checkbox"/> Dust	<input type="checkbox"/> Dirty			
Note: More than three discrepancies results in automatic inspection failure. One major discrepancy may also result in failure if, in the opinion of the inspector, the discrepancy identified poses a significant violation of rules and/or regulations, and/or health, and/or safety issues.					
Additional Comments:					

CFAY 11103/32 (Rev. 7-20)

## UH ROOM OF THE QUARTER (ROQ) GUIDELINES AND PROCEDURES

This program was established to recognize outstanding rooms in the Unaccompanied Housing (UH) and to encourage residents to maintain a high standard of living. Guidelines and procedures are as follows:

1. Schedule. Room of the Quarter (ROQ) inspections will be conducted quarterly on the first Wednesday of the first month of each quarter. Room Inspection/Criteria Report will be used for evaluation. Inspecting party will consist of the Command Master Chief (CMC) and the UH Manager FLEACT Yokosuka.
2. Selection. There will be semi-finalist, finalists and a winner.
  - a. Semi-finalist - Rooms with three consecutive outstanding records from the announced monthly room inspections will be selected as semifinalist.
  - b. Finalists – Each permanent party building will have a finalist. The UH Director will select the finalists from the list of semifinalist during an unannounced inspection/visit by the UH Director.
  - c. Winners - CMC and the UH Director FLEACT Yokosuka will select the winner from the finalists during the ROQ inspection. There will be one ROQ winner in each permanent party building.
3. Incentives. Semifinalist(s) will be exempt from the next monthly room inspection and will receive a Letter of Appreciation from Commander, Fleet Activities (FLEACT) Yokosuka. Finalist(s) will be exempt from the next two monthly room inspections and will receive a Letter of Appreciation from the Commander. The winner(s) will:
  - a. Receive a ROQ Certificate of Award to be presented during command quarters.
  - b. Receive a 3 day special liberty certificate. Divisional discretion.
  - c. Have their name(s) engraved in the ROQ plaque displayed at the main lobby of the building.
  - d. Be given gift certificates (when available).
  - e. Be exempt from the next three monthly room inspections.

**Note:** Exemptions from monthly room inspections will be void if rooms are found unsatisfactory, and/or not in compliance with the daily living standards, during Building Manager/Staff room visits.



UH BAGGAGE CLAIM CHECK

<b>UH Baggage Claim Check</b>		Serial No.
Name:		
Command	Department	Phone Number
Building Number	Floor	Date
<i>Part I - Resident's Copy</i>		
CFAY 11103/34 (Rev. 7-20)		

<b>UH Baggage Claim Check</b>		Serial No.
Name:		
Command	Department	Phone Number
Building Number	Floor	Date
<i>Part II - Registration File Copy</i>		
CFAY 11103/34 (Rev. 7-20)		

<b>UH Baggage Claim Check</b>		Serial No.
Name:		
Command	Department	Phone Number
Building Number	Floor	Date
<i>Part III - Baggage Copy (Attach to Item/Baggage stored)</i>		
CFAY 11103/34 (Rev. 7-20)		



UH GUEST COMMENT CARD

<b>Unaccompanied Housing (UH) Guest Comment Card</b>					
We hope you enjoyed your stay with us. Please take a moment and let us know how we did during your stay. Your comments will help us improve our services!					
Where did you work during your stay with us?	Dates of Stay	What Room and Building did you stay in?			
How did you make your reservations? <input type="checkbox"/> Personally <input type="checkbox"/> SATO <input type="checkbox"/> Via Sponsor <input type="checkbox"/> Other:					
Please check the appropriate block below to rate our facilities and services (E= Excellent, G=Good, F=Fair, P=Poor)					
Subject Area Being Evaluated	E	G	F	P	Comments
Reservations were handled efficiently					
Check-in Efficiency					
Check-out Efficiency					
Front Desk Courtesy					
Front Desk Knowledge					
Comfort of the Room					
Room Décor and Furnishings					
Room Amenities					
Housekeeping					
Air Conditioning/Heating					
Overall Evaluation					
Did you report any problem to the UH Staff while staying with us?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please Explain):				
Was the problem taken care of to your satisfaction? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you need to accommodations again in this area, would you stay with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		Would you Recommend Someone Else to Stay with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please tell us how to contact you (optional):					
Name: _____ Email Address: _____					
Mailing Address (Street, City, etc.): _____					

