DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 11103.1D
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NAVSUPPACT NAPLES INSTRUCTION 11103.1D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: POLICY FOR THE ADMINISTRATION AND OCCUPANCY OF BACHELOR HOUSING

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.5
(c) CNO ltr 11103 Ser DNS/11U106028 of 24 March 2011
(d) DoD 4165.63-M, DoD Housing Management, October 2010
(e) CNE-C6F INST 7210.2I

Encl: (1) Assignment Policy
(2) Resident Advisor Program and Unaccompanied Housing Advisory Board
(3) Building 2087 Unaccompanied Housing Occupant Handbook
(4) Unaccompanied Housing Triangle Occupant Handbook
(5) Inspection Procedures
(6) Support Site Map

1. Purpose. To issue policy and provide guidance regarding the operation of Unaccompanied Housing (UH) onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSUPPACT Naples Instruction 11103.1C.

3. Discussion. This instruction specifically defines policy governing UH and when used in conjunction with references (a) through (e) identifies the basic precepts of quality housing management in enclosures (1) through (5).

4. Scope. This instruction applies to all active duty permanent party personnel assigned to NAVSUPPACT Naples and its tenant commands with host/tenant agreements in effect in terms of billeting support services.

5. Background

a. The Secretary of the Navy, Chief of Naval Operations, Commander, Navy Installations Command, Commander, U.S. Naval Forces Europe and Commanding Officer (CO), NAVSUPPACT Naples are committed

to improving the quality of life of service members. UH profoundly impacts the quality of life of residents and therefore, the performance, morale, and retention of service personnel.

b. UH availability, security, cleanliness and attractiveness are basic needs of all service members. Continual efforts are made to modernize and construct UH to meet current and future UH requirements.

c. Efficient, effective operations and facility maintenance are necessary to support this policy.

6. Policy. All local UH policy will conform to this instruction regarding operations, management, funding, use, assignment, and responsibilities.

a. The CO, NAVSUPPACT Naples, establishes and/or approves UH policy regarding:

(1) Regulations and procedures in the administration of UH operations.

(2) Allocation and execution of resources for manning and operation of UH.

(3) Command attention to specific problem areas, general living conditions in UH, and all aspects of operations thereof.

b. Tenant COs and Officers-in-Charge shall:

(1) Ensure all subordinate personnel residing in UH conform to UH policy.

(2) Ensure room inspection procedures stated in enclosure (5) are carried out.

(3) Review all command requests affecting UH assignment.

(4) Assist NAVSUPPACT Naples 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 member.

c. The UH Director reports to the Housing Director and is responsible for:

(1) The overall supervision of all employees and the total management of all facets of UH Division.

(2) The development of planning, programming, budgeting, and execution of all resources available to the UH Division.

(3) The recurring and unplanned maintenance or repair of all facilities and equipment.

(4) Providing input to UH operations, including participation in the planning for minor construction, military construction and special projects affecting UH buildings.

(5) The preparation and submission of required reports affecting UH operations.

d. UH staff is responsible for carrying out UH management duties per billet or job position descriptions, as well as other job related duties that may be assigned by the UH Director.

e. Resident Advisors (RA) are responsible for carrying out the collateral duties assigned as described in enclosure (2).

f. Residents of UH are responsible for:

(1) Abiding by the rules and regulations contained in enclosures (3) and (4).

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

(3) Providing constructive suggestions to UH management via RAs, comment cards or Resident Satisfaction Surveys for improving UH operations and procedures.

D. W. CARPENTER

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Assignment Policy

1. General Assignment. To ensure that eligible permanent party personnel receive proper access to Unaccompanied Housing (UH), the Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy has established centralized assignment procedures. Documentation such as Permanent Change of Station (PCS) orders will form the basis for assignment of personnel to UH.

2. UH for Permanent Party Personnel. Permanent party personnel are military service members who are on PCS orders to Naples area commands.

a. Per reference (c), all unaccompanied E1 - E3, E4 with less than four years of service, and frocked E5 shall be housed in permanent party barracks, unless permanent space is not immediately available. 50 to 75 percent of E4 personnel with more than four years of service should also be housed in permanent party barracks.

b. Personnel E4 and below without dependents who are assigned to UH will not be permitted to move to the economy without approval from the Assignment Review Board (ARB) (see paragraph 6). Consideration for requests to live on the economy will be given if occupancy levels reach 95 percent.

c. E4 and below without dependents who have previously received Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA) may request to reside off-base and to receive OHA. Commands may, on a case-by-case basis, consider E4 and below service members without dependents to reside on the economy with entitlement to OHA. All members under consideration must submit a special request to CO, NAVSUPPACT Naples via their chain of command. They will also meet all the following requirements:

(1) Received financial counseling resulting in determination that the service member can sustain local economy living expenses. Requests should be denied if the member's debt to income ratio exceeds 20 percent.

(2) Have lived in economy housing at previous duty station. A Leave and Earning Statement (LES) showing proof of receipt of BAH or OHA from last duty station will be required. Have acquired significant amount of furniture from last duty station. Inventory of household shipment will be used as proof and will be reviewed by the UH Director. Furniture purchased locally will not meet this requirement.

d. Personnel with approved requests to vacate UH have 30 days from the approval date of the request to vacate and turn over rooms in satisfactory condition. Personnel must participate in scheduled house showing tours at least twice every ten days. Failure to secure housing within 30 days may result in revocation of the approved request. All relocation costs are the sole responsibility of the military member.

e. Unit integrity assignment will be used when possible.

f. A service member in receipt of OHA may, under special circumstances and with approval by CO, NAVSUPPACT Naples be allowed temporary occupancy in the barracks, not to exceed 30 days on a space available basis.

g. Accompanied personnel referred by Family Advocacy or higher authority or with military protective orders may be berthed in UH on a space available basis. Depending on the availability of rooms, they may be assigned to permanent party rooms on a temporary basis, not to exceed 72 hours. Members may be granted an extension of stay if space permits and with the approval of the CO, NAVSUPPACT Naples or with military protective orders.

h. Accompanied personnel who execute an approved early return of dependents to CONUS prior to the completion of the tour may be authorized UH occupancy as an Overseas Geographic Bachelor (OGB). Off-base housing on the economy will remain as the housing option-of-choice through assistance from the Housing Service Center (HSC). Hardship based exception to this policy may be authorized by the CO, NAVSUPPACT Naples.

i. No member will be relocated from the economy, base housing or temporary lodging facility to UH without written authorization from the Housing Director.

3. OGB. Assignment criteria for OGBs are based on the provisions categorized in reference (b). A request approved by CO, NAVUPPACT Naples via member's chain of command is a prerequisite for OGB assignment to UH.

4. Waiting lists. Waiting lists may be established for the following categories:

a. Moving from UH to economy housing and request for OHA. Members in pay grades E4 with more than four years in service may be placed on a waiting list with approval of the Assignment Review Board (ARB) (see paragraph 6). After approval, members will be

notified to secure housing within 30 days with the assistance of the HSC. E4 with less than four years of service and E1-E3 are not permitted to reside off base.

b. Moving from economy to UH. Members who wish to return voluntarily to UH, must submit a special request chit to CO, NAVSUPPACT Naples via their chain of command. Once authorized, members must be cleared by the HSC before assignment to UH. All relocation costs are the sole responsibility of the military member.

c. OGBs. A waiting list will be established when all OGB designated rooms are filled.

d. Resident Advisors (RA). When RA vacancy is not available, a waiting list will be established. Seniority and leadership skills will be the factors used for RA selection. (See enclosure 2).

5. Priority of Assignment to UH. Unless determined as a military necessity by CO, NAVSUPPACT Naples, priority of billeting assignments will be per reference (b).

6. ARB. At a minimum, the ARB will consist of NAVSUPPACT Command Master Chief (CMC), requesting command's CMC, requesting department LCPO, and the UH Director.

a. All requests to reside in permanent party barracks will be routed through the ARB. If all members of the panel approve the request, there will be no formal convening of the board.

b. If one or more members recommend disapproval of the request, the ARB should meet to discuss the reason for denial and determine if denial will pose actual hardship for the service member. All disapproved requests adjudicated by the ARB will be finalized and signed by CO, NAVSUPPACT Naples.

c. The ARB may be convened for the following requests:

(1) RA request.

(2) Request to reside as an OGB.

(3) Members requesting temporary dwelling due to family issues not requiring military protective orders.

(4) Situations leading to exceptions to policy.

Resident Advisor Program and Unaccompanied Housing Advisory Board

1. Resident Advisor Program. The Resident Advisor (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 RA Program also assists UH management in its efforts to maintain good order and discipline among residents.

a. RA personnel must be single or unaccompanied E5 through E9. E4s may participate with their Commanding Officer's (CO) positive endorsement and the approval of the UH Manager. 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 the CO, U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy and will be provided UH berthing for as long as they serve in this capacity.

c. The RA is directly responsible to the NAVSUPPACT Naples Command Master Chief (CMC) and UH Director and is charged with the following duties and responsibilities:

(1) Be a member of the UH Advisory Board (UHAB) and be available to provide off-duty time to assist UH management and residents in maintaining the material condition and good order of the barracks.

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

(3) Ensure that personnel within the assigned area of responsibility abide by UH regulations and the UH Occupant Handbook (Enclosure 3 and 4).

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

(5) Act as mediator, seeking resolution to routine resident problems.

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

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

(8) Visit all rooms and residents within area of responsibility at least once every two weeks to check on resident well-being and material condition of rooms.

(9) Inform the UH Director and residents' chain of command of any major concern for the residents or major discrepancy in room conditions.

(10) Attend monthly UHAB meetings at the time and place established by the UH Manager via the RA Coordinator. Absences will be coordinated with the Senior RA and UH Manager. RAs will attend a minimum of nine meetings per fiscal year, and will not miss more than two consecutive meetings. Failure to adhere to these standards may result in the revocation of RA status and/or eviction from UH.

