



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION
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U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 11101.13D

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: ASSIGNMENT AND UTILIZATION OF NAVY FAMILY HOUSING

Ref: (a) CNICINST 1752.1
(b) 4165.63M, DoD Housing Management, 28 Oct 2010
(c) CNICINST 11103.5
(d) CNICINST 11103.3B
(e) DoDI 7000.14R
(f) NSGBINST 4060.1A
(g) NSGBINST 1754.1B
(h) NSGBINST 11320.1B

Encl: (1) Resident Responsibilities for Government Owned Family Housing Occupancy
(2) Housing Application
(3) Absence from Quarters Form
(4) Intent to Vacate
(5) Sex Offender Disclosure

1. Purpose. To provide policy and guidance in the operation and responsibilities of family housing as per references (a) through (h).

2. Cancellation. NAVSTAGTMOINST 11101.13C.

3. Scope. This instruction governs the administration of Navy Family Housing controlled by the Installation Commanding Officer (CO), U.S. Naval Station, Guantanamo Bay, Cuba (NSGB) and provides guidelines for personnel occupying government housing.

4. Policy. Based on DoD guidelines, the Chief of Naval Operations established policy for the designation, assignment, and utilization of Navy Family Housing through the Navy in references (a) through (h). Consistent with these references, which provide the greatest opportunity for occupancy by the largest number of eligible personnel, it is the policy of the Installation CO to administer Navy Family Housing aboard NSGB to achieve the following:

- a. Not discriminate because of race, color, religion, national origin, gender or disability.
- b. Make assignments as quickly as possible to realize maximum benefit to Navy Housing Office and to minimize costs attributable to change of occupancy.

- c. Establish bedroom entitlement based on rank, family size and composition.
 - d. Establish proper application control date.
 - e. Provide the best possible information to applicants concerning quarters availability and estimated wait times prior to, or upon arrival in NSGB.
5. Procedures. References (a) through (h) define terms and specify procedures to be followed in designation, assignment, retention, termination, and utilization of Navy Family Housing.
6. Review Responsibility. The Housing Installation Program Manager is overall responsible for the annual review of this instruction.
7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



J. A. FISCHER

Distribution:
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RESIDENT GUIDELINES FOR GOVERNMENT OWNED FAMILY HOUSING
OCCUPANCY

INTRODUCTION

Welcome to U.S. Naval Station, Guantanamo Bay, Cuba (NSGB) Family Housing. The provisions of this instruction are applicable to all residents of Navy owned Family Housing on board NSGB. This instruction is intended to both familiarize the sponsor with the standards of housing as well as ensure the quality of life in our facilities are both comfortable and enjoyable.

This instruction is divided into the following sections:

- Section A: APPLICATION AND ASSIGNMENT TO FAMILY HOUSING
- Section B: CHECK-IN AND GENERAL INFORMATION
- Section C: HOUSING SUPPORT SERVICES
- Section D: RESIDENT RESPONSIBILITIES
- Section E: RESIDENT ACTIVITIES
- Section F: FIRE PREVENTION
- Section G: SELF HELP
- Section H: DISASTER AWARENESS AND PREPARATION
- Section I: TERMINATION OF FAMILY HOUSING ASSIGNMENT

The NSGB Housing staff is readily available to answer any questions you may have or address any issues or concerns that may arise while on board the installation. The Housing Office's contact information is as follows:

Family Housing Office is located on Admin Hill; Building 2295
Family Housing Front Desk: 4172/4063
Service Calls: 5138/5262
After hours service Calls: 3694
Self Help Warehouse: 3413
Email: usn.gtmo.navstagnobaycu.mbx.n93-housing@mail.mil

SECTION A

APPLICATION AND ASSIGNMENT TO FAMILY HOUSING

1. **Eligibility for Family Housing.** Military personnel, DoD civilian employees, and DoD-sponsored civilian employees, on Permanent Change of Station (PCS) orders to include Contractors and Department of Defense Education Activity (DODEA), or Duty Under Instruction (DUINS) are eligible for Navy housing. Eligibility does not ensure availability of, or assignment to Housing. In compliance with reference (a), except where prohibited by law or otherwise waived for the Secretary of the Navy by the Region Commander, individuals identified as registered sex offenders are not eligible for Navy owned/ leased, or Public Private Venture (PPV) housing.

2. **Applying for Family Housing.** Upon receiving notification of an official change of station the service member or government civilian employee (Sponsor) is required to submit documents supporting the Permanent Change of Station (PCS) authorization regardless of command/tenant command as specified in reference (b).

a. For Active Duty service members the following items must be provided to the NSGB Housing Office:

- (1) DD 1746 (Housing Application)
- (2) A copy of their orders
- (3) Sex Offender Disclosure
- (4) A copy of the service member's page 2 or branch equivalent dependency verification document

b. For Civilian employees the following items are required

- (1) DD 1746 (Housing Application)
- (2) A copy of the orders specifying PCS to NSGB
- (3) Sex Offender Disclosure
- (4) Marriage Certificate/ Birth Certificate (children)

c. Dependent Entry Approvals (DEA) are required for travel of dependents and will be issued from the Housing Office by the direction of the Installation CO. DEA's will only be issued upon verification of a completed application package and housing assignment. Typically the DEA is released 60 days prior to the anticipated arrival date for personnel transferring from shore commands and 90 days for personnel transferring from a ship or overseas command. Dependent travel to NSGB is contingent upon a DEA being presented to air terminal personnel. Sponsors who are unable to produce a DEA will be prohibited from concurrent dependent travel regardless of command/tenant command.

d. Due to the limited resources of the installation, assignments to the sponsor's appropriate entitlement may not be immediately met. Temporary housing may be utilized, in some cases up to 12 to 18 months until a unit becomes available. If temporary housing is utilized, loaner furniture will be provided and household goods (HHG) will be delayed.

(1) Active Duty service members should be cognizant that Basic Allowance for Housing (BAH) will be suspended while in Family Housing. Upon vacating quarters, the Housing Office will provide the service member the necessary documentation to restart their BAH accrual.

(2) If the service member or authorized civilian personnel receives transfer/PCS orders, retires, or the sole authorized dependent leaves the residence for more than 90 days, termination from Family Housing is required.

e. It is the service member or civilian employee who is responsible for notifying the Housing Office when a change in member status occurs. The Housing Office will, at a minimum, contact the sponsor annually to inquire about changes. These changes include, but are not limited to the following:

(1) Change in marital status.

(2) Number of dependents residing on base. NOTE: Dependents must reside on base a minimum of nine months of the year to qualify for housing.

(3) Change in Projected Rotation Date (PRD).

f. Placement of a military applicant on a waiting list is contingent upon applicant's orders reflecting an accompanied tour (30 months for Navy and Air Force, 24 months for Army, Coast Guard, and Marines). Applications may be made by U.S. mail, fax, e-mail, in person, or by a representative (designated by the member in a Power of Attorney). Civilians must provide a memorandum from the Human Resources Office.

g. Applicants must satisfy required paperwork within 30 calendar days of initially reporting on board the installation. In cases where the applicant cannot comply, housing may not be available and delayed dependent travel may be necessary.

h. When concurrent travel is not authorized/or requested, sponsors applying for Family Housing shall report to the Housing Office within 10 working days of arrival to verify completeness of application. When concurrent travel is authorized, applicants are required to report to the Housing Office no later than the next working day after arrival on base. Sponsors may accept an assigned Family Housing unit no more than thirty days prior to the verified arrival date of their dependents. Upon acceptance, if further delays in dependent arrival occur, the sponsor will be required to vacate quarters.

i. Military or civilian personnel acquiring dependents during their tour (i.e. newly married, birth of a child, gaining custody, etc.) will have a control date effective the date of the application. Sponsor is required to have six months (at a minimum) remaining on their tour. Additionally, single pregnant servicewomen are eligible for Family Housing one month prior to doctor certified delivery date. This does not increase their position on the waiting list.

j. Changes from unaccompanied to accompanied tours must be documented with the Housing Office and meet all aforementioned application requirements prior to the assignment of a Family Housing unit. The Installation CO retains the right to approve/deny sponsorship to any dependent regardless of command/tenant command.