UH DAY/LATE SLEEPER SIGN

UH DAY/LATE SLEEPER SIGN
<p><i>PLEASE</i></p> <p><i>DO NOT</i></p> <p><i>DISTURB</i></p> <p>AUTHORIZED</p> <p>DAY/LATE</p> <p>SLEEPER</p>

CFAY 11103/37 (Rev. 7-20)

UH LOCKER NAME TAG

UH LOCKER NAME TAG	
<i>Name:</i>	
<i>Rate:</i>	<i>Command:</i>
<i>DEPT/DIV:</i> _____ <i>Work Ph#:</i> _____	

CFAY 11103/38 (Rev. 7-20)

UH PICNIC AREA REQUEST

(REQUESTOR - SUBMIT THIS REQUEST TO THE UH MANAGER)

From (Print Name (Last, First MI, Rank))		Requestor's Command/Department	Date of Request
Requestor's Supervisor (Rank, Last, First MI)		Supervisor's Phone #	Requestor's Phone #
Picnic Area Requested Bldg No: _____	When do you desire to use the Picnic Area Date: _____ Times - From: _____ To: _____		Will Beer be Consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Only canned beverages are allowed at UH picnic grounds. No bottled drinks are permitted at any time. Only canned beer (no hard liquor) is authorized, and may be consumed only by personnel of legal drinking age (20 years old or older). I fully understand these rules concerning alcohol beverages, and furthermore understand that I will be held accountable and may be subject to administrative and/or non-judicial proceedings in the event that guests not meeting the legal drinking age consume alcohol even if I have not authorized the consumption. I also fully understand that I am responsible and will be held accountable for any misconduct of my guests and that I must leave the facility in a clean and orderly state.</p>			
Signature of Requestor		Signature of UH Manager <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature:	
Copy to: FLEACT Yokosuka Security Department			

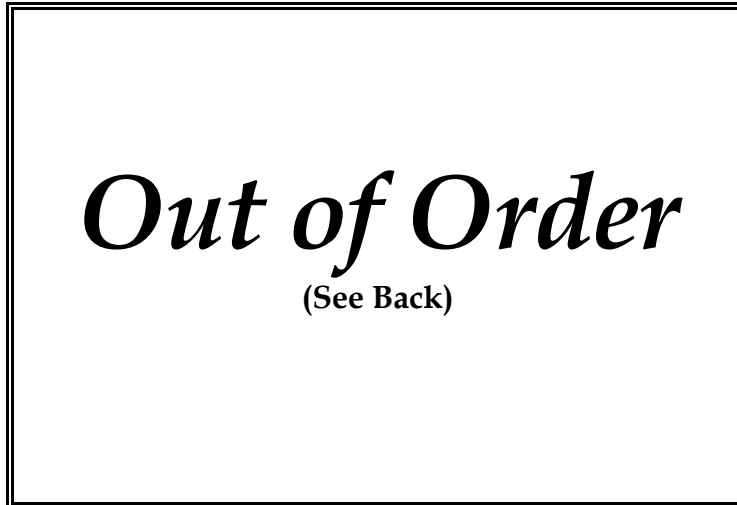
CFAY 11103/39 (Rev. 7-20)