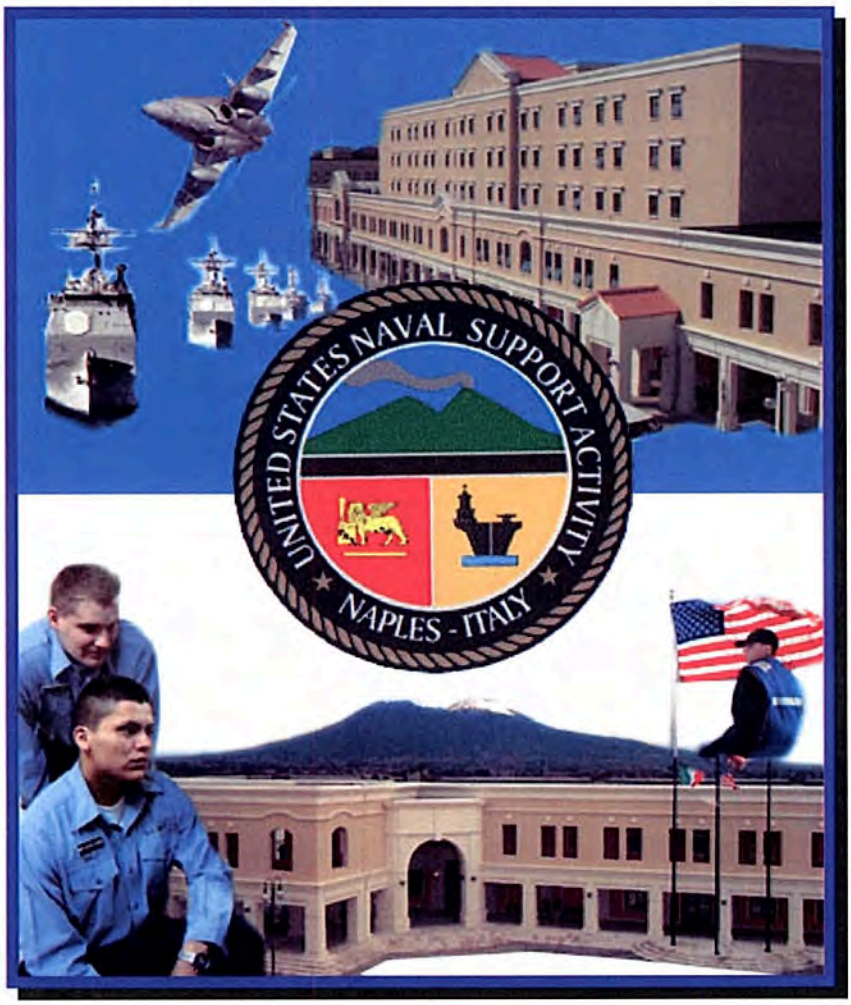
2. UHAB. The purpose of the UHAB is to provide residents a direct line of communication with UH management. The board deals with many areas of interest to UH residents, to include addressing resident concerns with their living arrangements, fostering self-help programs, promoting resident sense of belonging to and ownership of the UH facility, providing input for development of plans for UH improvements, insuring the safety and well-being of the residents and promoting resident feedback.

a. UHAB will consist of all RAs, UH Manager, RA Coordinator and members of the UH staff. COs, XOs, CMCs and command representatives are encouraged to attend UHAB meetings.

b. UHAB meetings will be held monthly, at a time established by the UH Manager, via the RA Coordinator. The time and place of the meeting will be announced in the NAVSUPPACT Naples Plan of the Week and other forms of local media, as available, at least one week prior to the meeting.

c. Minutes will be forwarded to the CO, NAVSUPPACT Naples via the UH Director no later than five working days after the UHAB meeting. Copies of the minutes will be made available for review by the residents at each UH facility and forwarded to all meeting attendees.

BACHELOR HOUSING



BUILDING 2087
OCCUPANT HANDBOOK

DEPARTMENT OF THE NAVY
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Welcome to U.S. Naval Support Activity Naples and one of the finest Unaccompanied Housing facilities in the Navy. You are about to begin a challenging and exciting tour here in Naples, Italy. On behalf of the Unaccompanied Housing staff, we look forward to the opportunity to meet your housing needs by providing an exceptional level of service. As you may have noticed, the existing facilities were designed to provide a quality living environment that meets your comfort and security needs.

To keep a high standard in our Unaccompanied Housing, we depend heavily on you. Your support and cooperation will help us maintain and improve the "home away from home" you deserve. Use common courtesies and follow the guidelines in this Unaccompanied Housing Occupant Handbook, as it was prepared to answer many of the questions relating to your housing issues.

The Unaccompanied Housing staff is here to serve you. Please feel free to give them any comments or suggestions that will help improve the facilities and services available to you. Enjoy yourself and take advantage of the wonderful opportunities available in "Bella Napoli".

Have a pleasant tour!

Captain, U.S. Navy
Commanding Officer

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ASSIGNMENTS

1. Permanent Party Residents. Whenever possible, residents will be berthed with other members of their command using the unit of integrity assignment. Unaccompanied Housing (UH) management may occasionally have to relocate residents to achieve unit integrity. Residents are to a conduct a thorough room inspection with a Building Petty Officer as part of the check-in procedure the first working day after arrival. See Check-in on page 6 for more details.

2. Transient Residents. Except for extenuating circumstances, transient residents are not housed in permanent party barracks. Transient residents must be approved by the Commanding Officer (CO) of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.

3. General Information. Rooms are classified by approved criteria. Once an assignment has been made, it cannot be changed without permission of the UH Director. Residents may not use rooms to which they are not assigned.

4. Building Manager Visits

a. The Building Manager is responsible to visit all spaces in their assigned area of responsibility. These visits are designed to serve the resident and residents command by checking on the material condition of the room. It is UH management's responsibility to ensure that residents are living in clean spaces and abiding by regulations. If the Building Manager finds a discrepancy, the following steps will be taken:

(1) The Building Manager will leave an inspection sheet for the resident to correct the discrepancy.

(2) If the discrepancy is not corrected, the resident's supervisor will be contacted by UH management and appropriate actions will be taken.

b. Some violations are so serious that the Building Manager is required to take immediate action and report to the proper authorities. Room inspection failures may result in the execution of the process stated in enclosure (5) of this instruction. The resident's command will be responsible to ensure the correction of serious violations, and will inform UH management of their progress.

c. The NAVSUPPACT Naples, Italy CO has the authority to remove (evict) members from the barracks if they habitually ignore standards and policies. Evicted service members are not entitled to receive Move-In Housing Allowance, Overseas Housing Allowance, or any other entitlement unless specifically approved by CO, NAVSUPPACT Naples.

5. Check-In

a. Permanent party resident arrangements should be coordinated by the resident's assigned sponsor. Sponsors should coordinate with UH Management to schedule a check in appointment within 14 days of the resident's arrival. Members without sponsors, such as those moving in from the economy, must also coordinate this appointment.

b. The following list explains what will be covered during the check-in appointment. Within 14 days of checking in to UH, residents shall:

(1) Be met by a building manager and given general information about the facilities.

(2) Be provided a copy of UH rules and regulations and acknowledge, with a signature, receipt of the UH rules and regulations.

(3) Conduct a thorough room inspection with UH staff to note its condition, any discrepancies and to take a furnishings inventory. Any discrepancies shall be noted in the check-in paperwork. Residents will be held accountable for damages or discrepancies that are deemed beyond normal wear and tear during check out. It is imperative that all discrepancies are noted during this check-in inspection to avoid charges during the check-out inspection.

(4) Be provided a copy of check-in paperwork for the resident's personal records.

(5) Be advised on who is the Resident Advisor (RA) in the resident's area and understand the RA role.

6. Check-Out

a. At least two weeks prior to check-out, the resident is responsible for coordinating a pre-checkout appointment with the Building Manager. During this appointment, a room condition inspection and furnishing inventory will be conducted. The building manager will have a copy of the check-in discrepancy sheet, so it is encouraged that the residents reference their own personal copy during this inspection. The Building Manager will inform the resident what conditions need to be met on the day of the final check-out. On the resident's last day in the barracks, the resident and the Building Manager will conduct a final inspection. Residents shall arrange quarters outside of the barracks for their final night attached to Naples area. Residents are authorized one night of TLA when detaching, and should reserve other quarters as soon as possible after they receive their orders to detach.

b. Prior to vacating UH, the room, furniture, and wardrobe lockers must be cleaned. The following standards serve as guidelines as to what will be expected:

(1) Dust shelves, ceiling fan, floor lamp, windowsills, blinds, and all other horizontal surfaces.

(2) Clean and empty assigned dressers, lockers and drawers.

(3) Clean and defrost the refrigerator.

(4) Ensure the kitchen area, to include all the kitchen appliances, are clean and free of food debris.

(5) Clean all furniture and ensure that it is in the same condition, less normal wear and tear, as check in.

(6) Clean the assigned bathroom, toilet, shower, sinks, and tub; which must be free of mineral deposits and rust.

(7) Clean the floor, vacuum the rug (if applicable), and remove any scuff marks.

(8) Account for all assigned furnishings.

(9) Room must not have outstanding maintenance discrepancies unless a proof of work order/trouble call number is shown.

(10) Clean and empty assigned storage area (if applicable).

c. All permanent party residents must check-out with the Building Manager. The time of check-out should be arranged during the pre-checkout inspection. At the time of check-out, the resident must meet the aforementioned standards of cleanliness and orderliness. Failure to conform to standards may result in the member being charged the cost to clean, repair, or replace government property determined to be caused by abuse or negligence of the registered resident.

d. Return linen and bus pass (if applicable) during check-out. Residents must reimburse the government for any lost or damaged property.

e. Arrange pack-out with the Personal Property Office and make sure Building Manager knows respective pack-out dates. To be able to release the room in an acceptable condition and have sufficient time to bring the room into standards, temporary quarters must be obtained by the resident prior to final inspection. Related billing expense shall be reimbursable under TLA authority.

f. To facilitate securing the travel orders and flight tickets, Personnel Support Detachment staff will require the UH stamp. This stamp may be awarded when the resident signs a letter of intent to vacate the barracks. This stamp only certifies the member's intention to vacate and does not guarantee that the resident has meet all requirements to check-out of the barracks. If the resident fails to meet all of the aforementioned requirements, the resident will be charged for costs associated with completing the remaining requirements, such as cleaning, or repairing damage to the room or furnishings. The claim will be submitted via form DD139 with the resident's chain of command for approval.

RIGHTS, REGULATIONS, AND RESPONSIBILITIES

1. Alcohol. Barracks residents of legal drinking age may have alcoholic beverages in their rooms. Alcohol may not be consumed in passageways or other common areas. Parties or groups using alcohol are not allowed anywhere in the barracks. Picnic areas are designated for group parties and events. Residents are responsible for their behavior, and drunken misconduct is subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

2. Antennas, Satellites, Televisions, and Internet. Outside antennas are not allowed; however, indoor antennas are accepted. Satellite receivers may not be mounted anywhere in the barracks. TV and internet service is available via Navy Exchange (NEX) Residential Services Office. Residents who wish to receive these services should visit the NEX Residential Service office located on Support Site.

3. Appliances

a. All appliances provided in each of the rooms to include refrigerator, cook top, and microwave shall be maintained in good working order. Use of personal appliances in lieu of those provided is prohibited. Please notify your RA or contact a member of the UH staff if an appliance is not working properly.

b. Residents may use the provided, approved, and installed cook top and microwave for cooking. A coffee maker, blender, and rice cooker may also be used; however their use is restricted to the kitchen area. Other cooking appliances are not authorized.

4. Bedding

a. All permanent party personnel receive linen and bedding during check-in. These are to be returned upon check-out. Residents are responsible for washing their linens for the duration of their stay. Damaged linens may be replaced by visiting the UH front office during normal working hours. If linens are damaged due to negligence, the resident will be charged for their replacement.

b. Residents may purchase their own linens, but the linens issued to the room may only be returned during check-out.

5. Bicycle Parking. Residents are encouraged to use bike racks provided for locking/storing bicycles. They are not permitted to be stored in stairwells, passageways, walkways, or any areas where they block fire exits. Bicycles must be registered with a NAVSUPPACT Naples Security Pass and ID. Any bicycle with parts removed or left unattended for longer than 30 days may be removed by Security.

6. Bulletin Boards. UH residents and management may use the bulletin boards to publicize information of wide interest. Please read all official correspondence on these boards. Resident postings must be dated. Generally they will not be posted for longer than a week, unless they are of continuing interest.

7. Bus Stop Locations. UH residents without registered vehicles are eligible to receive bus transportation. A map identifying the bus stop locations is provided in enclosure (6).

8. Cleaning Bills. RAs and UH management will coordinate cleaning bills. Residents are expected to know the current cleaning bill and inform their chain of command of any changes. Residents are expected to attend all building cleanups and fulfill their cleaning bill duties. Failure to do so may result in disciplinary action, punishable under the UCMJ.