k. Per reference (b), DoD accompanied teachers and Non-Appropriated Fund Employees must provide a copy of their most recent leave and earnings statement for entitlement verification.

l. DoD teachers that are CONUS hires and report to NSGB unaccompanied, will be assigned per reference (b). The control date will be date of the verified housing application.

m. DoD unaccompanied teachers and Fair Market Rental (FMR) eligible contractors must have an effective lease signed prior to occupancy. Charges for quarters will be administered per reference (b).

n. DoD Civilian employees on temporary change of station orders with approved family accompaniment, shipment of HHG, and a PRD of six months or greater may be assigned to Family Housing.

o. Per reference (b), FMR eligible contractors must provide a completed copy of their NSGB Entry Clearance Form (SECNAV 5512) and active contract authorizing quarters (berthing section and contract completion date). The control date is the date shown on the entry clearance as arrival on board NSGB. Unaccompanied FMR Contract employees will be assigned a minimum of one person per bedroom, including supervisory and management personnel and will be assigned only after all other requirements have been met. Assignments are based off of space availability and may not be immediately available. Pets are prohibited in shared quarters.

p. Civilian sponsors requesting a medical accommodation to a single story assignment must provide a certified letter from their health care provider stating that, in their professional opinion, such assignment will improve the conditions in which they are medically treating the sponsor. The following applies:

(1) The Housing Office will verify the receipt of the letter with the sponsor, place them on the applicable waitlist, and notify sponsor of their position.

(2) The Housing Office will assign the first available single story home that meets bedroom/family composition requirements. Assignments will not exceed the sponsor's paygrade entitlements.

(3) Sponsors who refuse an offer that meets the aforementioned criteria will be placed at the bottom of the waitlist with a control date of the declination. Two or more declinations may result in removal from the waitlist and notification to the Installation CO.

q. Relocations if available, will only be authorized if there is a change to the sponsors family composition that results in a change to bedroom requirements as defined in reference (b), or a home becomes uninhabitable (fire, structural). Sponsors who are adequately housed are ineligible to request relocation solely due to promotion.

3. Priority of Applicant for Assignment to Adequate FH

a. Priority 1. Key and essential NSGB Installation personnel; Military Department Heads and their civilian equivalents to include special command positions as designated by the CO.

(1) Priority 1A. Commanders and Commanding Officers of tenant units, Command Master Chief Petty Officers (CMC) and sponsors with family members in EFM levels IV and V. Note: All EFM family members must be cleared by medical to reside on Island.

b. Priority 2. Service members.

c. Priority 3. Civilian employees.

4. Allowance Standards and Bedroom Eligibility. In accordance with reference (c), eligibility determination is based on both paygrade and family composition. The Housing Authority (HA) will apply the following eligibility standards to provide equitable availability of housing to all eligible personnel. Eligible civilian employees sponsored by the command when provided Navy managed housing will be eligible for the same minimum space standards or bedroom allotment as their military equivalents.

a. By Pay Grade. Assignment by pay grade is subject to inventory availability. Minimum standards based upon pay grade are as follows:

(1) Officers (O6 and above) are eligible for a minimum of four bedrooms where available.

(2) Officers (O1-O5), Chief Warrant Officers (W1-W5), Limited Duty Officers, officers who received their commissions via other programs (e.g., Enlisted Commissioning Program), and who had a minimum of nine years enlisted active service at time of commissioning (O1E - O3E); and senior enlisted personnel (E7-E9) are eligible for assignment to a three-bedroom unit where inventory allows.

b. Family Composition. For enlisted personnel (E1-E6), bedroom eligibility is based on family composition. Where inventory permits, families will normally be eligible for one bedroom per child and a separate bedroom for the dependent parents.

(1) Assignment Considerations. Assignment to housing units for eligible personnel is supported by the following where inventory allows.

(a) Dependent parents will be assigned one bedroom.

(b) Where inventory allows, each dependent child should have a private bedroom. If inventory does not support, assignment will be based upon the following criteria.

(1) No more than two children should share a bedroom, unless HA/Installation commander determines the bedroom is large enough to accommodate more children.

(2) Children of opposite sex under age 6 may share a bedroom.

(3) A child 6 years of age or older should not share a bedroom with a child of the opposite sex.

(4) A child 10 years of age or older is eligible for a separate bedroom and should not be required to share a bedroom.

(c) Members who have joint legal and physical custody of dependent children for at least nine months will be considered for appropriate bedroom eligibility.

(d) An unmarried dependent child under 23 years of age who is enrolled full-time (i.e. \geq 12 hours course load) in an institution of higher learning, will be counted as a family member when determining bedroom eligibility, provided the child will be residing with the sponsor nine months a year.

(e) When the sponsor or spouse is pregnant (requires doctor certification), the sponsor may apply for and occupy housing with a separate bedroom for the expected child.

(f) Additional bedrooms will not be considered for persons not qualifying as a family member, such as a foster child, foreign exchange student, etc.

(g) Additional bedroom allowances will not be considered for purposes other than providing a sleeping area for dependents. Establishment of approved home business does not qualify member for additional space.

SECTION B

CHECK-IN AND GENERAL INFORMATION

1. **Beginning Occupancy.** A command representative of the arriving service member/DoD Civilian will be authorized to take possession of one house key in order to coordinate the access to the assigned unit of the occupant they are welcoming. Once on board, the sponsor is required to check-in at the Family Housing Office to sign for the unit, receive the second house key, and the garage door remote (if applicable). An in-brief will be scheduled with the sponsor at the assigned unit within one week of arrival to complete all additional paperwork that may be required and allow the Housing Representative to conduct a walkthrough. Sponsors will receive an initial inspection report they are required to complete within the first seven days of occupancy. This will allow the resident to identify any discrepancies that may be present and for the Housing Representative to initiate the repairs.

2. **Loaner Furniture.** Government loaner furniture is available for temporary use up to 90 days until HHG arrive, or when the resident is transferring off-island and desires to ship HHG in advance as outlined in reference (d). Request for loaner furniture extensions are made at the Housing Office. Request for extensions must be submitted a minimum of 30 days prior to the end of the 90-day loaner period. Furniture must be dusted and cleaned before turn-in or checking-out of the unit. Residents are liable for any damages or cleaning beyond normal wear and tear. Residents residing within the FMR program are ineligible for the use of loaner furniture.

3. Customer Service. All residents should expect timely, attentive, and courteous responses to all concerns that are brought to the attention of a Housing Representative. Representatives are available Monday through Friday from 0730-1630. For immediate housing concerns outside of this schedule, sponsors are encouraged to call the trouble desk.

4. Right to Enter Housing. The right to enter the home for inspection or ordering repairs is granted by the Housing Director. Housing Department personnel may be required to enter the home in an emergency. Under normal circumstances, no one will enter the home without acknowledgement and permission of the sponsor. If it is absolutely necessary to enter the unit and the Housing Office is unable to contact the sponsor, the Command and/or Security will be notified to accompany housing personnel to enter the home.

SECTION C

HOUSING SUPPORT SERVICES

1. Refuse and Bulk Collection. Household refuse collection is conducted twice weekly and the collection of bulk trash collection is performed once a week. Residents are expected to seal all garbage into plastic bags prior to depositing items in the trash container. Bulk trash must not be placed on the street or block sidewalks; next to the dumpster is acceptable.

a. Weekly regular refuse and recycling collection schedule

(1) Monday and Thursday - Caribbean Circle; Deer Point; Evans Point; Iguana Terrace; Marine Site; West Iguana; Paola Point; Radio Point

(2) Tuesday and Friday - Caravella Point; Center Bargo; Grenadillo Circle; Marina Point; Nob Hill; Villamar; West Bargo; Mobile Point

b. Weekly bulk trash collection schedule

(1) Monday - Paola Point; Radio Point; Evans Point; Deer Point

(2) Tuesday - Villamar; Caribbean Circle; Nob Hill; West Iguana

(3) Wednesday - Grenadillo Point; Grenadillo Circle; West/Center Bargo; Caravella Point; Marina Point

(4) Thursday - Mobile Point; Marine Site

2. Recycling Collection. Recyclables collected will include the following: plastic bottles numbered "1" and "2" (most drink bottles and detergent containers), aluminum cans, aluminum food containers, aluminum baking trays, and aluminum foil.

a. Items such as automotive batteries, used oil filters, used oil, oily rags, used anti-freeze (engine coolant) must be turned into the Morale, Welfare, and Recreation Auto Hobby Shop.

b. Place recycling containers on the edge of the walkway by 0730 on the morning of the scheduled collection day. If the incorrect materials are in the recycling container, it will not be emptied. All recycle containers must be returned back to its designated place the day of collection. Recycle container(s) must be cleaned weekly.

c. Weekly recycling collection schedule is as follows: Every Tuesday – All neighborhoods.

