DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 11103.1C
N05

12 SEP 2007

NAVSUPPACT NAPLES INSTRUCTION 11103.1C

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

Subj: POLICY FOR THE ADMINISTRATION AND OCCUPANCY OF BACHELOR HOUSING

Ref: (a) OPNAVINST 11101.44
(b) CNI ltr 11103 Ser CNI/15962 of 24 Jan 06
(c) COMUSNAVEURINST 7210.2G

Encl: (1) Assignment Policy
(2) Resident Advisor Program and Bachelor Housing Advisory Board
(3) Bachelor Housing Occupant Handbook
(4) Inspection Procedures

1. Purpose. To issue policy and provide guidance regarding the operation of Bachelor Housing (BH) 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 11103.1B, 11103.2A, and 11103.3A.

3. Discussion. This instruction, along with enclosures (1) through (4), specifically defines policy governing BH and, when used in conjunction with references (a) through (c), identifies the basic precepts of quality housing management.

4. Scope. This instruction applies to all 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, NAVSUPPACT Naples are committed to improving the quality of life of service members. BH profoundly impacts the quality of life of residents and therefore, the performance, morale, and retention of service personnel.

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

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

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

a. The Commanding Officer (CO), NAVSUPPACT Naples, establishes and/or approves BH policy regarding:

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

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

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

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

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

(2) Ensure room inspection procedures stated in enclosure (4) are carried out.

(3) Review all command requests affecting BH assignment.

(4) Assist host command 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 BH 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 BH Division.

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

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

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

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

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

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

f. Residents of BH are responsible for:

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

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

(3) Providing constructive suggestions to BH management via RA's or comment cards for improving BH operations and procedures.

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists: I thru V

ASSIGNMENT POLICY

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

2. Bachelor Housing for Permanent Party Personnel. Permanent party personnel are those who are on PCS orders to Naples area commands.

a. Per reference (b), all single E-3 and below enlisted personnel must be assigned to BH, unless permanent space is not immediately available. Due to local environmental factors and the availability of adequate quarters, all single E-4s are also required to reside in the barracks. E-5 and above without dependents may request to reside in the barracks when space is available.

b. Personnel E-4 and below without dependents who are assigned BH will not be permitted to move on to the economy without approval from NAVSUPPACT Naples CO, via their chain of command. Consideration for requests to live on the economy will be given if occupancy levels reach 95%.

c. Single E-4 and below with prior BAH may request to reside off-base and to receive Overseas Housing Allowance (OHA) but must submit a special request to NAVSUPPACT Naples CO via his/her chain of command. He/She must also meet all the following requirements:

(1) Receive Financial Counseling resulting in determination that the service member can sustain daily expenses living in Naples area.

(2) Have lived in economy housing at previous duty station. A Leave and Earnings Statement (LES) showing proof of receipt of BAH from last duty station will be required.

(3) 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 BH Director. Furniture purchased locally will not meet this requirement.

(4) Commands may, on a case-by-case basis, consider members to be placed on a waiting list to reside on the economy with entitlement to housing allowance. Once BH reaches 95 percent of occupancy, personnel on the waiting list will be allowed to move into the economy with appropriate housing allowances.

d. Personnel with approved requests to vacate BH have 30 days to vacate and turn over rooms in satisfactory condition. Personnel must participate in scheduled house showing tours at least twice every 10 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 Overseas Housing Allowance (OHA) may, under special circumstances and with approval by NAVSUPPACT Naples CO, be allowed temporary occupancy in the barracks, not to exceed 30 days.

g. Accompanied personnel referred by Family Advocacy or higher authority may be berthed in BH 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 seven days. Members may be granted an extension of stay if space permits and with the approval of the NAVSUPPACT Naples CO or with Military Protective Orders.

h. Accompanied personnel who execute an approved Early Return of Dependents to CONUS prior to the completion of their tour may be authorized BH occupancy as an Overseas Geographic Bachelor (OGB) and will be assigned to space applicable to their category as per reference (b). Off-base housing on the economy will remain as the housing option-of-choice through assistance from the Housing Welcome Center. Hardship-based exception to this policy may be authorized by the NAVSUPPACT Naples CO.

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

3. Overseas Geographical Bachelors (OGB). Assignment criteria for OGBs are based on the provisions categorized in reference (c). Requests approved by NAVSUPPACT Naples CO via member's chain of command is a prerequisite for assignment to BH.

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

a. Moving from BH to Economy and request for OHA. Members in pay grades E-4 and below approved to move off-base and receive OHA will be placed on a waiting list until the occupancy level reaches 95 percent. At that time, members at the top of the waiting list will be notified to secure housing within 30 days with the assistance of the Housing Welcome Center Showing Office.

b. Moving from Economy to BH. Members, who wish to return voluntarily to BH, must submit a special request chit to NAVSUPPACT Naples CO via their chain of command. Once authorized, members must be cleared by the Housing Welcome Center before assignment to BH. Members may be placed on a waiting list only if the BH occupancy level is 95 percent. 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 Resident Advisor vacancy is not available, a waiting list will be established. Seniority and leadership skills will be the factors used for RA selection.

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

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

a. All requests to reside in the 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. If one or several members disapprove a request, the ARB should meet to discuss the reason for denial and determine if denial will pose actual hardship for the service member.

b. All disapproved requests adjudicated by the ARB will be finalized and signed by NAVSUPPACT Naples CO.

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

(1) Resident Advisor request

(2) Reside as Geographical Bachelor

(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 BACHELOR HOUSING ADVISORY BOARD

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

a. RA personnel must be single or unaccompanied E-5 through E-9. E-4s can participate with their commanding officer's strong recommendation. 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 Commanding Officer (CO), NAVSUPPACT Naples, and will be provided BH 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 BH Director and is charged with the following duties and responsibilities:

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

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

(3) Ensure that personnel within the assigned area of responsibility abide by BH regulations and the Bachelor Housing Occupant Handbook.