9. Combustibles. Hazardous materials, such as paint, butane or propane for lighters, may be kept in small quantities (one pint or less) in the container in which they were purchased. Charcoal lighter fluid, gasoline, liquid propane, compressed gases, and other flammable or toxic combustibles are not approved by the Public Works Officer and Fire Chief. Open flames, such as candles, camp stoves, and incense are not allowed in UH.

10. Common Areas. A common area in UH is an area that is used by all residents in that unit (i.e. kitchen, recreation room, and gazebo) and are for the exclusive use of UH residents and UH staff. Procedures for reservations and regulations of their uses are available with the UH staff at

the UH front desk. The vestibules leading to storage areas and common areas are to be kept clear and are not to be used as gathering areas. Please place a trouble call if you notice problems in the common areas around your unit. This will ensure that the stairways, walkways, and all common areas remain in a safe and usable condition.

11. Controlled Substances. The possession of controlled substances, other than those prescribed by a competent medical authority, is prohibited.

12. Dartboards. Dartboards are prohibited in all UH living spaces.

13. Day Sleepers/Sick in Quarters (SIQ)

a. Residents who work at night will not be disturbed from 0700 to 1400 unless suspected of violating regulations or for emergency maintenance calls. Day sleeper chits will be verified by departmental Leading Chief Petty Officers by approving a memorandum or request chit. An approved door sign must be posted in the day sleepers' door to avoid being disturbed. Door signs must be removed when they are expired.

b. Personnel who are SIQ should post their chit on their door to avoid being disturbed.

c. After 1400, access will be given to personnel who need to do necessary room inspections or maintenance. When placing a trouble call, day sleepers should notify the Maintenance or Building Manager of their day sleeper status for maintenance personnel planning purposes. Failure to notify the Maintenance or Building Manager may result in an unwanted disturbance.

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

15. Dressing and Undressing. Please do not dress or undress in front of open windows. While in UH lounges, passageways, common areas, or recreation areas residents are allowed the maximum use of comfortable attire. It is not the intention of UH management to determine what you can or cannot wear; instead, we rely on your good judgment and consideration for staff and other residents. Shoes or sandals are required at all times when you are outside of your unit.

Always wear a shirt when entering the front desk area. Navy instruction for civilian clothes applies when transiting outside of units.

16. Electrical Equipment. Electrical appliances and other electronics may be used in the barracks rooms provided electrical safety guidelines are maintained. Please check the voltage on all equipment before plugging it in. Irons and hair dryers must be unplugged after each use. Do not plug more than two electrical units into one outlet. Extension cords are not authorized, but UL rated surge protectors are highly recommended and come with a variety of cord lengths. Daisy chains (plugging a surge protector into another) are not authorized.

17. Electricity. All units are supplied with six kilowatts of electricity. Much of the electricity in the rooms has been converted from standard European 220 volts/50 cycle to U.S. 100 volts/50 cycle. The attached light fixtures in the rooms are 220 volts. Transformers are not authorized in UH.

18. Emergency Preparation

a. Making preparations and incorporating preventative measures into your daily life will ensure that you can successfully cope in the event of an emergency. NAVSUPPACT Naples has instituted an emergency system. For any type of emergency situation, Call Emergency Dispatch Center COMM: 081-568-4911, DSN: 626-4911.

Note: Ensure you have these numbers loaded into your cell phone.

b. All residents are recommended to assemble a disaster kit or kits that include a minimum of three days' supply of the following items:

(1) Water. Minimum one gallon (four liters) per person per day.

(2) Food and a means to cook it (grilling is one possibility).

(3) Heat. Warm clothing, blankets, sleeping bags, etc. Check your camping equipment as one source.

(4) Money. ATMs may be down, but stores may be open so make sure you have cash on hand.

(5) Radio. Battery, solar or hand crank powered for news, updates and emergency directions.

(6) Other items:

(a) First aid kit (include prescription drugs and medications).

(b) Emergency tools (whistle, flashlights, extra batteries and a wrench or pliers to shut-off your utilities).

(c) One change of clothing, footwear, and a blanket or sleeping bag per person, dust masks (N-95 rated for ash fall).

(d) Toilet paper, baby wipes, garbage bags and feminine hygiene products.

(e) Important documents placed in a water-proof container (i.e. one gallon zip lock bag).

Note: For more information check NAVSUPPACT Naples EM website:https://www.cnic.navy.mil/Naples/Programs/Departments/EmergencyManagement/index.htm.

c. In the Naples area, it is not unusual to experience interruption of basic utilities, and there is always the possibility of natural disasters like earthquakes or fires. Make provisions to ensure that you take your important papers such as passports, visas, and sojourners permits, should evacuation become necessary.

d. Evacuation is critical in certain emergency situations. All members should periodically rehearse this plan so that it will be a routine response. Refer to the emergency evacuation plan for your designated meeting point.

(1) Earthquakes and Tremors. To protect yourself during an earthquake, remember to stay calm. Seek shelter in an interior archway, a doorway close to support beams or under a table away from windows. Once the tremor stops, turn off all gas appliances and extinguish any open flames. Gather keys, identification, a coat, and your disaster kit. Use your evacuation plan to get out of your room.

Note: Tune into AFN radio channel 107 FM for emergency information and updates.

(2) Fires. Remember that smoke causes more deaths than flames in fire. If your escape path is blocked or filled with smoke, go to the balcony, shut the door, and wait for help to arrive. If possible, attempt to put out the fire by using an extinguisher. If the fire is not controllable, exit your home according to your evacuation plan. You must notify Emergency Dispatch Center COMM: 081-568-4911 or DSN: 626-4911, the Fire Department and the UH front desk of any fire occurring in or around your room. Do not leave any food on the cook top without supervision. Before retiring each night, check that all stove burners, oven, and electrical appliances are turned off. Periodically test all smoke detectors and replace batteries when needed; review your fire evacuation plan, and practice with your roommates; and check that electrical cords are not crimped, frayed, worn or damaged. Do not remove or tamper with smoke detectors, it is prohibited by law.

(3) Gas Leaks. Immediately report any suspected gas leaks to Emergency Dispatch Center COMM: 081-568-4911 or DSN: 626-4911 and the UH front desk. If you smell gas, do not use any electrical items, including overhead lights and lamps, and extinguish flames. Open all windows and doors until assistance arrives to shut off the gas valve. You should evacuate the premise as soon as you smell gas. Then call EM Dispatch Center from a location other than the apartment or house with the suspected gas leak. Notify neighbors that there is a possible gas leak and ask that they vacate the premise. Never leave the gas on in an unlit stove. If you have any problems lighting your stove, contact the UH Front Desk Reception.

e. Additional Safety Precautions. **Do not:**

(1) Overload electrical circuits.

(2) Use improperly sized plugs.

(3) Run electrical cords under rugs, carpets or mats.

(4) Permit grease buildup on or near the stove.

(5) Tape circuit breaker switches in the on position.

(6) Accumulate oily rags, rubbish or other flammable material.

(7) Use gas or liquid fueled space heaters.

(8) Keep lighters and matches in the reach of children.

(9) Cook with charcoal or gas grills inside rooms or near combustible material.

(10) Use gasoline, solvents or other flammable liquids for cleaning purposes.

(11) Burn trash.

19. Energy Conservation

a. Electricity. Turn off lights in unoccupied areas. As a rule of thumb, use 40 watts on wall outlets and 60 watts on ceiling outlets. Keep refrigerator doors shut as much as possible. Be familiar with the wattage amounts your appliances use. Overloading your electrical system will trip circuit breakers and could damage electrical wiring. Independent transformers are not authorized. Immediately report all water leaks to the Maintenance Manager.

b. Gas. Report any suspected gas leaks immediately to the Emergency Number of 911 on base or COMM: 081-811-4911. You may also contact the UH front desk for assistance at COMM: 081-811-4123. Ventilate suspected areas until assistance arrives and shut off the gas valve.

c. Heating and Air Conditioning. Please use your heating and air conditioning moderately. Windows and doors should not be left open when the heating or cooling systems are operating. When you are out of the room, adjust the temperature accordingly, especially for day and weekend trips or extended travel periods.

d. Water. The Gricignano Support Site has potable water. Conserve water whenever possible, especially during the summer months. During the summer, water may be subject to rationing. Tightly shut off all water valves and sinks after each use. Avoid flushing sanitary items, Q-tips, or baby wipes down the toilet because they clog drains. Wait until you have a full

dishwasher or washing machine before running them to save water and energy.

20. Environmental

a. The NAVSUPPACT Naples Environmental Policy supports the Navy's stewardship of the environment as well as the implementation and sustainment of the NAVSUPPACT Naples Environmental Management System based on ISO 14001.

b. The facility's four goals being: Reducing the use of hazardous materials, reducing the number of hazardous materials spills, reducing electricity and water use, and reducing the generation of solid waste by increasing recycling.

c. For further information, see the sections on Energy Conservation, POL and Refuse Collection and recycling of this manual, as well as the Public Work's Environmental website at https://www.cnic.navy.mil/naples/departments/environmentalsupport/index.htm.

21. Exchange of Assigned Rooms. Exchange of rooms between residents, unless authorized or directed by UH Management is prohibited. Residents requesting to move rooms may route a request through their Chain of Command (COC), upon the resident's COC approval, the request shall be routed through UH management for approval. Only after this process is complete will any room exchanges or re-assignment be granted. Vacated rooms must be thoroughly inspected by the Building Manager and meet the current change of occupancy standard.

22. Fire

a. In case of fire:

(1) Sound the alarm at the closest firebox.

(2) Secure windows and doors and turn off electrical appliances. Do not endanger yourself!

(3) Report to the muster point located on the evacuation muster plan for your building. Muster will be conducted by the first RA who responds to the scene, or by the most senior person present. This person will keep a list of names for submission to the UH director or to their designated representative.

b. Fire Department holds quarterly, unannounced fire drills. The drills will be repeated until response meets a satisfactory level. Buildings must be vacated within three minutes to pass a drill. Not responding to a fire alarm may result in disciplinary action. Report all potential fire hazards to UH staff. Personnel found falsely activating a fire alarm are subject to punishment under the UCMJ.

23. Flags. Hanging national, host-country, or any other flags outside of or seen from outside the room window is prohibited. Flags will not be nailed to walls, used as bedspreads, or window curtains.

24. Flammable Storage. No gasoline or flammable products shall be stored in UH.

25. Flower Gardens. Residents may hang potted flower gardens on balconies. If residents hang flowerpots, they must ensure the flowerpots are secured so they do not fall during high winds or rain. Residents may not make changes to the existing landscape by removing installed bushes or plants.

26. Food. Food that requires refrigeration should be kept in sealed containers in the provided refrigerators. All other food should be kept in a container that does not allow odor to escape. Food items should always be kept in organized cabinet or drawers. Unattended food will result in an unsatisfactory room inspection.

27. Furnishings. Moving or removing government furnishings or assets from assigned rooms or lounges is strictly prohibited. Furnishings may not be moved from their designated positions. See UH staff members for current room configuration.