UH TROUBLE CALL/RESIDENT REQUEST

<b>UH TROUBLE CALL/RESIDENT REQUEST</b>	
From: _____	Date: _____
Bldg. No. _____	Room No. _____
To: UH Management	
Subj: TROUBLE CALL/REQUEST (Circle one)	
<b><u>Description/Discrepancy/Location</u></b>	
_____	
_____	
_____	
Signature _____	
<b><u>RESPONSE/CORRECTIVE ACTION:</u></b>	
Date: _____	
From: UH Staff _____	
(Print UH Staff/BM Name, Position and Rate)	
To: Resident	
1. The following action(s) was/were taken on your trouble call/request:	
a. Completed/Reported on _____	
b. Work Request/Trouble Call No. _____	
c. Approximate completion date is _____	
d. Follow up date (1st/2nd/3rd) _____	
e. Others: _____	
Thank you very much for your effort and concern. Please let us know how we can make your stay more comfortable and relaxing. Remember, the <i>UH Staff is here to serve.</i> <i>The Management</i>	

CFAY 11103/40 (Rev. 7-20)

UH EQUIPMENT MAINTENANCE STATUS/OUT OF ORDER CARD



UH EQUIPMENT MAINTENANCE STATUS CARD
Description/Equipment
Location (Bldg./Room No.)
Date Reported (DD/MM/YR)
Work Request/Trouble Call No.
Reported By:

CFAY 11103/41 (Rev. 7-20)



UH CHECK-IN/AGREEMENT PACKAGE

**UH – Check In**  
**Commander, Fleet Activities Yokosuka**  
COMM: 011-046-816-5569/DSN: 243-5569

<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>RATE</b>
<b>DOD ID</b>		<b>GENDER</b>	<b>BUILDING</b>	<b>ROOM / BED</b>
<b>AGE</b>	<b>DATE OF BIRTH</b>	<b>REPORT DATE</b>		<b>DATE OF RANK</b>
<b>PROJECTED ROTATION DATE</b>		<b>GOVERNMENT E-MAIL/ PERSONAL EMAIL</b>		<b>DUTY STATION PHONE #</b>
<b>COMMAND/ DEPARTMENT</b>				

**Privacy Act Statement:** This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.

**House Rules:** Please initial on each line below:

I have been advised of my responsibility to read and comply with the UH Regulations for which I will be held accountable for under the Uniformed Code of Military Justice (UCMJ).

I understand that I am liable for any charges incurred during my stay and/or any loss/ damage caused by myself or my guests. I hereby authorize pay check deduction for financial liabilities incurred.

I will notify the Front Desk if my Projected Rotation Date (PRD) has changed.

**Financial Liability for Damages:** I read, understand, and will obey the rules and regulations provided on this document and in the Bachelor Housing Handbook. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. Violation of any of these rules and regulations are subject to disciplinary action under the Uniform Code of Military Justice, Article 92, "Failure to Obey Order or Regulation" and may result in loss/damage fees, eviction, and administrative or disciplinary action.

I certify that I am not receiving Basic Allowance for Housing (BAH).

Signature: \_\_\_\_\_

Request BY:

**Command HPA Coordinator**

COMMANDER, FLEET ACTIVITIES  
YOKOSUKA NAVAL BASE  
JAPAN

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNACCOMPANIED HOUSING OFFICER, FLEET ACTIVITIES YOKOSUKA  
AND  
CFAY UNACCOMPANIED HOUSING/HOMEPORT ASHORE RESIDENTS

Subj: UH REGULATIONS

Ref: (a) COMFLEACTINST 11103.2B  
(b) CFAY MOA UH HOMEPORT ASHORE

1. Visitation Policy. Per reference (a):

a. Cohabitation is strictly prohibited (i.e. males may not occupy female's rooms or vice versa.)

b. Minors (persons under age 18) and high school students are not allowed in any UH buildings.

c. Guests will be escorted at all times; they may not remain in a resident's room if the resident is not present.

d. As per CNRJ Fire Department Instruction, the maximum number of occupants in UH rooms at any time is six.

e. The sponsor is responsible for the conduct of guests including liability for any loss or damage to UH property that the guest causes.

f. Guests are not allowed to utilize the UH laundry facilities.

g. All authorized guests need to be registered by the sponsor at the front desk. All guests need to sign out by 2200 Sunday through Thursday and 2330 Friday through Saturday and holidays.