3. Household Hazardous Waste. Household hazardous waste shall not be disposed in trash containers, storm drains, street gutters, toilets, or on the ground. Household hazardous waste includes solvents, waste oil, coolants, paint, paint thinner, vehicle batteries, or any other similar items having hazardous waste characteristics. If in doubt, sponsors shall contact the Environmental Office for proper disposal guidance. Leaks or accidental spills of household hazardous waste fluids or any other products that may be harmful to the environment must be cleaned up immediately. Report all significant spills to the Fire Department.

4. Entomology (Pest Control) Service. Basic pest management is the resident's responsibility. Good routine housekeeping will prevent most pests from entering the unit and neighborhood. If residents have exhausted all means of self-help extermination and notice infestation beyond their capabilities, they should contact the Service Desk to establish a work request.

SECTION D

RESIDENT RESPONSIBILITIES

1. Housekeeping. Sponsors assigned to government quarters are responsible for the performance of routine housekeeping tasks, normally performed by homeowners or residents in private housing. Typically, residents are expected to:

a. Clean walls, windows, blinds, all appliances, cabinetry, ceiling fans, bathrooms and all fixtures.

b. Clean floors and carpeting.

c. Clean walkways, carports, garages, driveways, storage facilities, trash enclosures, and exterior walls.

d. Maintain control of common pests (i.e., roaches and ants).

e. Grounds and yard maintenance.

f. Clean refuse/recycle container weekly.

2. Government/Service Provider Identification. Anyone requesting entry into Navy Family Housing units are required to have a government issued identification card with them. If the resident questions the identity of the person at the door, they should request that he/she present their identification. Contractors or any other personnel are expected to treat the residents in a courteous and considerate manner at all times. Likewise, the resident should treat the maintenance personnel in the same manner.

3. Maintenance and Repair. Sponsors shall contact the Service Desk for maintenance service. Residents are expected to report any condition of deficiency which might affect habitability and structural integrity of the assigned unit. Sponsors should allow reasonable access to the home for workers to perform repairs or maintenance inspections. Once a repair call is received, the Service Desk will classify the service call and a service number will be provided to the Housing Office. If the resident requests service and is not home when the contractors arrive, a "not at home" notice will be left on or under the door with instructions on how to reschedule the service. It is important that the sponsor contact the Service Desk 24 hours prior to the appointment if they are not able to meet the scheduled time.

4. Service Responses and Classification. Emergency Service Calls take priority over all other work and require immediate action, including overtime or diverting craftsman from other jobs if necessary, to respond to the emergency. Work is classified as an emergency when it consists of correcting failures or problems that constitute an immediate danger to life, health, mission, security, or property. The contractor shall respond immediately, and must be on-site within 30 minutes after receiving notification 24 hours a day, 7 days a week. Examples include:

- a. All door locks.
- b. Overflowing drains.
- c. Broken water or hot water pipes.
- d. Major utility service failures.
- e. Broken electrical components which may cause fire or shock.
- f. Non-functional air conditioning.
- g. Complete water or power supply outage to unit.

h. Urgent service calls are those requiring a correction or condition that could lead to an emergency. The contractor shall be at the job site and working within four hours after receipt of an urgent service call received between 0730-1630 and be completed within 48 hours. Service Calls received between 1630-2400 shall be responded to before noon of the next calendar day. Calls received between 2400-0730 shall be responded to by noon on the same calendar day. Examples of urgent service calls are:

- (1) Hot water outage to a housing unit.
- (2) Appliance failure.
- (3) Inoperable commode where no other commode exists.
- (4) Broken or defective windows/doors that compromise security.

i. Routine service calls are neither an emergency nor urgent in nature and require work that, if not accomplished, would cause an inconvenience or unsightly condition.

Work in this category will normally be completed on a first-come, first-served basis during the government's regular working hours. Normal working hours for routine service calls are 0730-1630. Routine service calls are responded to on-site within five regular working days of receipt of notification. Work is generally completed within this five working day period. Examples of routine service calls are:

- (1) Inoperable light switch.
- (2) Inoperable Icemaker.
- (3) Mini/vertical blinds need to be repaired.
- (4) Exterior unit light(s) not functioning.

j. Preventive Maintenance is conducted by the contractor on a periodic basis. Preventive maintenance includes HVAC, radon, fire alarm, fire sprinkler, water softener, exhaust vent, and dryer duct servicing.

k. The Housing Managers are required to screen the service calls that are received to determine the urgency of the situation. If it is determined that the resident has placed a service call to repair or replace anything that is a result of negligence, carelessness, or intentional destruction, the sponsor will be required to reimburse the government for all associated and applicable costs.

l. Electrical installation/power circuits in Family Housing are designed to accommodate only normal electrical appliances. Outlets will not be modified to supply additional power to any appliances or tools under any circumstances. Most Family Housing units have electrical circuits which are protected by automatic circuit breakers. Residents may reset these. Sponsors should call the Service Desk immediately if trouble persists. Residents should inspect appliance plugs and cords periodically as a personal safety measure. Worn plugs have been the cause of numerous fires.

5. Modification to Quarters. Modifications to the exteriors of Family Housing units is strictly prohibited. Requests to do so will not be approved. Sponsors are not permitted to make any physical or structural changes to the interior of the home without prior approval from the Housing Office. Any unauthorized modification identified by Housing Personnel must be removed within 72 hours of sponsor notification.

Failure to comply with these regulations will result in the notification of the sponsors command and could lead to the revocation of the sponsors Family Housing privileges. Sponsors will familiarize themselves with references (d) and (e). Additionally:

a. Alteration of electrical, plumbing, water heater, or other installed utility equipment is prohibited. Unauthorized, not maintained, or non-standard alterations, equipment, or structures will be immediately removed by the sponsor upon notification from the Housing Office.

b. All proposed projects must include a drawing or mockup of the intended work site. Housing Personnel will schedule a time to visit the unit and to approve or propose changes as necessary. Any approved modification will be inspected by a Housing Manager.

If the Housing Manager requires additional work to be performed to complete the modification, this work will be performed and completed within 72 hours. Prior to departing the unit, the sponsor is responsible for returning the unit to its original condition which includes the removal or disposal of all approved modifications. Failure to do so will result in the sponsor being charged all applicable fees that are to be assessed by the U.S. government to perform this work. Fees will be assessed upon completion of the final inspection and the sponsor will not be cleared from the unit until payment is made in full.

c. At no time is a sponsor or their dependents authorized to perform any action that may result in the destruction or deterioration of the home. Examples include: drilling holes through walls (interior/exterior), affixing items from eaves or gutters, or leaving windows open for the purpose of running cords/cables. The Housing Director retains the right to request the cessation of any activity that they may deem a detriment to the safety of residents, sustainment and/or overall habitability of the unit. Sponsors are encouraged to engage with Housing Personnel prior to commencing any activity that may have aforementioned results as they may be held personally liable for any damages to the assigned government property.

6. Leave and Extended Absence. Residents must submit an Absence from Quarters Form, enclosure (3), to Housing if they plan to temporarily depart the installation. It is important that the sponsor designate a caretaker to watch over the unit in the event of an emergency or natural disaster. In addition, the person designated will be responsible for grounds upkeep and must have access to perform normal occupant maintenance. Sponsors are responsible to ensure the home is in COR (Condition of Readiness) II prior to departing the installation. Please refer to Section G: Disaster Awareness/Preparation for further information.

7. Appliances. All major appliances are provided in each of the units including stove, microwave, refrigerator, washer, dryer and dishwasher. Residents will not be allowed to replace government appliances or other installed equipment with personal furnishings. Residents shall not attempt to repair any government-owned appliance that is damaged or inoperable. Sponsors shall contact the Housing Service Desk for problems concerning the appliances in the unit.