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

29. Garbage/Trash/Recycling. Garbage/trash/recycling pick-up stations are located outside of the buildings. Accumulations of trash or overflowing trashcans are not authorized. Trash is to be disposed of in the proper station dumpsters outside the UH facility. Trash found in front of the door is the responsibility of the registered resident for its disposal. Do not leave trash in any public area, including passageways and stairwells. Unattended items may be suspected to be suspicious packages, resulting in emergency services notification. The Gricignano Support Site currently follows a

trash schedule that promotes recycling and mirrors the town of Gricignano's refuse collection schedule. Wet waste is to be disposed of in biodegradable bags and placed in the containers labeled "Wet Waste". Plastic and metal are to be placed in the containers labeled "Plastic Packaging & Cans". Paper and Cardboard are to be placed in the containers labeled "Paper & Cardboard". Glass is to be disposed of in the containers labeled "Glass". Used cooking oil is to be poured into the collection receptacles labeled "Cooking Oil". Non-recyclables are to be placed in the dumpsters labeled "Non-recyclable Waste".

30. Guests and Visitors

a. Guests. You are encouraged to have guests, as long as they do not interfere with good order or inconvenience other residents. Occupants must accompany guests at all times; the host is responsible for their behavior. Guests are allowed in the accompanying resident's room between 1200 and 2200 Sunday-Thursday and 1200-0000 Friday-Saturday, but they are not authorized to stay overnight. No person under 18 years of age is authorized in the UH, unless accompanied by a UH staff member.

b. Visitors. Personnel in UH on official duty, such as command representatives, security, maintenance, cleaning, and inspection workers.

31. Infestations. Report any problems with rodents or insects to the Maintenance Manager or reception desk. The Maintenance Manager will investigate the report and place a service call if needed.

32. Keys. If a resident loses or misplaces their ID card (room key), they are to report to Security Dispatch immediately. After filing a statement with Security, a copy of the statement should be presented to the front desk where residents will be issued a temporary room key. This key will only be valid for a reasonable amount of time so the resident can have a replacement ID card issued. Upon receipt of a new ID, residents shall report to the front desk to have the ID programmed for the room and to return the temporary key.

33. Kitchens. Common area kitchens are available for check-out from RAs or UH duty managers from 1600-2200. These kitchens are for the sole use of UH residents. Residents who check-out the kitchens will be expected to maintain its cleanliness and remove all trash when finished.

34. Laundry. Washers and dryers are available for residents on each floor. The laundry room doors remain locked when not in use to prevent use by unauthorized personnel. Residents should remove clothes as soon as they are done so that other residents may use the machines. UH staff is not responsible for property left unattended or damaged by a machine. Unattended property left in the in the laundry room from more than 24 hours may be confiscated by UH staff and turned into the respective RA. If the RA does not locate the owner of the property, they may dispose of it at no minimum time interval. Notify your RA or contact a member of UH staff if any machines are not working properly.

35. Leave, Temporary Additional Duty (TAD)/Temporary Duty (TDY). Personnel on Leave or TAD/TDY should notify UH staff members of their absence and post a copy of their leave chit on the door of their room. Personnel on this status in excess of 60 days must vacate and properly check out of UH.

36. Lockouts. Residents who are locked out of their room/unit should contact the UH Duty Manager at the front office for temporary access to their room/unit. If the Duty Manager is unavailable, contact a RA for assistance.

37. Lost and Found. All items determined to be lost and found will be turned over to NAVSUPPACT Naples Security Department.

38. Noise. Quiet Hours are from 2200-0600. In the event of a loud noise complaint, residents should first try to resolve the issue by speaking with the offending party. If resolution is not reached, residents should contact their RA for assistance. RAs may submit a loud noise complaint chit to the UH Duty Manager for possible disciplinary actions against the offending party. Please be considerate of other residents by keeping noise to a level that will not disturb them. If noise or music can be heard outside of the room, it is too loud. Repeated noise complaints may result in equipment being confiscated by UH management or higher authority.

39. Painting. As a reminder, the housing units in Naples are leased and not owned by the government. Residents are not

allowed to paint units. Installation of wallpaper or borders is not permitted. If the contractor has to repaint the walls, the cost of restoring the wall to its original condition is assessed to the resident. If you would like to request touch-up painting, please inform the UH front desk reception or UH maintenance personnel.

40. Parking. Parking is available for resident's personal vehicles. RAs have designated parking spaces and are assigned parking passes by the RA Coordinator. Vehicles parked in these designated spaces without passes will be ticketed.

41. Parties. Gatherings and parties should be held in the designated lounges and barbeque areas. The senior person present is responsible for securing the area after the party.

42. Pets. No pets of any kind are authorized in UH. Violation of this policy may result in disciplinary action.

43. Phones. Personal telephones may be installed in individual rooms at the resident's expense. Contact NEX Residential Services for more info.

44. Pictures/Room Decorations. Any pictures or decorations must be in good taste. Use proper hanging devices do not use tape that removes paint. Pictures may be hung in your unit using standard commercial-type hangers. Remove nails, but do not patch the holes when preparing to vacate your unit. To hang heavy mirrors and the like, anchors may be used using a drill with a plaster drill bit. Do not use wood drill bits on the wall, as it will cause the wall to separate. Residents are not to put holes in wood frames, in the doors or in wall tiles. The cost of damage to walls, determined to be caused by improper installation of wall décor/pictures, will be assessed to the registered occupant. Pictures depicting sexual, racist, or drug culture themes are strictly prohibited. Painting or alternating any portion of the room, bathroom, or furniture is not allowed.

45. Portable Heaters. The use of non-vented hydrocarbon fueled heating appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol, liquid petroleum gas, and petroleum based kerosene. Open coil heaters are prohibited, unless the coils are screened. Do not place portable heaters near combustible or flammable type materials. Do not block exits with portable heaters.

46. Resident Advisors. RAs provide communication between residents and UH management to resolve UH related problems. They serve as a mentor to the residents they represent and are given the first opportunity to resolve UH problems. They take the lead in ensuring their assigned spaces meet cleanliness standards. The resident's chain of command will only be contacted if all other measures fail. See enclosure (2) for more information on RAs. All residents are expected to know which RAs they are assigned to. Residents should contact their RAs before contacting UH Staff with any problems.

47. Roof and Ledges. The roof and ledges are off-limits to all residents.

48. Room Inspections. Room inspections are conducted by the resident's command, RAs, and/or UH staff. Room inspection procedures are defined in enclosure (5). Residents are responsible for the cleanliness of their assigned room, bathroom, common areas, and the passageway directly outside their room. These standards are used to determine cleanliness:

a. The bed is neatly made with clean linen.

b. Floors are cleaned and waxed.

c. Carpeted areas and rugs are vacuumed.

d. No gear adrift.

e. The furniture is dusted and polished.

f. The walls and doors are free of dirt, marks, and holes.

g. Vents and air ducts are clean.

h. Windows, windowsills, screens, and blinds are cleaned.

i. Mirrors are clean.

j. Shower curtains are thoroughly cleaned.

k. The shower and bathtub are clean and disinfected; all hard water deposits are removed.

l. Trashcans are clean and empty.

m. All food is stored in sealed containers.

n. The refrigerator is clean. There is no food debris or mildew on the gasket, no spills or strong odors.

o. The microwave is free of spills or strong odors.

p. The kitchen area is free of debris and stains, organized and all appliances are in good working condition.

q. Material condition of the room is in order and in working condition. No evidence of unreported maintenance problems (must affix trouble call number and date reported onto the area of noted problem).

r. Clothing is organized and stowed in lockers or drawers.

s. The passageway area directly in front of your room is clean and free of debris.

49. Room of the Month. Residents with rooms that are consistently outstanding during room inspections will be recognized in a letter from the CO, NAVSUPPACT Naples. These residents will also receive a gift bag from Morale, Welfare, and Recreation or United Service Organization.

50. Security. Residents are encouraged to secure their room when not in it. Lock wardrobes at all times and secure the windows with provided window pins to prevent break-ins.

51. Smoking. Smoking is prohibited inside all government buildings which includes UH facilities. Designated smoking areas are in place and conveniently located near each building. Violators will be subject to disciplinary measures.

52. Suggestions. Residents are encouraged to submit suggestions for improvement to their RAs who will address the issue with UH Management. There is also a suggestion box located near the front desk.

53. Surge Protectors. The power provided to government housing in the Naples area has the tendency to fluctuate. This can cause damage to electronic components. Residents are advised to use surge protectors to protect electronic equipment (stereos, TVs, computers, etc.) from damage caused by voltage fluctuations. It is the resident's responsibility

to purchase surge protectors. UH management is not responsible for damage to appliances or equipment due to power fluctuations.

54. Trouble calls. Maintenance discrepancies noted in the room must be reported to UH Staff immediately. Routine maintenance or repairs will be performed within 30 working days. Urgent trouble calls will be repaired within five working days. Emergency cases will be handled within 24 hours. After hours trouble calls must be submitted through the NAVSUPPACT Naples quarterdeck at DSN 626-5547 via UH Duty Manager. Outstanding problems with no evidence of a resident having made a trouble call may be issued as a discrepancy during a room inspection.

55. Vehicles

a. All vehicles in the government housing areas must be maintained in a reasonable state of repair and must be registered and licensed. They may not leak oil onto the assigned driving and parking surfaces. Inoperable, unregistered, unlicensed or abandoned vehicles will be towed away. Towing costs will be charged to the owner. Vehicles shall not be parked in grassed/seeded areas. Motorcycle tents may only be placed in residents' assigned parking spaces.

b. Repair of vehicles, with the exception of tire changes and simple preventative maintenance measures will not be conducted in housing areas. Self-repair must be accomplished in the Auto Skills Center to include changing oil and other fluids. Vehicle washing is authorized in housing areas; however, they will not be washed on the lawn. Vehicle washing should not impede parking of other vehicles or traffic flow on roadways.

c. Recreational vehicles (such as boats, RVs or jet skis) are not to be stored in housing areas. Requests to park recreational vehicles in residential areas on a long-term basis must be submitted to the Housing Director.

56. Vending Machines. The NEX operates the vending machines within the barracks. If the resident encounters problems with the machines, please call the number located on each machine.

57. Weapons, Ammunition, and Explosives. Any prohibited weapons found within the barracks will be confiscated and turned over to Security. Prohibited items include, but are not limited to:

a. Firearms, pellet or BB guns, spear guns, bows and arrows, hatchets, axes, knives or swords with a blade longer than three inches, throwing stars, martial arts equipment, etc.

b. Explosives; such as firecrackers, fireworks, flash powder, and gunpowder.

c. Long bladed knives and other weapons required for the performance of assigned duties are allowed provided the owner prevents unauthorized use and stows them safely in a locked wardrobe or locker.