2. Smoking Policy. All UH rooms are designated Non-Smoking as per reference (a). Smoking is only authorized at designated smoking Gazebos areas that are located outside the Unaccompanied Housing buildings. Smoking in stairwells and Emergency Exit areas is not allowed.

3. Alcohol Policy. The possession and consumption of alcohol, in moderation, is permitted in all UH buildings, in rooms only, for residents and guests 20 years of age or older. Those in possession of alcoholic beverages in UH shall ensure that minors do not consume alcoholic beverages. Consumption of alcohol in UH front desk area, lounges, or outside of rooms is

**prohibited**. Drunkenness and/or abuse of alcohol will not be tolerated. Violation of this policy will lead to an immediate eviction.

4. Loud Music/Noise. Residents will refrain from creating disturbances or loud and unnecessary noise. Any noise that can be heard outside of the room, is considered excessive. Repeated and/or egregious violations may result in administrative and/or disciplinary actions.

5. UH Property. Residents will refrain from making any permanent change to the physical structure of the room or furnishing. Only government issued furnishings are authorized in UH rooms. However, if residents would like to supplement their issued furnishings, prior written approval must be obtained from UH Officer. Any damages to the UH furniture, walls, carpets, etc. other than normal wear and tear will be repaired or replaced at the resident's expense.

6. Unassigned Bed and Lockers. Occupying a bed or locker other than the one assigned at the time of check-in is not permitted.

7. Fire Safety.

a. No open flame producing devices other than matches and cigarette lighters are permitted. The use of candles and incense are strictly prohibited.

b. Cooking on devices not installed in the room (i.e. electric griddles, deep fat fryers etc.), is not permitted in the UH rooms.

c. Residents and their visitors are directed to vacate the building upon hearing the fire alarm.

d. Fire exit doors will not be used for access into the buildings.

e. Discharging of fire extinguishers, for any reason other than extinguishing a fire, is an unlawful offense and disciplinary action will result.

8. Room Keys. Residents will not loan, borrow or swap keys with another resident/guest. Under no circumstances will residents duplicate room keys. Lost/stolen keys will be immediately reported to the Building Manager or the Front Desk. Lost or Damaged room keys will be charged to the occupant using a statement of charges. Multiple lost/damaged or stolen keys will result in a counseling chit.

9. Mold and Mildew. Mold and mildew **REQUIRE ATTENTION**. Should mildew develop, remove it with a 60/40% solution of cleaning vinegar and water. Small amounts of dirt or dried food will help mildew grow. Keeping closets, drawers, walls and clothing clean will prevent many mold and mildew problems. Keep your room dry. To keep your room dry:

a. Wipe down shower walls and shower curtains after taking a shower.

b. Cover pots while cooking.

c. Use exhaust fans in the kitchen, utility room and bathroom.





**Unaccompanied Housing, Yokosuka**

Front Desk, BLDG. 3333  
 COMM: 011-046-816-5569  
 DSN: 243-5569

From: UH Front Desk/HPA Coordinator/Resident Advisor  
 To: Resident

Please initial each block once you completed the orientation.

**NAVY'S POLICIES**

Formal Inspection of Rooms	Sexual Assault Prevention & Response (SAPR)
Daily Living Standards	Movement of Furnishings
Key control	The Use of Unassigned Furnishings
Security of Valuables	Damage to Furnishing & Equipment
Cooking in Rooms	Emergency Message Service
Guest Policy	Smoking Policy

**UH PROCEDURES**

Cleaning Gear/Equipment for Check-out	Emergency Procedures
Doors Left Propped Open	Reporting Trouble Calls
Fire Evacuation Plan	Check Out Procedure

**SERVICES, AMENITIES AND ALTERNATE COMMUNITY ROOMS**

Telephone & Internet Services	Lounges
UH Community Kitchens	BBQ Areas
Laundry Rooms	HPA-Lock Out

I \_\_\_\_\_, have been informed and fully understand the above policies, procedures & services set forth by the UH Rules and Regulations.