8. Grounds Maintenance Standards. Residents are responsible for grounds maintenance at common output level (COL) III which is defined as not exceeding 6" in height. Sponsors are responsible for maintaining their assigned areas to include mowing, trimming, pruning, repairing damage from pets, daily policing of trash and general neatness and cleanliness of the areas, to include parking areas and up to a common boundary or fence line.

a. Sponsors are responsible for grounds that extend from the home to the edge of the adjacent streets, parking lots, sidewalks, or halfway points between buildings. For those homes that border common grounds, the area of responsibility is 15' from the home (front, back and sides).

b. The lawn must be neatly cut by mowing as often as required to maintain COL III standards. At NSGB, this normally requires cutting the grass once a week. Grass must be trimmed around trees, hedges, along sidewalks, curbs, driveways, flowerbeds, structures and similar places. Sponsors shall rake as often as necessary to keep lawns free from leaves and litter. Shrubs and hedges must be pruned and trimmed to maintain a neat and attractive appearance and to prevent encroachment upon structures and utilities.

Shrubs or hedges located at street intersections or adjacent to streets are not to exceed 3' in height. Shrubs and plants inside the flowerbeds shall not exceed 3' in height and must be 24" away from exterior walls and/or home foundations. The flowerbed frames should not exceed 4' in width. All flowerbeds should be free of weeds and debris at all times.

c. Tree branches, palm fronds, fallen coconuts/fruits, vines, hedge trimmings, etc., must be removed, bundled, tied, and placed at the nearest dumpster for collection. Section C specifies Refuse and Bulk collection schedules and regulations. Yards should be free of debris such as old newspapers, cans, candy wrappers, paper etc. Pet owners are responsible to ensure their yards are free of fecal matter at all times.

d. All personal items must be stored and secured while away from your home at all times (i.e. lawn movers, yard/garden tools or equipment, or any personal effects).

e. Residents may only water their lawn/plants on the following days/times: Sunday, Monday, Wednesday, and Friday 1800-1900 (1900-2000 during the summer) or as otherwise advertised by the command.

f. Any resident caught watering their lawn/plants outside of the aforementioned timeframe will be issued a citation and reported to the applicable departments. Repeat offenders may have their command notified of the sponsor's willful neglect of this provision.

9. Yard and Home Inspections. Housing Managers conduct inspections to ensure grounds standards are maintained by the contractors and the residents. If ground maintenance and other exterior home standards are not maintained, a visit report (citation) will be issued to the sponsor and a copy will be filed in the assigned unit folder. Failure to abide by these regulations may result in the notification of the sponsor's command and could escalate to the revocation of the sponsor's Family Housing privileges.

10. Locked Out Of Family Home. If a resident is locked out of the home during normal hours (Monday through Friday, 0730 to 1630.), he/she may go to the Housing Office to obtain a key that must be returned prior to close of business the same day. If unable to procure transportation to the Housing Office, the Housing Manager will have three hours to arrive at the unit and provide entry. The Housing Manager will require positive identification from the requestor prior to leaving. Keys will only be given to adults residing in the unit. House sitters or babysitters requiring a key must have an approved letter on file with the Housing Office. Without a letter, the individual will be denied access unless a Command or Security representative can verify the information.

a. Lockout assistance after normal working hours, weekends, and holidays may be facilitated by contacting the Service Desk. A lockout fee may be charged at prevailing rates. The resident or authorized requestor will need to present identification immediately upon entry into the home.

b. If the lockset is broken due to resident negligence, the sponsor shall be liable for the repairs. The Housing Office will issue a liability letter after work has been performed and the sponsor shall pay to the collection agent at the Housing Office. Residents are not authorized to change or install a new lockset or deadbolt, or in any other way prohibit access from Housing Personnel and will be liable for any damage caused by unconventional methods of entry.

6 Sep 18

c. When keys are lost and/or a new lock is required, the resident may be required to reimburse the Housing Office for materials and labor costs necessary to change all the locks of the quarters, to include exterior storage spaces and garage remote/key, if applicable. A list of monthly lockouts, lost, or stolen keys will be provided to the Physical Security Officer for tracking.

11. Neighbor Relations/Disputes and Family Disturbances. Family Housing is a privilege requiring all residents to live harmoniously. Sponsors are responsible for the conduct of their dependents and authorized guests. Residents are encouraged to solve problems amongst themselves. Most situations can be resolved by being neighborly. The Housing Office is responsible for mediating unresolved complaints. Additionally, the Housing Office will handle complaints with the strictest impartiality. Complaints requiring investigation must be made in writing, signed by the complainant and submitted to the Housing Office. If both residents are not able to work out the situation, the sponsor's chain of commands will be informed to help mediate the problem in coordination with the Installation CO and Base Security.

a. Instances involving more than one resident require the Housing Office to have an understanding of all positions. Belligerent residents who are unwilling to resolve problems and are a continual source of conflict may be evicted at the Installation CO's discretion. A report of the investigation, results, and actions taken will be formally documented. Conduct such as immoral practices, intoxication, fighting, using profanity, and other improper actions may be grounds for loss of housing privileges and eviction.

b. It is the responsibility of each sponsor to ensure the safety, health, and well-being of their family members and authorized guests. They are further responsible for the conduct of their family members and authorized guests when on federal government controlled property. Violent behavior in government housing detracts from military performance, negatively affects the efficient functioning and morale of military units, and diminishes the reputation and prestige of the military service in the housing community. Misconduct in Family Housing will not be tolerated and may be reason for eviction.

12. Child Supervision/Control of Children. Parents are responsible for the actions of their children and will be liable for damages they cause. Overall supervision areas include inside and outside Family Housing units, parks, playgrounds, recreational facilities and in motor vehicles. Residents are prohibited from entering any construction areas. Reference (f) details parental responsibilities and supervision of their children.

13. Guests. A guest is defined as those persons residing in the government unit at the invitation of the assigned sponsor and who do not share directly or indirectly in the cost of occupying the government unit. The sponsor of the guest is responsible for completing all applicable steps in obtaining the appropriate clearances and signatures. Guests are not authorized to remain on board NSGB without direct authorization of the Installation CO.

a. Housing will provide a stamp on the applicable area clearance request indicating verification of the sponsor's assignment to quarters.

b. Housing will input the guest's names into the property management system to ensure accountability in the event of an emergency.

c. Sponsors will ensure all guest are carried on their department's Population Report.

d. Sponsors will confirm the departure of their guests with the Housing Office so that they may remove the guest from accountability reports within 24 hours of travel.

14. Noise Control/Quiet Hours. Note that creating excessive noise during "quiet" hours (Sunday through Thursday, 2200 - 0600; weekends and holidays, 2200 - 0900) could be the basis for a complaint of disturbing the peace and could result in punitive action. Excessive noise means any noise which unreasonably interferes with the peace, comfort, and convenience of any person. This can be caused by any musical instrument or music (whether amplified or not), an electrical appliance such as a television or stereo, powered machinery such as a vacuum or drill, explosion or vibration, or persons or groups of persons singing or shouting to include barking of dog(s) or meowing of cat(s). Excessive noise is a common complaint in high-density neighborhoods. If stereo or other noises can be heard outside or through the walls, it is too loud. Residents are reminded that many of our residents work night shift hours and are sleeping during the day.

15. Commercial Enterprises (home businesses). Residents are prohibited from operating or engaging in any private commercial, industrial, or private enterprise on this base in accordance with the restrictions identified in reference (e). Failure to abide by this regulation will result in the notification of the sponsors command.

16. Canopies and Obstructions. Canopies (tarps, tents, gazebos or similar in kind) and other identifiable obstructions (fences, stacked pavers, concrete, personnel effects etc.) may not be installed, stacked, or otherwise be placed in the front of any Family Housing unit to include the driveways and carports.