58. Windows/Screens

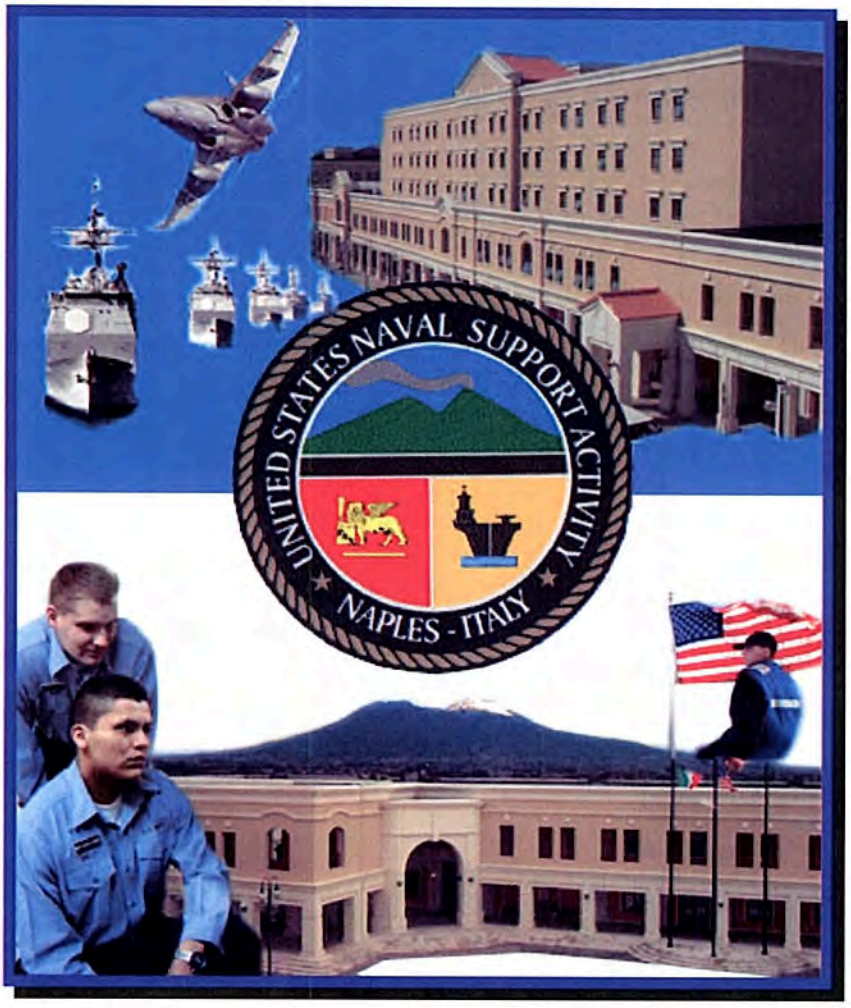
a. Residents are not to remove screens or use windows to gain access to their room. Removing window screens may result in disciplinary action. Windows should be closed and locked when no one is in the room and when using heating or air conditioning.

b. Aluminum foil, cardboard or other items are not authorized to cover windows to block out light. The provided blinds and curtains are sufficient for this task.

c. Window sills should be free of decorations, plants or any other debris detracting from the uniform appearance of the building.

59. Window Decorations. It is prohibited to hang any items on the exterior part of the building or outside the window.

BACHELOR HOUSING



UNACCOMPANIED HOUSING TRIANGLE

OCCUPANT HANDBOOK

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

Welcome to U.S. Naval Support Activity Naples and one of the finest Unaccompanied Housing facilities in the Navy. You are about to begin a challenging and exciting tour here in Naples, Italy. On behalf of the Unaccompanied Housing staff, we look forward to the opportunity to meet your housing needs by providing an exceptional level of service. As you may have noticed, the existing facilities were designed to provide a quality living environment that meets your comfort and security needs.

To keep a high standard in our Unaccompanied Housing, we depend heavily on you. Your support and cooperation will help us maintain and improve the "home away from home" you deserve. Use common courtesies and follow the guidelines in this Unaccompanied Housing Occupant Handbook, as it was prepared to answer many of the questions relating to your housing issues.

The Unaccompanied Housing staff is here to serve you. Please feel free to give them any comments or suggestions that will help improve the facilities and services available to you. Enjoy yourself and take advantage of the wonderful opportunities available in "Bella Napoli".

Have a pleasant tour!

Captain, U.S. Navy
Commanding Officer

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ASSIGNMENTS

1. Permanent Party Residents. Whenever possible, residents will be berthed with other members of their command using the unit of integrity assignment. Unaccompanied Housing (UH) management may occasionally have to relocate residents to achieve unit integrity. Residents are to a conduct a thorough room inspection with a Building Petty Officer as part of the check-in procedure the first working day after arrival. See Check-in on page 6 for more details.

2. Transient Residents. Except for extenuating circumstances, transient residents are not housed in permanent party barracks. Transient residents must be approved by the Commanding Officer (CO) of U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy.

3. General Information. Rooms are classified by approved criteria. Once an assignment has been made, it cannot be changed without permission of the UH Director. Residents may not use rooms to which they are not assigned.

4. Building Manager Visits

a. The Building Manager is responsible to visit all spaces in their assigned area of responsibility. These visits are designed to serve the resident and residents command by checking on the material condition of the room. It is UH management's responsibility to ensure that residents are living in clean spaces and abiding by regulations. If the Building Manager finds a discrepancy, the following steps will be taken:

(1) The Building Manager will leave an inspection sheet for the resident to correct the discrepancy.

(2) If the discrepancy is not corrected, the resident's supervisor will be contacted by UH management and appropriate actions will be taken.

b. Some violations are so serious that the Building Manager is required to take immediate action and report to the proper authorities. Room inspection failures may result in the execution of the process stated in enclosure (5) of this instruction. The resident's command will be responsible to ensure the correction of serious violations, and will inform UH management of their progress.

c. The NAVSUPPACT Naples, Italy CO has the authority to remove (evict) members from the barracks if they habitually ignore standards and policies. Evicted service members are not entitled to receive Move-In Housing Allowance, Overseas Housing Allowance, or any other entitlement unless specifically approved by CO, NAVSUPPACT Naples.

5. Check-In

a. Permanent party resident arrangements should be coordinated by the resident's assigned sponsor. Sponsors should coordinate with UH Management to schedule a check in appointment within 14 days of the resident's arrival. Members without sponsors, such as those moving in from the economy, must also coordinate this appointment.

b. The following list explains what will be covered during the check-in appointment. Within 14 days of checking in to UH, residents shall:

(1) Be met by a building manager and given general information about the facilities.

(2) Be provided a copy of UH rules and regulations and acknowledge, with a signature, receipt of the UH rules and regulations.

(3) Conduct a thorough room inspection with UH staff to note its condition, any discrepancies and to take a furnishings inventory. Any discrepancies shall be noted in the check-in paperwork. Residents will held accountable for damages or discrepancies that are deemed beyond normal wear and tear during check out. It is imperative that all discrepancies are noted during this check-in inspection to avoid charges during the check-out inspection.

(4) Be provided a copy of check-in paperwork for the resident's personal records.

(5) Be advised on who is the Resident Advisor (RA) in the resident's area and understand the RA role.

6. Check-Out

a. At least two weeks prior to check-out, the resident is responsible for coordinating a pre-checkout appointment with the Building Manager. During this appointment, a room condition inspection and furnishing inventory will be conducted. The building manager will have a copy of the check-in discrepancy sheet, so it is encouraged that the residents reference their own personal copy during this inspection. The Building Manager will inform the resident what conditions need to be met on the day of the final check-out. On the resident's last day in the barracks, the resident and the Building Manager will conduct a final inspection. Residents shall arrange quarters outside of the barracks for their final night attached to Naples area. Residents are authorized one night of TLA when detaching, and should reserve other quarters as soon as possible after they receive their orders to detach.

b. Prior to vacating UH, the room, furniture, and wardrobe lockers must be cleaned. The following standards serve as guidelines as to what will be expected:

(1) Dust shelves, ceiling fan, floor lamp, windowsills, blinds, and all other horizontal surfaces.

(2) Clean and empty assigned dressers, lockers and drawers.

(3) Clean and defrost the refrigerator.

(4) Ensure the kitchen area, to include all the kitchen appliances, are clean and free of food debris.

(5) Clean all furniture and ensure that it is in the same condition, less normal wear and tear, as check in.

(6) Clean the assigned bathroom, toilet, shower, sinks, and tub; which must be free of mineral deposits and rust.

(7) Clean the floor, vacuum the rug (if applicable), and remove any scuff marks.

(8) Account for all assigned furnishings.

(9) Room must not have outstanding maintenance discrepancies unless a proof of work order/trouble call number is shown.

(10) Clean and empty assigned storage area (if applicable).

c. All permanent party residents must check-out with the Building Manager. The time of check-out should be arranged during the pre-checkout inspection. At the time of check-out, the resident must meet the aforementioned standards of cleanliness and orderliness. Failure to conform to standards may result in the member being charged the cost to clean, repair, or replace government property determined to be caused by abuse or negligence of the registered resident.

d. Return linen and bus pass (if applicable) during check-out. Residents must reimburse the government for any lost or damaged property.

e. Arrange pack-out with the Personal Property Office and make sure Building Manager knows respective pack-out dates. To be able to release the room in an acceptable condition and have sufficient time to bring the room into standards, temporary quarters must be obtained by the resident prior to final inspection. Related billing expense shall be reimbursable under TLA authority.

f. To facilitate securing the travel orders and flight tickets, Personnel Support Detachment staff will require the UH stamp. This stamp may be awarded when the resident signs a letter of intent to vacate the barracks. This stamp only certifies the member's intention to vacate and does not guarantee that the resident has meet all requirements to check-out of the barracks. If the resident fails to meet all of the aforementioned requirements, the resident will be charged for costs associated with completing the remaining requirements, such as cleaning, or repairing damage to the room or furnishings. The claim will be submitted via form DD139 with the resident's chain of command for approval.

RIGHTS, REGULATIONS, AND RESPONSIBILITIES

1. Alcohol. All barracks residents of legal drinking age may have alcoholic beverages in their apartments. Alcohol may not be consumed in passageways or any other common area. Parties or groups using alcohol are not allowed anywhere in the barracks. Picnic areas are designated for parties and events. Residents are responsible for their behavior, and drunken misconduct is subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

2. Antennas, Satellites, Televisions, and Internet. Outside antennas are not allowed; however, indoor antennas are accepted. Satellite receivers may not be mounted anywhere in the barracks. TV and internet service is available via Navy Exchange (NEX) Residential Services Office. Residents who wish to receive these services should visit the NEX Residential Service office located on Support Site.

3. Appliances

a. All major appliances, furnishings, and fixtures are provided in each of the units and include stove, refrigerator, kitchen cabinets, wardrobes, washer, dryer, bathroom fixtures, TV, DVD player, screens, microwave, window covering accessories, and central air and heat. These appliances shall be maintained in good working order throughout your stay. Use of personal appliances in lieu of those provided is prohibited.

b. No government appliances or furniture may be stored on balconies, with the exception of patio furniture. Placing these items on the balcony will subject them to weathering and potential damage for which you will be responsible for the repair or replacement cost.

c. Residents may use the provided, approved, and installed oven, stove, and microwave for cooking. Small household appliances; i.e, a coffee maker, blender, rice cooker may also be used; however their use is restricted to the kitchen area.

4. Balconies/Patios and Sun Shades

a. Do not throw paper or trash from your balconies. Use a damp mop to clean your balcony to avoid spilling water on your neighbor. Do not enclose the balcony with any material such as plastic or plywood. Green netting is permitted along the fences of balconies. Balconies are to be kept neat and orderly.

b. Sun shades are to be retracted when residents are not present, after sundown, and during inclement weather. When the sun shade is pulled down it must be anchored by the brackets. If the sun shade is not working properly, report the issue to the building maintenance manager. If damages are caused by misuse or neglect, resident will be charged for repair or replacement.

5. Bedding

a. All permanent party personnel receive linen and bedding during check-in. These are to be returned upon check-out. Residents are responsible for washing their linens for the duration of their stay. Damaged linens may be replaced by visiting the UH front office during normal working hours. If linens are damaged due to negligence, the resident will be charged for their replacement.

b. Residents who wish to purchase their own linens may do so, but the linens issued to the room may only be returned during check out.