\_\_\_\_\_  
 Signature of Resident

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Sponsor/ HPA/ RA Name

\_\_\_\_\_  
 Date



**CFAY Unaccompanied Housing  
 Furniture Condition Sheet**

<b>Bldg:</b>		<b>Room:</b>	<b>Rack:</b>	<b>Last name:</b>	<b>First name:</b>
<b>Residents</b>			<b>E-mail:</b>		
<b>LPO/LCPO:</b>					
ITEM	Quantity (Qty.)	Condition of item		Check-In Quantity	List ALL damage in room and on furniture  (cosmetic or functional)
		<b>E</b> = EXCELLENT	<b>G</b> = GOOD		
		<b>P</b> = POOR			
Mattress	1				
Mattress Frame	1				
Under Bed Drawers	1				
Wall Locker	1				
Desk w/carrel	1				
Desk Chair	1				
Bed In A Bag	1				
Dehumidifier (in room and common room)	1/2				
Container, Trash Medium	2				
Container, Trash Small	1				
Blinds	1				
Window Coverings	1				
Microw ave	1				
Refrigerator	1				
Range Vent/Hood/Exhaust Fan	1				
Cooktop	1				
Cabinets	1				
Countertop/ Sink	1				
Shower Curtain	1				
Bathroom Cabinet	1				
Walls/ Floor/ Ceiling	EA				
Front Door	EA				

**E** = EXCELLENT: New or like new, fully functional.  
**G** = GOOD: Functional, minor or cosmetic damage only.  
**P** = POOR: Not functional. Requires repair.

**RESIDENT'S SIGNATURE/DATE**

10 Jul 2020

HPA SAILOR PRE-DEPLOYMENT CHECK OFF SHEET

- CARPETS MUST BE VACUUMED INCLUDING BEHIND AND UNDER BEDS.
- WINDOWS: CLOSE AND LOCK ALL WINDOWS. KEEP BLINDS AND CURTAINS OPEN.
- BEDS: ALL LINEN AND PILLOWS MUST BE REMOVED, WASHED AND LOCKED.  
CLOTHING: ALL CLOTHES MUST BE WASHED, DRIED AND LOCKED IN LOCKER OR CLOSET.
- MOLD: MOLD WILL GROW ON ANYTHING WITH BODY SWEAT OR THAT IS DAMP;  
WASH ALL ITEMS AND DRY THOROUGHLY BEFORE PUTTING THEM AWAY.
- FOOD: REMOVE ALL ITEMS FROM THE REFRIGERATOR/FREEZER/ROOM. CLEAN REFRIGERATOR INSIDE AND OUT.
- FREEZER: REMOVE ALL ITEMS. THEY WILL MELT/SPOIL IN THE CASE POWER IS LOST.
- BATHROOMS: THOROUGHLY CLEAN FLOORS WITH HOT SOAPY WATER, TOILET, SINK, MIRRORS, SHOWER, BULKHEAD, ALL CABINETS/DRAWERS, AND VENT OVER TOILET.
- VENTILATION: TURN ON VENT FAN IN BATHROOM. LEAVE BATHROOM DOOR OPEN.
- MAKE SURE ALL TRASH CANS ARE EMPTY AND CLEAN. ALSO, REMOVE ALL TRASH FROM THE ROOMS AND COMMON AREA.
- KITCHEN: CLEAN COUNTERS, CABINETS, SINK, MICROWAVE, AND VACUUM THE FLOOR.
- WASH, DRY AND LOCK DISHED IN LOCKER OR CLOSET.
- AIR CONDITIONING: TURN ON AND LEAVE ON LOWEST TEMPERATURE. COOL AIR MUST CIRCULATE IN THE ROOM.
- VALUABLES: LOCK UP ALL VALUABLES.
- ELECTRONIC DEVICES: UNPLUG AND LOCK ALL PERSONAL ELECTRONIC DEVICES.

HPA COORDINATOR OR DEPARTMENTAL E7

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_