17. Pet Control. Maintaining pets in government housing is a privilege not a right. Failure to comply may result in revocation of the privilege. The privilege of keeping a domestic animal on Family Housing property may be withdrawn at any time by the Installation CO (or designated representative). Please adhere to the following:

a. Pet owners are required to register their dogs and cats with the Installation Veterinary Treatment Facility within five working days after arrival. They must also ensure the pet vaccinations are kept up to date. Only felines and dogs (no wolf breeds) are permitted on the installation as pets.

b. The pet limit per household is two (i.e. two dogs, two cats, or a dog and a cat).

c. The only authorized area for dogs to run freely is the dog park operated by MWR. Pets are prohibited in playground areas, basketball courts, pavilions, Community Center, and property for which another housing resident is responsible.

d. When walking pets, owners are required to have bags to pick up any fecal waste from the pet and dispose of the waste properly. All residents must do his/her part to promote a healthy environment for all residents by cleaning up after their pet.

e. When not confined in the government home, pets will be leashed and in the control of a mature, responsible individual who is able to physically control the actions of the animal.

Pets may only be tethered outside the home if a responsible individual is physically present at the home with the pet, and the pet is not a nuisance to the neighborhood (i.e., barks excessively). Pets must not be left at home unattended in enclosed or gated patios/porches.

f. Animals will not be secured near common-use walkways, service entrances to buildings, official work places, or be tethered to any part of the building, including electrical services, water faucets, doors knobs, or in balcony areas.

g. Pets must not become a nuisance (i.e. excessive, continuous or untimely barking, molesting passersby, attacking any person without provocation, or damaging government property). Residents cannot leave the pet(s) outside during the quiet hours of 2200-0600.

h. Should owners fail to exercise proper control of their pet, and the pet bites, mauls, or attacks an individual, security and the Veterinarian Clinic must be notified and the pet must be removed from the housing area within two days of the incident.

i. Owners' negligence and/or animal abuse will not be tolerated. Residents should report cases of aggressive, abused, sick, abandoned or neglected animals to the Security Animal Control Office immediately. Substantiated claims of abuse are cause for immediate removal and revocation of Family Housing privileges.

j. Housing Personnel will issue citations and notify applicable departments in regards to residents who are not in compliance with the above provisions.

18. Police Protection and Authority in Housing Areas. The Security Department is the authority for all Family Housing areas.

a. Residents shall abide by the posted speed limits at all times. The speed limit in all housing areas is 15 miles per hour, unless otherwise posted, and is to be adhered to for the safety of all residents and guests. While driving throughout the Family Housing Area, all drivers should be aware of the surrounding areas due to children at play and sudden stops by contractors, garage trucks, and school buses. Violators will be held accountable for citations and the subsequent consequences.

b. Vehicles (except riding lawnmowers) shall not be parked or driven on grassy areas under any circumstances. Damage (aesthetically or physically) that is incurred as result of the residents neglect of this provision will result in resident being responsible for all associated costs and/or returning the area to its intended condition.

c. Parking spaces throughout the housing areas are at a premium. Residents should properly park their vehicles in their carports, garages, driveways (while not impeding sidewalks or the roadway). Residents and guests must park their vehicle(s) with the flow of traffic and shall not block the driveway of other residents. Do not utilize vacant units for parking/storage.

d. Boats, trailers, and other water craft vehicles will not be parked in the streets, in the housing areas, on the lawn, in the driveways, carports, or garages. If a resident owns a boat, trailer, or other water craft vehicle, it must be parked at the marina or other designated/command approved location.

e. All vehicles with expired license plates will be towed and removed at the resident's expense.

f. Residents are responsible for their assigned parking space to ensure it is kept clean and free of oil spots.

g. Inoperable (other than for temporary periods not to exceed 30 days) or abandoned vehicles are not permitted in Family Housing and will be towed at owner's expense.

h. All vehicles (including motorcycles) in the Family Housing areas must be maintained in a reasonable state of repair and must be registered and licensed at all times. They may not leak oil or other fluids onto the assigned driveways and parking surfaces. Inoperable, unregistered, unlicensed, or abandoned vehicles will be cited and towed. No vehicle shall be parked on grass, seeded areas, or walkways.

i. Repairs of vehicles in carports, driveways, streets, or parking spaces will not be conducted in housing areas. Auto-repair must be accomplished in the Auto Hobby Shop, which includes changing and/or adding oil or other hazardous fluids. Vehicle washing is not authorized in Family Housing; residents may only wash their vehicle at the car wash.

j. Recreational vehicles such as all-terrain vehicles/golf carts are not authorized in Family Housing neighborhoods.

19. Illegal or Unauthorized Activity. All residents and other approved guest(s) are required to refrain from illegal or unauthorized activity. Failure to do so may result in termination of eligibility for government quarters or denial of access to the installation in addition to any other administrative, disciplinary, or criminal action which may be made by appropriate authorities.

20. Playgrounds and Recreation Equipment. There are ample playgrounds in each housing area. As such, the streets should not be used as a playground strictly for safety precautions. No personal equipment will be installed or placed in playgrounds or common areas. This includes, but is not limited to, swings, swing sets, scooters, bikes, slides, and any portable swimming pools. In the event of mistreatment or damage to any playground equipment by a resident or guest, the sponsor will be held financially liable and will receive a notice of violation. The sponsor may also be subject to disciplinary action, termination of Family Housing eligibility and/or have access to the installation denied or limited by proper authority. Residents shall not leave litter or trash in the area. Pets, smoking, breakables such as glass bottles and cooking devices are prohibited inside and around the playground areas. Parents and guardians are reminded they must supervise their children under the age of 10 in playground areas. Residents shall report playground safety hazards to security. Recreation equipment rules are as follows:

a. Small, well-maintained swimming pools are authorized in Family Housing. When in use, adult supervision is mandatory at all times. Pools larger than five feet in diameter and 12 inches in depth are prohibited in base housing. Residents are restricted to one pool per unit and it must be drained and stored after each use. Use of the pool is further restricted to the backyards of the units.

b. Privately owned hot tubs, whirlpools, or spas are not authorized in Family Housing. Exceptions may be made for medical reasons if the sponsor furnishes a memorandum from their primary care physician stating that the use of the device improves condition of occupant(s). The CO has the right to refuse the transportation, installation, or use at any time.

c. Flying Kites and Unmanned Aircraft Systems. Flying of kites and Unmanned Aircraft Systems to or over any overhead power lines within any neighborhood is strictly prohibited.

d. Skateboards/Roller Skates/Rollerblades. Protective equipment (i.e. helmet, elbow pads, etc.) is required for residents when using skateboards, roller skates or rollerblades. The use of skateboards, roller skates, and rollerblades are prohibited on rails, curbs, homemade skate ramps, and stairwells within the Family Housing neighborhoods.

21. Holiday Decorations/Decorative Lights. Residents should place live trees in a safe area of the room, away from any source of heat. They shall place the tree in a container of water, sand or moist earth and remove it by the second Monday in January of the New Year. Trees shall not be located near an entrance/exit door or stairwell. Residents shall use only approved electrical lights that are in good condition and not worn or frayed and ensure artificial trees are fire resistant. Live trees shall be disposed of by placing them next to the dumpsters; trees must be cut down to 48" in length and be bundled and will not exceed 25 pounds. Adhesives and hooks used to hold decorations in the house must be removed (to include residue) prior to the check-out (final) inspection. Decorating of quarters for holidays is festive and encouraged. Sponsors shall adhere to the following guidelines when decorating the exterior of the home during the holidays or for other functions while always exercising necessary caution:

a. Residents shall not walk on or put anything on the roofs and/or ledges of the homes

b. Displays are not allowed to block walkways or the entry/exit of the home

c. Residents shall not use tape or insert nails, screws, or other hardware into siding, trim or stucco of the house, gutters, or eaves

d. Residents shall use only outdoor rated lights and cords

e. Holiday decorating is permitted 30 days prior to the holiday, to one week after the holiday (Christmas decorations are permitted until the second Monday in January of the New Year). All lighting or lighted decorations must be turned off by 2300 hours, Sunday through Thursday and 2400 hours, Friday through Saturday. All lighted decorations shall also be secured when the home is unattended. No decorations of any kind may be installed, planted or placed in the common ground areas.

22. Insurance. The government does not insure the personal property of residents. Sponsors are strongly urged to obtain personal property and liability insurance. Liability insurance will protect the resident if a guest should get injured and seeks remedy regardless of the circumstances. The Sponsor can obtain coverage for loss or damage of personal property due to fire, smoke, theft, wind, vandalism, or damages due to broken utility systems or structural features which result in damages.