6. Bicycle Parking. Residents are encouraged to use bike racks provided for locking/storing bicycles. They are not permitted to be stored in stairwells, passageways, walkways, or any areas where they block fire exits. Bicycles must be registered with a NAVSUPPACT Naples Security Pass and ID. Any bicycle with parts removed or left unattended for longer than 30 days may be removed by Security.

7. Bulletin Boards. UH residents and management may use the bulletin boards to publicize information of wide interest. Please read all official correspondence on these boards. Resident postings must be dated. Generally they will not be posted for longer than a week, unless they are of continuing interest.

8. Bus Stop Locations. UH residents without registered vehicles are eligible to receive a map identifying the bus stop locations. A copy of the map is provided in enclosure (6).

9. Cleaning Bills. RAs and UH Management will coordinate cleaning bills. Residents are expected to know the current cleaning bill and inform their chain of command of any changes. Residents are expected to attend all building cleanups and fulfill their cleaning bill duties. Failure to do so may result in disciplinary action, punishable under the UCMJ.

10. Combustibles. Hazardous materials, such as paint, butane or propane for lighters, may be kept in small quantities (one pint or less) in the container in which they were purchased. Charcoal lighter fluid, gasoline, liquid propane, compressed gases, and other flammable or toxic combustibles are not approved by the Public Works Officer and Fire Chief. Open flames, such as candles, camp stoves, and incense are not allowed in UH.

11. Common Areas. A common area in UH is an area that is used by all residents in that unit (i.e. kitchen, living room, recreation room, and gazebo) and are for the exclusive use of UH residents and UH staff. Procedures for reservations and regulations of their uses are available with the UH staff at the UH front desk. The vestibules leading to storage areas and common areas are to be kept clear and are not to be used as gathering areas. Please place a trouble call if you notice problems in the common areas around your unit. This will ensure that the stairways, walkways, and all common areas remain in a safe and usable condition.

12. Controlled Substances. The possession of controlled substances, other than those prescribed by a competent medical authority, is prohibited.

13. Dartboards. Dartboards are prohibited in all UH living spaces.

14. Day Sleepers/Sick in Quarters (SIQ)

a. Residents who work at night will not be disturbed from 0700 to 1400 unless suspected of violating regulations or for emergency maintenance calls. Day sleeper chits will be verified by departmental Leading Chief Petty Officers by approving a memorandum or request chit. An approved door sign must be posted in the day sleepers' door to avoid being disturbed. Door signs must be removed when they are expired.

b. Personnel who are SIQ should post their chit on their door to avoid being disturbed.

c. After 1400, access will be given to personnel who need to do necessary room inspections or maintenance. When placing a trouble call, day sleepers should notify the Maintenance or Building Manager of their day sleeper status for maintenance personnel planning purposes. Failure to notify the Maintenance or Building Manager may result in an unwanted disturbance.

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

16. Dressing and Undressing. Please do not dress or undress in front of open windows. While in UH lounges, passageways, common areas, or recreation areas residents are allowed the maximum use of comfortable attire. It is not the intention of UH management to determine what you can or cannot wear; instead, we rely on your good judgment and consideration for staff and other residents. Shoes or sandals are required at all times when you are outside of your unit. Always wear a shirt when entering the front desk area. Navy instruction for civilian clothes applies when transiting outside of units.

17. Electrical Equipment. Electrical kitchen appliances may only be used in the kitchen area. Other electronics may be used in rooms provided electrical safety guidelines are maintained. Please check the voltage on all equipment before plugging it in. Irons and hair dryers must be unplugged after each use. Do not plug more than two electrical units into one outlet. Extension cords are not authorized, but UL rated surge protectors are highly recommended and come with a variety of cord lengths. Daisy chains (plugging a surge protector into another) are not authorized.

18. Electricity. All units are supplied with six kilowatts of electricity. Much of the electricity in the rooms has been converted from standard European 220 volts/50 cycle to U.S. 100 volts/50 cycle. The attached light fixtures in the rooms are 220 volts. Transformers are not authorized in UH.

19. Emergency Preparation

a. Making preparations and incorporating preventative measures into your daily life will ensure that you can successfully cope in the event of an emergency. NAVSUPPACT Naples has instituted an emergency system. For any type of emergency situation, Call Emergency Dispatch Center COMM: 081-568-4911, DSN: 626-4911.

Note: Ensure you have these numbers loaded into your cell phone.

b. All residents are recommended to assemble a disaster kit or kits that include a minimum of three days' supply of the following items:

(1) Water. Minimum one gallon (four liters) per person per day.

(2) Food and a means to cook it (grilling is one possibility).

(3) Heat. Warm clothing, blankets, sleeping bags, etc. Check your camping equipment as one source.

(4) Money. ATMs may be down, but stores may be open so make sure you have cash on hand.

(5) Radio. Battery, solar or hand crank powered for news, updates and emergency directions.

(6) Other items:

(a) First aid kit (include prescription drugs and medications).

(b) Emergency tools (whistle, flashlights, extra batteries and a wrench or pliers to shut-off your utilities).

(c) One change of clothing, footwear, and a blanket or sleeping bag per person, dust masks (N-95 rated for ash fall).

(d) Toilet paper, baby wipes, garbage bags and feminine hygiene products.

(e) Important documents placed in a water-proof container (i.e. one gallon zip lock bag).

Note: For more information check NAVSUPPACT Naples EM website:https://www.cnic.navy.mil/Naples/Programs/Departments/EmergencyManagement/index.htm.

c. In the Naples area, it is not unusual to experience interruption of basic utilities, and there is always the possibility of natural disasters like earthquakes or fires. Make provisions to ensure that you take your important papers such as passports, visas, and sojourners permits, should evacuation become necessary.

d. Evacuation is critical in certain emergency situations. All members should periodically rehearse this plan so that it will be a routine response. Refer to the emergency evacuation plan for your designated meeting point.

(1) Earthquakes and Tremors. To protect yourself during an earthquake, remember to stay calm. Seek shelter in an interior archway, a doorway close to support beams or under a table away from windows. Once the tremor stops, turn off all gas appliances and extinguish any open flames. Gather keys, identification, a coat, and your disaster kit. Use your evacuation plan to get out of your room.

Note: Tune into AFN radio channel 107 FM for emergency information and updates.

(2) Fires. Remember that smoke causes more deaths than flames in fire. If your escape path is blocked or filled with smoke, go to the balcony, shut the door, and wait for help to arrive. If possible, attempt to put out the fire by using an extinguisher. If the fire is not controllable, exit your home according to your evacuation plan. You must notify Emergency Dispatch Center COMM: 081-568-4911 or DSN: 626-4911, the Fire Department and the UH front desk of any fire occurring in or around your room. Do not leave any food on the cook top without supervision. Before retiring each night, check that all stove burners, oven, and electrical appliances are turned off. Periodically test all smoke detectors and replace batteries when needed; review your fire evacuation plan, and practice with your roommates; and check that electrical cords are not crimped, frayed, worn or damaged. Do not remove or tamper with smoke detectors, it is prohibited by law.

(3) Gas Leaks. Immediately report any suspected gas leaks to Emergency Dispatch Center COMM: 081-568-4911 or DSN: 626-4911 and the UH front desk. If you smell gas, do not use any electrical items, including overhead lights and lamps, and extinguish flames. Open all windows and doors until assistance arrives to shut off the gas valve. You should evacuate the premise as soon as you smell gas. Then call EM Dispatch Center from a location other than the apartment or house with the suspected gas leak. Notify neighbors that there is a possible gas leak and ask that they vacate the premise. Never leave the gas on in an unlit stove. If you have any problems lighting your stove, contact the UH Front Desk Reception.

e. Additional Safety Precautions. **Do not:**

(1) Overload electrical circuits.

(2) Use improperly sized plugs.

(3) Run electrical cords under rugs, carpets or mats.

(4) Permit grease buildup on or near the stove.

(5) Tape circuit breaker switches in the on position.

(6) Accumulate oily rags, rubbish or other flammable material.

(7) Use gas or liquid fueled space heaters.

(8) Keep lighters and matches in the reach of children.

(9) Cook with charcoal or gas grills inside rooms or near combustible material.

(10) Use gasoline, solvents or other flammable liquids for cleaning purposes.

(11) Burn trash.

20. Energy Conservation

a. Electricity. Turn off lights in unoccupied areas. As a rule of thumb, use 40 watts on wall outlets and 60 watts on ceiling outlets. Keep refrigerator doors shut as much as possible. Be familiar with the wattage amounts your appliances use. Overloading your electrical system will trip circuit breakers and could damage electrical wiring. Independent transformers are not authorized. Immediately report all water leaks to the Maintenance Manager.

b. Gas. Report any suspected gas leaks immediately to the Emergency Number of 911 on base or COMM: 081-811-4911. You may also contact the UH front desk for assistance at COMM: 081-811-4123. Ventilate suspected areas until assistance arrives and shut off the gas valve.

c. Heating and Air Conditioning. Please use your heating and air conditioning moderately. Windows and doors should not be left open when the heating or cooling systems are operating. When you are out of the room, adjust the temperature accordingly, especially for day and weekend trips or extended travel periods.

d. Water. The Gricignano Support Site has potable water. Conserve water whenever possible, especially during the summer months. During the summer, water may be subject to rationing. Tightly shut off all water valves and sinks after each use. Avoid flushing sanitary items, Q-tips, or baby wipes down the toilet because they clog drains. Wait until you have a full dishwasher or washing machine before running them to save water and energy.

21. Environmental

a. The NAVSUPPACT Naples Environmental Policy supports the Navy's stewardship of the environment as well as the implementation and sustainment of the NAVSUPPACT Naples Environmental Management System based on ISO 14001.

b. The facility's four goals being: Reducing the use of hazardous materials, reducing the number of hazardous materials spills, reducing electricity and water use, and reducing the generation of solid waste by increasing recycling.

c. For further information, see the sections on Energy Conservation, POL and Refuse Collection and recycling of this manual, as well as the Public Work's Environmental website at https://www.cnic.navy.mil/naples/departments/environmentalsupport/index.htm.

22. Exchange of Assigned Rooms. Exchange of rooms between residents, unless authorized or directed by UH Management is prohibited. Residents requesting to move rooms may route a request through their Chain of Command (COC), upon the resident's COC approval, the request shall be routed through UH management for approval. Only after this process is complete will any room exchanges or re-assignment be granted. Vacated rooms must be thoroughly inspected by the Building Manager and meet the current change of occupancy standard.

23. Fire

a. In case of fire:

(1) Sound the alarm at the closest firebox.

(2) Secure windows and doors and turn off electrical appliances. Do not endanger yourself!

(3) Report to the muster point located outside of your building at the big soccer field. Muster will be conducted by the first RA who responds to the scene, or by the most senior person present. This person will keep a list of names for submission to the UH director or to their designated representative.

b. Fire Department holds quarterly, unannounced fire drills. The drills will be repeated until response meets a satisfactory level. Buildings must be vacated within three minutes to pass a drill. Not responding to a fire alarm may result in disciplinary action. Report all potential fire hazards to UH staff. Personnel found falsely activating a fire alarm are subject to punishment under the UCMJ.

24. Flags. Hanging national, host-country, or any other flags outside of or seen from outside the room window is prohibited. Flags will not be nailed to walls, used as bedspreads, or window curtains.