23. Subletting. Sponsors assigned to government quarters are not permitted to sublet or receive reimbursement for shelter from other persons who live in the residence. Only sponsors and their authorized dependents or guests can occupy Family Housing.

24. Waterbeds. Waterbeds are permitted with the understanding that sponsors are fully responsible for any damages that may be caused to government property (i.e., floors, carpet, and structure). Sponsors are strongly encouraged to obtain liability insurance covering waterbed damage in the home. Due to structural limitations, some restrictions may apply when intending to place this type of furniture on the second floor. Sponsors are required to notify the Housing Office in advance of installation.

25. Energy Conservation. Energy conservation is a key element in our effort to increase our energy efficiency. Residents shall participate in the NSGB Utility Conservation Program and are responsible for practicing energy conservation and avoiding waste. Therefore, residents should think of utility usage as if they are responsible for costs. The bulk of housing cost is spent on utilities, especially electricity. The Housing Office urges the residents to routinely practice energy and water conservation. The Housing Office has also taken steps to conserve energy by adjusting the temperature in vacant units and securing all high voltage appliances (i.e. water heater) when not in use.

a. During daylight or when not in use, turn off lights in unoccupied areas such as garages and outdoor areas. Keep refrigerator doors shut as much as possible. Be familiar with the wattage amounts of appliances and light fixtures. Overloading an electrical system may trip circuit breakers and could damage electrical wiring.

b. 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. Flushing sanitary items, Q-tips, or baby wipes/diapers down the toilet is strictly prohibited.

c. Residents should immediately report to the Service Desk any leaks, dripping faucets, or any government-owned appliance or utility that does not function properly inside or outside the facility.

SECTION E

RESIDENT ACTIVITIES

1. Garage/Yard Sales. Yard sales are permitted in Family Housing. Residents are not permitted to attach their advertisements to traffic signs, utility poles, trees, or any government structure within the Family Housing areas. Residents may post a sign in the front yard for identifying the garage sale location. Residents may place advertisements through the NSGB Gazette.

2. Solicitation. Solicitation is prohibited in government housing with the exception of dependent children participating in command approved activities such as school or scouting groups with command endorsements.

SECTION F**FIRE PREVENTION AND AWARENESS**

1. **Fire Prevention and Safety.** The NSGB Fire Department is responsible for instructing residents on the procedures to follow in case of a fire as identified in reference (g). Any questions on fire prevention should be directed to the Fire Prevention Section. To report a fire dial 911. Report all fires, regardless of size, to the Fire Department immediately. Advise those in and around the home and neighborhood. Remember that smoke typically causes more deaths than flames in house fires. If the fire is not controllable, exit the home according to the evacuation plan. Provide the exact location of the fire to 911 personnel and give a brief description as well. Fires can build at an alarming rate, so please make the decision to evacuate the home in time to allow for a smooth exit. The following are important items for a successful escape from fire:

- a. Know the sound of the smoke alarm and what to do when it goes off.
- b. Plan a secondary emergency exit route in case the fire builds so fast the normal exit is cut off. In multi-story homes, this may mean acquiring a ladder to allow escape through a bedroom window.
- c. Write down and practice the escape plan with fire drills in the home. People should act instinctively when the detector sounds an alarm. Everyone can attain this reaction by practicing the fire escape plan with all family members.
- d. Leave immediately and go to a pre-arranged meeting place outside the home when the detector sounds its alarm. A tree, streetlight, or a neighbor's home can be a meeting place. This is very important since numerous people have been killed when they have gone back into a burning building searching for loved ones.
- e. Never re-enter the home without prior consent from the Fire Department officials.
- f. All stove burners, oven, and electrical appliances should be turned off when unattended. Pots and pans should be removed from hot burners before leaving cooking areas. Secure all appliances during power outages (loss of power).
- g. Lit candles used for decoration or other purposes will pose a fire threat if not monitored or secured. Candles, oil lamps, etc., must be extinguished before leaving the home or securing for the night.
- h. Periodically test all smoke detectors and replace batteries when needed. Review and practice fire evacuation plans and check that electrical cords are not crimped, frayed, worn, or damaged. Batteries may be obtained at Self-help Store on a one-for-one exchange.
- i. Residents should not overload electrical circuits, use improperly sized plugs, run electrical cords under rugs, carpets or mats, permit grease buildup on or near the stove or oven, exhaust vent screen, tape circuit breaker switches in the on position, accumulate oil rags, rubbish or other flammable materials. Keep lighters and matches out of children's reach.

6 Sep 18

Residents should not cook with charcoal or gas grills inside homes or near combustible material. Residents should not use gasoline, solvents or other flammable liquids for cleaning purposes. Residents should not burn trash, disconnect smoke detectors, or leave any cooking unattended. Welding is strictly prohibited.

j. Smoke/carbon monoxide detectors are installed in Family Housing for the protection of the residents. It is the responsibility of the resident to ensure their home's detectors are working properly by testing it periodically. The detector should be tested by pushing the button on the detector if the alarm sounds, the alarm is working. If the detector is malfunctioning, conduct the following checks prior to reporting to the Service Desk:

(1) Check that the electrical breaker is in the "on" position and there is power going to the unit.

(2) If the detector makes a constant beeping sound, the battery needs to be replaced.

(3) Clean any accumulation of dust from the unit.

k. Residents are not authorized to disconnect the detectors. If there are any problems with the detectors, immediately call the Service Desk.

l. **Smoking within Government Quarters is forbidden.** Parents should take special precaution to ensure that matches, cigarette lighters, etc., are kept out of reach of small children. Several serious fires have occurred within Family Housing areas as a result of careless smoking habits.

m. All residents are cautioned against the use of flammable cleaning fluids inside the home and the use of such fluids in large quantities outside the home and/or storage areas. Flammable liquids should not be stored inside the home except in Underwriter's Laboratory approved safety cans. Flammable liquids shall not be stored near water heaters. Sponsors will be responsible for any damage to federal government property and equipment resulting from the use of these materials.

n. Storage of gasoline or other flammable liquids is limited to five gallons. Gasoline and other flammable liquids are only permitted for storage in the closed garages and sheds. These storage areas should be secured from public access.

o. Portable barbeque grills are permitted however; care must be exercised when in use and should not be left unattended. Residents shall familiarize themselves with reference (g). Since the condition of the home is the resident's responsibility, the grill should be situated a minimum of 15' from any structure when in use for safety considerations and to prevent smoke damage from marring the walls as stated in reference (g).

p. Open fires are not allowed. Grills cannot be used on the balconies of any government housing unit. Ensure grills are fully extinguished/cold prior to storage or disposal. When not in use, all exterior cooking devices will be stored out of the sight line from the street.

SECTION G

SELF HELP PROGRAM

The Self-Help program is designed to enhance the environment and promote prudent homeowner attitudes. Residents can help conserve Family Housing repair costs and reduce tax dollar expenditures by accomplishing simple repair tasks themselves. Self-help refers to all repair work of a minor nature which is within the capability of the average housing resident. Some routine service calls can be considered as resident self-help items. For minor household maintenance tasks, material and tools for minor maintenance work are available at the Self-help store. Residents may borrow items such as lawn mowers, carpet cleaners, and weed eaters as well as other items such as ant and roach baits, light bulbs, and replacement water filters for refrigerators. All borrowed non-consumable items must be returned within the required timeframe specified. Residents will be responsible for the cost of equipment that is damaged or lost. Self-Help items are for Family Housing residents only unless otherwise authorized by the Housing Manager.

SECTION H

DISASTER AWARENESS AND PREPARATION

1. Proper planning is essential in preparation of a natural or man-made disaster. Residents should utilize and reference the myriad government resources available to assist in preparing for such events. Residents shall stay calm during a hurricane, tropical storm, or earthquake. Seek shelter in an interior archway or doorway close to support beams and stay away from all windows. Gather keys, identification, a coat and readiness kit, if possible. Execute evacuation plan when necessary. Sandbags may be available at self-help in limited quantities.

2. Tropical Disturbances. As the installation is situated in the Caribbean, Typhoons, tropical storms, and tropical depressions can form quickly and provide little notice for preparation. NSGB is in a steady state of COR V from 1 June – 30 November. These storms bring high winds, heavy rains, flooding, and high seas.

3. Storm Conditions of Readiness. Radio, television, social media and Giant Voice are all used to announce storm warnings. The following are the storm condition readiness levels and corresponding resident actions that are necessary to prepare for tropical weather systems, which include fully developed typhoons.

a. COR V. 1 June through 30 November the installation is in a constant preparedness posture. Vehicles should not go below a half tank of gas and all residents should have completed their emergency kit.

b. COR IV. Sustained winds of 50 knots or greater from a tropical weather system are possible within the next 72 hours. Due to its geographic location, NSGB is always at least in COR IV, meaning the onset of extreme weather can be rather rapid.

6 Sep 18

For tropical storm and hurricane preparedness, always keep the following supplies on hand: drinking water, canned foods, disposable products and plastic bags, flashlights with batteries, lanterns with fuel, battery operated radio, and a small camp stove and fuel (use only in well ventilated areas). Also, recommend having toys, books, and games available for children to keep them occupied.

c. COR III. Sustained winds of 50 knots or greater from a tropical weather system are possible within the next 48 hours. When this condition is announced, residents should do the following: Check on supplies and have them readily available, secure all loose objects near the home such as children's toys, bicycles, lawn chairs, barbecue grills, refuse/recycling containers, and natural objects (i.e. coconuts) that could become projectiles. Additionally, residents should wash all clothes if practical and fill personal vehicles with gas.

d. COR II. Sustained winds of 50 knots or greater from a tropical weather system are possible within the next 24 hours. Residents should turn the freezer to the lowest degree setting, fill containers and bathtubs with water to use for drinking or flushing the commodes, roll up rugs, and move furniture away from the windows and doors to minimize water damage.

e. COR I. Sustained winds of 50 knots or greater from a tropical weather system are possible within the next 12 hours. When announced and during the storm, residents should do the following: Fill the bathtub with water to use for flushing the commode, if not already done. Remain indoors and stay away from windows and doors. Leave windows slightly ajar on the downward side of the home to reduce damage due to sudden pressure changes and be sure to reverse this procedure once the eye of the storm passes. Residents shall not panic – most of the homes, windows and doors on NSGB are considered hurricane-resistant. Those that are not have dedicated shelters they can muster at for the duration of the weather event

4. Post-Readiness Storm Recovery. After a tropical storm or hurricane has passed, and COR V has been set, residents should notify the Housing Office of any damages in the home and remove debris to the curbside for collection. Residents should not attempt to make any electrical repairs to the home and most importantly do not touch any downed power lines or wires. If the power is cut to the home, attempt to contact the Service Desk for emergency repairs and status. Keep tuned to the radio and Giant Voice for further information.

5. Earthquakes. By their very nature, earthquakes strike suddenly and without warning. Identifying potential hazards ahead of time and advanced planning can reduce the dangers associated with earthquakes. Actions to take during and after an earthquake are as follows:

- a. Stand in a doorway if indoors
- b. Stay away from buildings and power lines, if outdoors
- c. After the earthquake, assist injured people and aid in rescue work if required in the home or requested by emergency personnel
- d. Everyone having disaster control assignments shall go to their duty stations if the earthquake resulted in major damage or if directed to do so

6. Emergency Measures. Making preparations and incorporating preventive measures into daily life will ensure residents can successfully cope in the event of an emergency. All residents should assemble an emergency kit that includes first aid items, a supply of potable water, flashlights, battery operated radio, batteries, non-perishable food, and essential baby supplies and medicines. Safeguard all important documents in a weather/fire resistant container. Keep everything together in one place where all of the family members can access it. On board NSGB, it is not unusual to experience interruption of basic utilities and there is always the possibility of natural disasters, so being prepared is essential.

SECTION I

TERMINATION OF FAMILY HOUSING

1. Vacating Military Family Housing Policies. The process of moving out of assigned quarters begins when the "Intent to Vacate", enclosure (4) is filled out at the Housing Office. This must be done as soon as the resident receives PCS orders, retirement, separation, or early departure of dependents, preferably 45 to 60 days before moving out. The Housing Office will acknowledge and schedule the termination inspection to identify any maintenance needed. The Housing Office will also schedule temporary loaner furniture delivery as soon as a date of HHG pack out is confirmed. The Housing Office will schedule a final inspection of the home once a flight date is set. The sponsor or an assigned representative must be present for these inspections. Timely scheduling ensures a smooth reinstatement of allowances and allows the Housing Office to anticipate vacancies for incoming families. All emergency cases or vacate requests with less than 30 days' notice, or extensions of assignment after a previous detachment date, are subject to the Housing Manager's review. Each case will be independently evaluated for extenuating circumstances and acted on in the best interest of the program. The termination inspection date must be coordinated between the member and the Housing Office no later than three working days prior to flight date.

a. Termination of quarters is required when the sponsor's only dependent ceases to occupy quarters, or when the sponsor's only dependent ceases to reside on island for a **minimum of nine consecutive months per year.**

b. Due to constraints with available inventory, service members that elect to return their dependents in advance of their PCS may not have Unaccompanied Housing readily available. NOTE: Service members will not have BAH reinstated until they move out of Family Housing.

c. It is the service member's responsibility to satisfy all of the application requirements for Unaccompanied Housing.

d. BAH will not restart until the service member successfully vacates.

2. Termination Inspection. This inspection is held to assist the sponsor in preparing for the units final inspection and includes a detailed review designed to answer any questions the sponsor may have. The Housing Manager may find a need for normal maintenance to be accomplished during the change of occupancy. Any damage above normal wear and tear or from resident alterations may result in repairs or liability charges, which must be settled before the final clearance from housing.

Sponsors are to advise the Housing Office of any damages not visible during their preliminary inspection (i.e. holes in walls behind framed pictures). The Housing Manager will provide the sponsor with cleaning instructions and will answer any questions/concerns they may have during the preliminary inspection.

3. Final/Check-Out Inspection. Moving out of government quarters on PCS orders does not require a "white glove" inspection as the home will be cleaned by the government for the next resident. The final inspection ensures that expected standards of cleanliness are met while also checking for additional maintenance requirements.

a. The Housing Inspector will also perform furnishings inventory, and refuse/recycle container and grounds inspections. No personal property is allowed in the home at the time of the final inspection. Sponsors are required to provide clearance paperwork from the Self-Help Store acknowledging that all loaner furniture and/or self-help items are returned and accounted for.

b. Any approved self-help alterations made to the home or grounds must be removed and the home restored back to its original condition. During the final inspection, all of the keys associated with the unit shall be turned-over to the Housing Manager to include garage door remotes. Once the keys are turned over, the Housing Manager will sign and date the clearance form from Family Housing. This form must be turned in to Personnel Support Detachment (PSD) or the appropriate military pay office to reactivate BAH. If clearance was not met (i.e., payment for damages was not completed), sponsors should stop by the Housing Office to complete the clearance requirements, then follow-up with a request to PSD to reinstate the BAH.