25. Flammable Storage. No gasoline or flammable products shall be stored in UH.

26. Flower Gardens. Residents may hang potted flower gardens on balconies. If residents hang flowerpots, they must ensure the flowerpots are secured so they do not fall during high winds or rain. Residents may not make changes to the existing landscape by removing installed bushes or plants.

27. Food. Food that requires refrigeration should be kept in sealed containers in the provided refrigerators. All other food should be kept in a container that does not allow odor to escape. Food items should always be kept in organized cabinet or drawers. Unattended food will result in an unsatisfactory room inspection.

28. Furnishings. Moving or removing government furnishings or assets from assigned rooms or lounges is strictly prohibited. Furnishings may not be moved from their designated positions. See UH staff members for current room configuration.

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

30. Garbage/Trash/Recycling. Garbage/trash/recycling pick-up stations are located outside of the buildings. Accumulations of trash or overflowing trashcans are not authorized. Trash is to be disposed of in the proper station dumpsters outside the UH facility. Trash found in front of the door is the responsibility of the registered resident for its disposal. Do not leave trash in any public area, including passageways and stairwells. Unattended items may be suspected to be suspicious packages, resulting in emergency services notification. The Gricignano Support Site currently follows a trash schedule that promotes recycling and mirrors the town of Gricignano's refuse collection schedule. Wet waste is to be disposed of in biodegradable bags and placed in the containers labeled "Wet Waste". Plastic and metal are to be placed in the containers labeled "Plastic Packaging & Cans". Paper and Cardboard are to be placed in the containers labeled "Paper & Cardboard". Glass is to be disposed of in the containers labeled "Glass". Used cooking oil is to be poured into the collection receptacles labeled "Cooking Oil". Non-recyclables are to be placed in the dumpsters labeled "Non-recyclable Waste".

31. Grills. Propane grills are authorized for use on the balconies/patios only. Charcoal grills are prohibited.

32. Guests and Visitors

a. Guests. You are encouraged to have guests, as long as they do not interfere with good order or inconvenience other residents. Occupants must accompany guests at all times; the host is responsible for their behavior. Guests are allowed in the accompanying resident's room between 1200 and 2200 Sunday-Thursday and 1200-0000 Friday-Saturday, but they are not authorized to stay overnight. No person under 18 years of age is authorized in the UH, unless accompanied by a UH staff member.

b. Visitors. Personnel in UH on official duty, such as command representatives, security, maintenance, cleaning, and inspection workers.

33. Infestations. Report any problems with rodents or insects to the Maintenance Manager or reception desk. The Maintenance Manager will investigate the report and place a service call if needed.

34. Keys

a. Room Key. If a resident loses or misplaces their ID card (room key), they are to report to Security Dispatch immediately. After filing a statement with Security, a copy of the statement should be presented to the front desk where residents will be issued a temporary room key. This key will only be valid for a reasonable amount of time so the resident can have a replacement ID card issued. Upon receipt of a new ID, residents shall report to the front desk to have the ID programmed for the room and to return the temporary key.

b. Unit Key. If a resident loses or misplaces their unit key, they are to report to the front desk to obtain a replacement key. Residents will be charged the cost of the key.

35. Laundry. Washers and dryers are available for residents in each unit. Residents should remove clothes as soon as they are done so their roommates may use the machines. Lint is to be removed from the dryer after each use. Notify your RA or Maintenance Manager if any machines are not working properly so a service call can be placed.

36. Leave, Temporary Additional Duty (TAD)/Temporary Duty (TDY). Personnel on Leave or TAD/TDY should notify UH staff members of their absence and post a copy of their leave chit on the door of their room. Personnel on this status in excess of 60 days must vacate and properly check out of UH.

37. Lockouts. Residents who are locked out of their room/unit should contact the UH Duty Manager at the front office for temporary access to their room/unit. If the Duty Manager is unavailable, contact a RA for assistance.

38. Lost and Found. All items determined to be lost and found will be turned over to NAVSUPPACT Naples Security Department.

39. Noise. Quiet Hours are from 2200-0600. In the event of a loud noise complaint, residents should first try to resolve the issue by speaking with the offending party. If resolution is not reached, residents should contact their RA for assistance. RAs may submit a loud noise complaint chit to the UH Duty Manager for possible disciplinary actions against the offending party. Please

be considerate of other residents by keeping noise to a level that will not disturb them. If noise or music can be heard outside of the room, it is too loud. Repeated noise complaints may result in equipment being confiscated by UH management or higher authority.

40. Painting. As a reminder, the housing units in Naples are leased and not owned by the government. Residents are not allowed to paint units. Installation of wallpaper or borders is not permitted. If the contractor has to repaint the walls, the cost of restoring the wall to its original condition is assessed to the resident. If you would like to request touch-up painting, please inform the UH front desk reception or UH maintenance personnel.

41. Parking. Parking is available for resident's personal vehicles. RA's have designated parking spaces and are assigned parking passes by the RA Coordinator. Vehicles parked in these designated spaces without passes will be ticketed.

42. Parties. Gatherings and parties should be held in the designated lounges and barbeque areas. The senior person present is responsible for securing the area after the party.

43. Pets. No pets of any kind are authorized in UH. Violation of this policy may result in disciplinary action.

44. Phones. Personal telephones may be installed in individual rooms at the resident's expense. Contact NEX Residential Services for more info.

45. Pictures/Room Decorations. Any pictures or decorations must be in good taste. Use proper hanging devices do not use tape that removes paint. Pictures may be hung in your unit using standard commercial-type hangers. Remove nails, but do not patch the holes when preparing to vacate your unit. To hang heavy mirrors and the like, anchors may be used using a drill with a plaster drill bit. Do not use wood drill bits on the wall, as it will cause the wall to separate. Residents are not to put holes in wood frames, in the doors or in wall tiles. The cost of damage to walls, determined to be caused by improper installation of wall décor/pictures, will be assessed to the registered occupant. Pictures depicting sexual, racist, or drug culture themes are strictly prohibited. Painting or alternating any portion of the room, bathroom, or furniture is not allowed.

46. Portable Heaters. The use of non-vented hydrocarbon fueled heating appliances inside buildings is prohibited. Hydrocarbon fuels include natural gas, gasoline, fuel oil, alcohol, liquid petroleum gas, and petroleum based kerosene. Open coil heaters are prohibited, unless the coils are screened. Do not place portable heaters near combustible or flammable type materials. Do not block exits with portable heaters.

47. Resident Advisors. RAs provide communication between residents and UH management to resolve UH related problems. They serve as a mentor to the residents they represent and are given the first opportunity to resolve UH problems. They take the lead in ensuring their assigned spaces meet cleanliness standards. The resident's chain of command will only be contacted if all other measures fail. See enclosure (2) for more information on RAs. All residents are expected to know which RAs they are assigned to. Residents should contact their RAs before contacting UH Staff with any problems.

48. Roofs. The roof is off-limits to all residents.

49. Room Inspections. Room inspections are conducted by the resident's command, RAs, and/or UH staff. Room inspection procedures are defined in enclosure (5). Residents are responsible for the cleanliness of their assigned room, bathroom, common areas, and the passageway directly outside their room. These standards are used to determine cleanliness:

a. The bed is neatly made with clean linen.

b. Floors are cleaned and waxed.

c. Carpeted areas and rugs are vacuumed.

d. No gear adrift.

e. The furniture is dusted and polished.

f. The walls and doors are free of dirt, marks, and holes.

g. Vents and air ducts are clean.

h. Windows, windowsills, screens, and blinds are cleaned.

i. Mirrors are clean.

j. Shower curtains are thoroughly cleaned.

k. The shower and bathtub are clean and disinfected; all hard water deposits are removed.

l. Trashcans are clean and empty.

m. All food is stored in sealed containers.

n. The refrigerator is clean. There is no food debris or mildew on the gasket, no spills or strong odors.

o. The microwave is free of spills or strong odors.

p. The kitchen area is free of debris and stains, organized and all appliances are in good working condition.

q. Material condition of the room is in order and in working condition. No evidence of unreported maintenance problems (must affix trouble call number and date reported onto the area of noted problem).

r. Clothing is organized and stowed in lockers or drawers.

s. The passageway area directly in front of your room is clean and free of debris.

t. The stove and oven are clean. There is no food debris, spills or strong odors.

u. The balconies and patios are broom clean and free of clutter.

v. The washer and dryer have no clothing, unless machines are in operation. No lint is present in the dryer lint trap.

50. Room of the Month. Residents with rooms that are consistently outstanding during room inspections will be recognized in a letter from the CO, NAVSUPPACT Naples. These residents will also receive a gift bag from Morale, Welfare, and Recreation or United Service Organization.

51. Security. Residents are encouraged to secure their room when not in it. Lock wardrobes at all times and secure the windows with provided window pins to prevent break-ins.

52. Smoking. Smoking is prohibited inside all government buildings which includes UH facilities. Designated smoking areas are in place and conveniently located near each building. Violators will be subject to disciplinary measures.

53. Suggestions. Residents are encouraged to submit suggestions for improvement to their RAs who will address the issue with UH Management. There is also a suggestion box located near the front desk.

54. Surge Protectors. The power provided to government housing in the Naples area has the tendency to fluctuate. This can cause damage to electronic components. Residents are advised to use surge protectors to protect electronic equipment (stereos, TVs, computers, etc.) from damage caused by voltage fluctuations. It is the resident's responsibility to purchase surge protectors. UH management is not responsible for damage to appliances or equipment due to power fluctuations.

55. Trouble calls. Maintenance discrepancies noted in the room must be reported to UH Staff immediately.

a. Emergency Calls. These service calls are issued when conditions exist that endanger the residents or cause damage to the unit or resident's property and require response on a 24 hour-per-day basis. Response is required within one hour during working hours and within two hours during other periods. During working hours, work will continue until the emergency is taken care of, while after hours efforts will focus on stabilizing the emergency until the next workday. Examples of Emergency Calls are:

(1) Gas leaks.

(2) Smoke detectors not working.

(3) Water or sewer line breaks causing flooding or backup conditions.

(4) Severe roof leaks causing interior damage.

b. Urgent Calls. These service calls deal with situations that could endanger residents or damage facilities if not corrected as soon as possible. Response to this priority will be within four hours during working hours. At other times, the service call will be evaluated to determine if it should be handled in the same time frames as an emergency call or during the next duty day. Examples of Urgent Calls:

(1) Plumbing malfunctions not causing water damage.

(2) Water heater outage.

(3) Window and exterior door and lock repairs.

(4) Damaged playground equipment posing a safety hazard.

(5) Appliance malfunctions.

(6) Paved surface damage that causes a safety hazard.

c. Routine Work Calls. This includes maintenance and repair that does not meet the criteria for emergency or urgent priority. They will be completed within five working days from receipt. Residents may be required to contact the appropriate contractor to schedule an appointment for service within five working days from receipt. Examples of Routine Work Calls are:

(1) Kitchen cabinetry repairs.

(2) Repair toilet seat.

56. Vehicles

a. All vehicles in the government housing areas must be maintained in a reasonable state of repair and must be registered and licensed. They may not leak oil onto the assigned driving and parking surfaces. Inoperable, unregistered, unlicensed or abandoned vehicles will be towed away. Towing costs will be charged to the owner. Vehicles shall not be parked in grassed/seeded areas. Motorcycle tents may only be placed in residents' assigned parking spaces.

b. Repair of vehicles, with the exception of tire changes and simple preventative maintenance measures will not be conducted in housing areas. Self-repair must be accomplished in the Auto Skills Center to include changing oil and other fluids. Vehicle washing is authorized in family housing areas; however, they will not be washed on the lawn. Vehicle washing should not impede parking of other vehicles or traffic flow on roadways.

c. Recreational vehicles (such as boats, RVs or jet skis) are not to be stored in housing areas. Request to park recreational vehicles in residential areas on a long-term basis must be submitted to the Housing Director.

57. Weapons, Ammunition, and Explosives. Any prohibited weapons found within the barracks will be confiscated and turned over to Security. Prohibited items include, but are not limited to:

a. Firearms, pellet or BB guns, spear guns, bows and arrows, hatchets, axes, knives or swords with a blade longer than three inches, throwing stars, martial arts equipment, etc.

b. Explosives; such as firecrackers, fireworks, flash powder, and gunpowder.

c. Long bladed knives and other weapons required for the performance of assigned duties are allowed provided the owner prevents unauthorized use and stows them safely in a locked wardrobe or locker.

58. Windows/Screens

a. Residents are not to remove screens or use windows to gain access to their room. Removing window screens may result in disciplinary action. Windows should be closed and locked when no one is in the room and when using heating or air conditioning.

b. Aluminum foil, cardboard or other items are not authorized to cover windows to block out light. The provided blinds and curtains are sufficient for this task.

c. Window sills should be free of decorations, plants or any other debris detracting from the uniform appearance of the building.

59. Window Decorations. It is prohibited to hang any items on the exterior part of the building or outside the window.

Inspection Procedures

1. Responsibility. The Unaccompanied Housing (UH) resident's chain of command is responsible for ensuring that adequate barracks living conditions are maintained and meet the U.S. Navy's living standards. Personnel who disregard accepted hygiene practices or display lack of concern for maintaining government property must be identified and corrective/disciplinary action taken as appropriate.

2. Action

a. Commanding Officer (CO) or Officer-in-Charge (OIC) shall:

(1) Ensure UH spaces assigned to your units are inspected, at a minimum, weekly.

(2) Assign an Officer or Chief Petty Officer (CPO) to coordinate inspections with the UH manager. Keynotes of UH inspections shall be sanitary conditions of the resident's rooms, surroundings, safety, maintenance, and security. Questionable conditions and practices shall be brought to the attention of the UH Director.

(3) Inform residents in your units of the provisions of this instruction. Ensure UH residents are informed of discrepancies noted during inspections and have time to correct them before the next inspection. Apply corrective action as appropriate. "Outstanding" grades should receive recognition.

b. Inspection Coordinators shall:

(1) Provide the UH Director with inspection schedules.

(2) Assign Officers or CPO's to perform inspections. Assign recorders/escorts.

c. Inspection Officers (IO) and/or CPO's shall:

(1) Conduct room inspections weekly:

(a) The authority to conduct room inspections may be delegated to command members E6 and above. The responsibility to complete inspections is retained by the IO and/or CPO.

(b) Room inspection materials may be attained at the UH front desk workdays from 0700-1600.

(c) Weekly inspections should be completed no later than (NLT) 1600 Sunday, as the UH inspection week is 0700 Monday through 1600 Sunday.

(d) Room inspectors must be accompanied by another command member if the resident is not standing by for inspection.

(e) Room inspections may be conducted at any time. Inspection keys are available for check out from the UH front desk.

(f) Room inspectors must be qualified by the UH management. Room inspector training is provided weekly. Unqualified room inspectors may be denied access to inspection keys and materials.

(2) Inspectors shall indicate specific discrepancies and give each room an overall grade based on the following grading criteria:

(a) Outstanding. Virtually no discrepancies, good attention to detail, pride of ownership and concern for maintaining high standards of cleanliness, neatness, and material condition are evident.

(b) Satisfactory. Few discrepancies, but less concern for detail, cleanliness, and neatness than the outstanding standard noted above.

(c) Unsatisfactory. No effort expended in cleaning and maintaining of room. Obvious disregard for regulations, repeated uncorrected discrepancies, or mistreatment of government property.

(3) Inspectors will also, within one workday of an inspection, provide a copy of the inspection sheet to UH management, the inspected resident, and the Inspection Coordinator.

(4) Rooms designated as Unsatisfactory must be corrected. Commands may conduct re-inspections at any time after the close of the inspection week. All remaining Unsatisfactory rooms will be inspected by the Command Master Chief (CMC) and a UH Leading Chief Petty Officer (LCPO) or Resident Advisor (RA) every Tuesday at 0900 for the UH triangle units and 1400 for Building 2087. See Section 2.e.4. for more details.

d. UH Director shall provide the results of barracks weekly room inspections to the NAVSUPPACT Naples Executive Officer (XO), via NAVSUPPACT Naples CMC. The NAVSUPPACT Naples CMC will notify the appropriate CMC's/LCPO's.

e. Residents shall:

(1) Have rooms ready by 0900 on inspection day. Although rooms are not inspected daily, they shall conform to the minimum daily living standards at all times.

(2) Ensure the following room inspection standards are met as shown in the occupant's handbook and correct any discrepancies noted during an inspection by the next workday:

(a) Bed unmade/poorly made

(b) Gear adrift

(c) Carpet needs vacuuming

(d) Carpet needs shampooing

(e) Dust on furniture/horizontal surfaces, window sill/blinds

(f) Fan blades dirty/grill dirty

(g) Sink area dirty (dishes, soap scum, etc.)

(h) Microwave dirty

(i) Lewd posters/pictures

(j) Furniture damaged/missing

(k) Refrigerator dirty

(l) Freezer needs defrosting/cleaning

(m) Smelly/overflowing trash

(n) Bathroom floor dirty

(o) Shower/tub dirty

(p) Excessive calcium build up

(q) Toilet dirty

(r) Poster/flag/pictures/items hung on windows

(s) Laundry not stowed

(t) Unauthorized items (burnt candles, incense, hot plates, etc.)

(u) Dirty door/window

(v) Broken screen

(w) Mirror dirty

(x) Stickers on

(y) Evidence of smoking in/outside room

(z) Dirty passageway

(aa) Dishes in dishwasher

(3) Three discrepancies on an inspection constitute an "unsatisfactory" condition/failure. Any discrepancy determined to be gross may also produce the same inspection result. Repeated discrepancies may result in disciplinary action.

(4) An unsatisfactory inspection will result in:

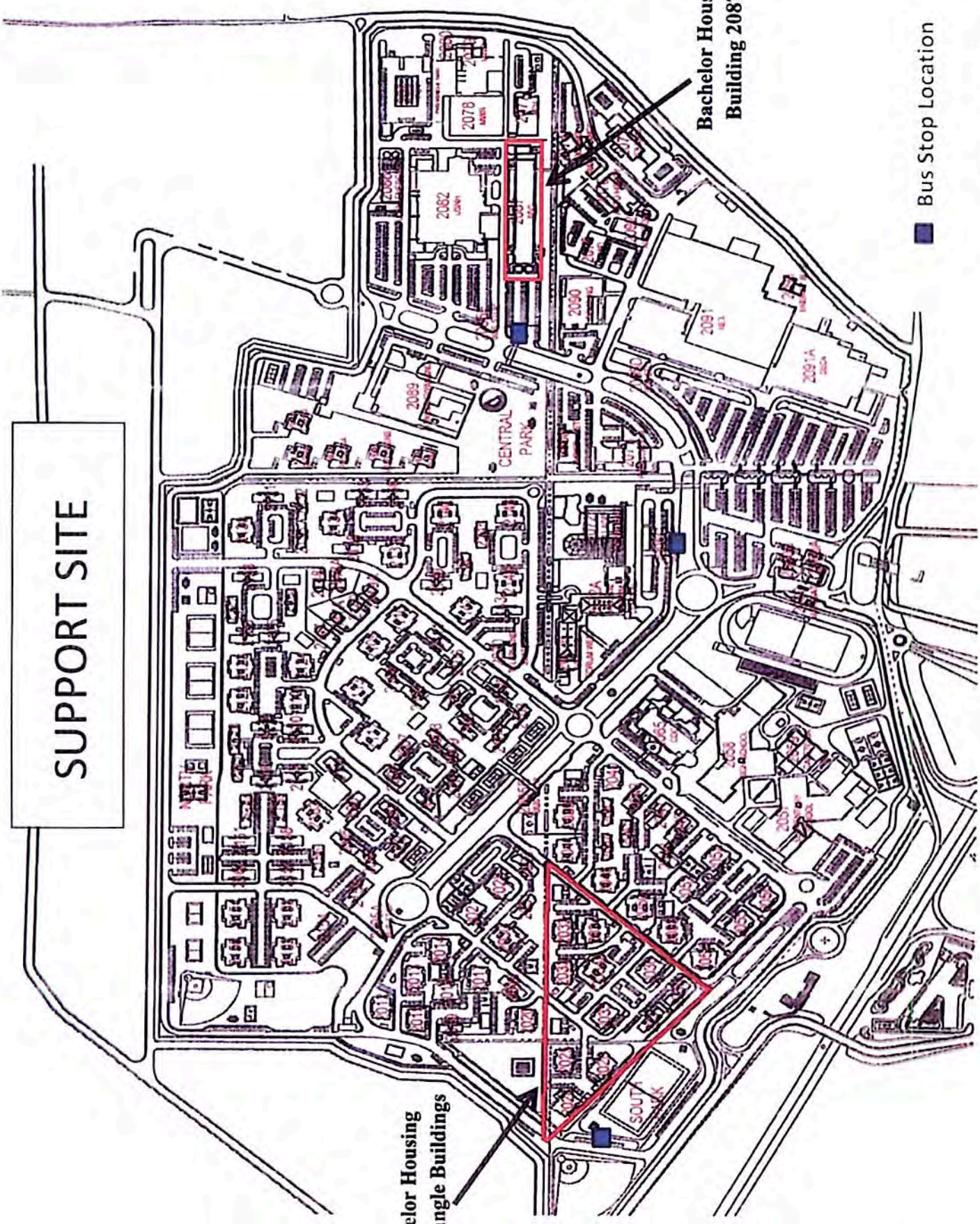
(a) First Offense. Present the room to the Command CMC and UH manager or RA for re-inspection the following Tuesday. Re-inspections will be held at 0900 for the UH triangle units and 1400 for Building 2087. Residents shall be dressed in the dress uniform of the day and standing by for the inspection NLT 15 minutes prior to inspection time. If re-inspection results in an Unsatisfactory grade, residents will be counseled concerning UH regulations.

(b) Second Offense. Documented counseling by the UH staff and the tenant CMC/LCPO concerning UH regulations. Present the room to the NAVSUPPACT Naples CDO, UH Duty manager, RA, and tenant CDO for re-inspection the following Saturday at 0900 in dress uniform of the day.

(c) Third Offense. Report chit initiated by the UH staff for non-conformance to UH rules and regulations to members chain of command.

3. Inspection Standards. Rooms will pass inspection if it conforms to daily living standards and UH rules and regulations as noted in the UH Resident's Handbook.

4. Random Room Inspections. In addition to regularly scheduled room inspections, the UH staff will conduct random inspections. In addition, tenant command XOs and CMCs will conduct room inspections once a month, at a minimum.


Bachelor Housing
Building 2087
Bus Stop Location
SUPPORT SITE
Bachelor Housing
Triangle Buildings