4. Liability for Damage, Loss or Missing Items. Sponsors are responsible for any damage to any government owned home and to any of its equipment or furnishings. Damage or loss caused by the residents/guests due to abuse or negligence will result in the sponsor paying for such damages and could result in eviction. Liability includes damage and stains caused by the residents, guests, or pets (i.e., marking walls, painting, contact or wallpaper, carpet, tiles, furniture, or appliances as well as damaged amenities in the home).

a. Federal law 10 U.S.C. s2775, as amended, authorizes pay garnishment to cover the cost of any repairs or replacements. Charges for loss or damage will be determined from an official cost estimate based on current labor, year purchase and material costs.

b. Housing personnel will not stamp or sign clearance papers until payment has been made in full to cover the costs of any damages, lost and/or missing items.

| APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i> | | | | 1. TYPE SERVICE DESIRED <i>(X one or both)</i> | |
|--|------------------------|---|---|--|---|
| | | a. MILITARY HOUSING | b. HOUSING REFERRAL | | |
| SECTION I - APPLICANT INFORMATION | | | | | |
| 2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i> | | 3. PAY GRADE | 4. SSN | 5. DOD COMPONENT | |
| 6. ADDRESS <i>(Street, City, State, Zip Code)</i> | | 7. TELEPHONE NUMBER | | 8. STATUS OF APPLICANT <i>(X one)</i> | |
| | | a. HOME <i>(Area Code)</i> | b. DUTY <i>(DSN)</i> | a. MILITARY MEMBER | c. CIVILIAN |
| 9. MARITAL STATUS | | 10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i> | | | |
| | | a. VOLUNTARILY | | b. INVOLUNTARILY | |
| 11. I REQUEST HOUSING FOR <i>(X one)</i> | | SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i> | | | |
| a. SELF ONLY | b. SELF AND DEPENDENTS | 14. DATES <i>(Enter in YYMMDD order)</i> | | MILITARY APPLICANT | MILITARY SPOUSE |
| 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM | | a. EFFECTIVE RANK/RATE DATE | | | |
| | | b. ACTIVE DUTY SERVICE COMPUTATION | | | |
| | | c. TIME REMAINING ON ACTIVE DUTY | | | |
| 13. INSTALLATION/ORGANIZATION TRANSFERRED TO | | d. EFFECTIVE CHANGE IN DUTY STATION | | | |
| | | e. REPORT DATE | | | |
| | | f. ESTIMATED FAMILY ARRIVAL DATE | | | |
| | | | | | |
| SECTION III - DEPENDENT DATA | | | | | |
| 15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i> | | | | | |
| a. NAME <i>(Last, First, Middle Initial)</i> | | b. DATE OF BIRTH <i>(YYMMDD)</i> | c. SEX | d. RELATIONSHIP | e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i> |
| | | | | | |
| | | | | | |
| | | | | | |
| SECTION IV - HOUSING DATA | | | | | |
| 16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i> | | | | | |
| a. PURCHASE HOUSE | | d. RENT HOUSE | | g. RENT MOBILE HOME SPACE | |
| b. PURCHASE CONDOMINIUM | | e. RENT APARTMENT | | h. SHARE | |
| c. PURCHASE MOBILE HOME | | f. RENT MOBILE HOME | | i. RENT ROOM | |
| j. ROOM AND BOARD | | k. SUBLET | | l. TRANSIENT | |
| 17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i> | | 18. DATE HOUSING NEEDED <i>(YYMMDD)</i> | | 19. PRICE RANGE <i>(Community Housing)</i> | |
| a. FURNISHED | | e. NO. BATHS | | 20. LOCATION PREFERENCE <i>(Community Housing)</i> | |
| b. UNFURNISHED | | f. PETS <i>(Allowed)</i> | | | |
| c. AIR CONDITIONING | | g. OTHER <i>(Explain)</i> | | | |
| d. NO. BEDROOMS | | | | | |
| 21. REMARKS | | | | | |
| 22. SIGNATURE OF APPLICANT | | | | | 23. DATE SUBMITTED <i>(YYMMDD)</i> |
| SECTION V - DISPOSITION <i>(To be completed by the Housing Office)</i> | | | | | |
| 24. MILITARY HOUSING | | | | | |
| a. APPLICATION RECEIVED <i>(YYMMDD and time)</i> | | b. APPLICATION EFFECTIVE <i>(YYMMDD)</i> | | c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i> | d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i> |
| e. APPLICANT PLACED ON WAITING LIST | | f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i> | | g. BEDROOMS REQUIRED | h. DATE UNIT ASSIGNED <i>(YYMMDD)</i> |
| SECTION VI - HOUSING REFERRAL CERTIFICATE | | | | | |
| On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps. | | | In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office. | | |
| 25. SIGNATURE OF APPLICANT | | | 26. DATE SIGNED <i>(YYMMDD)</i> | | |

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5911 & 5912.
PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements.
ROUTINE USE: None.
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. All items not listed are self-explanatory. SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (To be completed by the Housing Office)

24. MILITARY HOUSING

a. Application Received. Enter the year, month, day and time the application was received in the Housing Office.

b. Application Effective. Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date.

c. DD Form 1747 Provided. Enter the date that the DD Form 1747 was sent to the military applicant.

d. Housing Availability. Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. Applicant Placed on Waiting List. Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. Effective Placement. The effective date and time of the applicant's placement on the list(s).

g. Bedrooms Requirement. Enter the number of bedrooms required, based on dependent data in Item 15.

h. Date Unit Assigned. Enter the date the unit was assigned.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (Military Applications/Military Spouse Only)

Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517).

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time (in months) that you have remaining on active duty.

d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.

e. Enter your official report date (from your PCS orders).

f. Enter your estimated arrival date.



HOUSING WELCOME CENTER
U. S. Naval Base, Guantanamo Bay, CUBA
ABSENT FROM QUARTERS FORM

RESIDENT'S NAME: _____

QUARTERS ADDRESS: _____

COMMAND: _____ **BOX #:** _____

WORK#: _____ **HOME#:** _____

Vacation Phone Number: _____

Vacation Dates: My family and I will be absent from our quarters

From: _____ **To:** _____

The following person(s) are authorized to house sit and/or oversee my quarters during my absence. He/She has agreed to maintain the quarters and the grounds and should be contacted in case of an emergency.

EMERGENCY POC: _____

COMMAND: _____ **WORK#:** _____ **HOME#:** _____

STATEMENT OF UNDERSTANDING

I understand that submission of the above information does not release me from liability and responsibility for my quarters during the period of absence. I understand that should any damages occur to the quarters during my absence I will be charged accordingly. I further understand that should any disturbances or disagreements arise between my house sitter and the neighbors, the house sitter will be required to vacate the quarters.

Resident's Signature

Date Signed

Emergency POC's Signature

Date Signed

Copy to:
Security

NAVSTA GTMO 11101/10 (REV 11/12)

UNIT ASSIGNED: _____

CONTROL NUMBER: _____

NOTICE OF INTENT TO VACATE GOVERNMENT QUARTERS

SPONSOR INFORMATION:

NAME: _____

(RATE, LAST, FIRST, MI)

COMMAND: _____

HOME PHONE: _____

WORK PHONE: _____

DEPENDENTS DEPARTURE DATE: _____

VACATE DATE: _____

PACK-OUT DATES:

MAIN: _____

EXPRESS: _____

MILITARY SPOUSE INFORMATION:

NAME: _____

(RATE, LAST, FIRST, MI)

COMMAND: _____

HOME PHONE: _____

WORK PHONE: _____

SPONSOR DEPARTURE DATE: _____

GOVERNMENT FURNITURE:

QUEEN BEDS: _____ LIVING ROOM: _____

TWIN BEDS: _____ DINING ROOM: _____

CRIBS: _____

PRE-INSPECTION DATE: _____ TIME: _____ MANAGER: _____

FINAL INSPECTION DATE: _____ TIME: _____ MANAGER: _____

MAKE READY DATE: _____ TIME: _____ MANAGER: _____

STATEMENT OF UNDERSTANDING:

I UNDERSTAND THAT FOREITURE OF MY BASIC ALLOWANCE FOR HOUSING (BAH) / FAIR MARKET RENTAL CHARGES WILL CONTINUE UNTIL THE FINAL INSPECTION IS SUCCESSFULLY PASSED AND QUARTERS ARE ACCEPTED BY THE HOUSING OFFICE. I UNDERSTAND THAT I REMAIN RESPONSIBLE FOR THE QUARTERS WHETHER I HIRE SOMEONE TO CLEAN OR ACCOMPLISH THE CLEANING MYSELF. FINAL INSPECTIONS THAT INVOLVE THE HOUSING MAINTENANCE CONTRACTOR WILL NOT BE CHANGED. AS THE SPONSOR, I UNDERSTAND THAT I AM REQUIRED TO BE PRESENT FOR ALL SCHEDULED INSPECTIONS.

RESIDENT SIGNATURE

DATE

SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

Routine Uses: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

Disclosure: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

| | INITIAL |
|--|---------|
| 1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to sign this acknowledgment and disclosure form. | |
| 2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender. | |
| 3. Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing. | |
| 4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses. | |
| 5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days. | |
| 6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses. | |
| 7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of command. | |

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

| | | | |
|------------|--|---------|--|
| Signature | | Date | |
| Print Name | | Command | |