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

(5) Act as mediator. Seek resolution to resident problems.

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

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

(8) Visit all rooms within area of responsibility at least once every two weeks to check on resident well being and material condition of rooms. BH Director and resident's chain of command will be informed of any major concern for the resident or major discrepancy in room conditions.

(9) Attend meetings every first Monday of the month at 1300 in BLDG 443, Community Center. If the first Monday is a holiday, the meeting will be held on the following Monday.

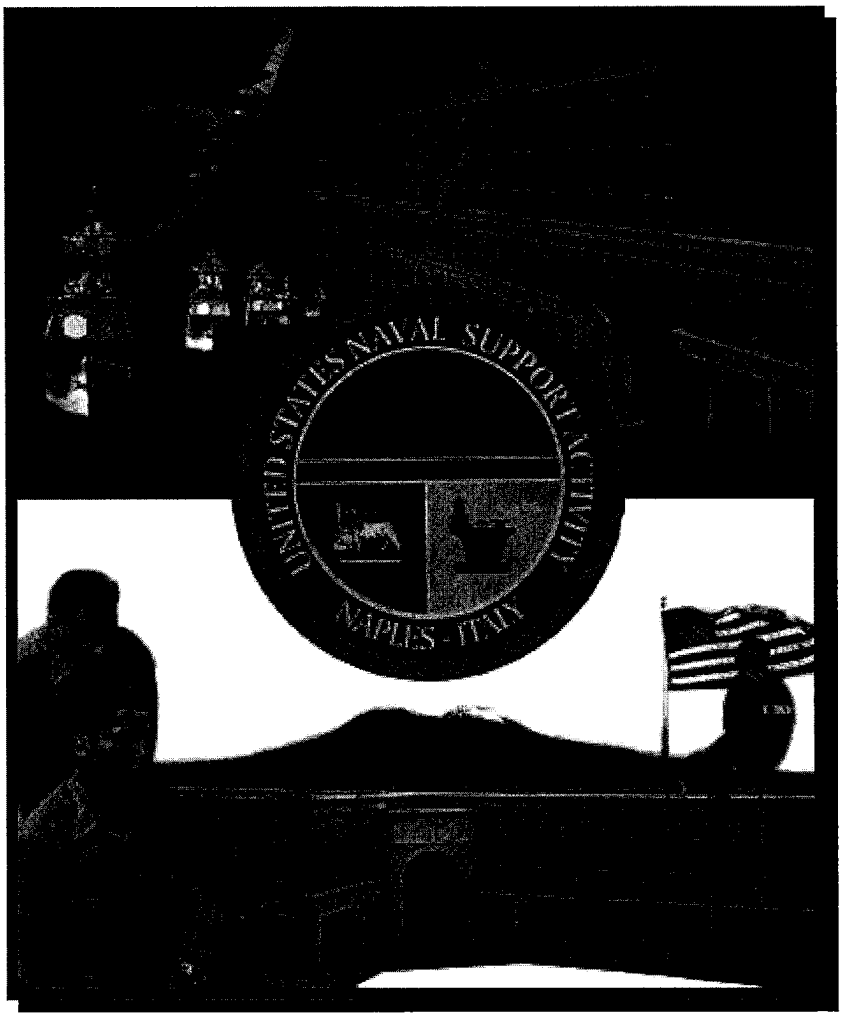
2. Bachelor Housing Advisory Board. The purpose of the BHAB is to provide residents a direct line of communication with BH management. The board deals with many areas of interest to BH residents, to include addressing resident concerns with their living arrangements, fostering self-help programs, promoting resident sense of belonging to and ownership of the BH facility, providing input for development of plans for BH improvements, and promoting resident feedback.

a. BHAB will consist of all RAs and a representative from each Naples Command having a resident in the barracks. BH Manager and members of the BH staff will attend BHAB meetings. COs, Executive Officers, and CMCs are encouraged to attend BHAB meetings.

b. BHAB meetings will be held quarterly or as deemed necessary. 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 BH Director no later than five working days after the BHAB meeting. Copies of the minutes will be provided to tenant commands and BHAB members and will be posted for review by the residents at each BH facility.

BACHELOR HOUSING



OCCUPANT HANDBOOK

12 SEP 2007

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC, BOX 1
FPO AE 09622-1000

Welcome to NSA Naples and one of the finest Bachelor Housing facilities in the Navy. You are about to begin a challenging and exciting tour here in Naples, Italy. On behalf of the Bachelor 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 Bachelor 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 sense and follow the guidelines in this Bachelor Housing Occupant Handbook, as it was prepared to answer many of the questions relating to your housing issues.

The Bachelor 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

Table of Contents

ASSIGNMENTS 5
Permanent Party Residents 5
Transient Residents 5
General Information 5
Building Manager Visits 5
Check-In 6
Check-Out 6
RIGHTS, REGULATIONS, AND RESPONSIBILITIES 8
Alcohol 8
Antenna and Television 8
Bedding 8
Bicycle Parking 8
Bulletin Boards 9
Combustibles 9
Controlled Substances 9
Cooking 9
Dartboards 9
Day Sleepers/Sick in Quarters (SIQ) 10
Diving Tanks 10
Dressing and Undressing 10
Electrical Equipment 10
Energy Conservation 10
Fire 11
Food 11
Furnishings 12
Gambling 12
Garbage/Trash 12
Guests and Visitors 12
Infestations 13
Laundry and Dry Cleaning 13
Lockouts 13
Lost Keys 13
Lost and Found 14
Noise 14
Parking 14
Parties 14
Pets 14
Phones 14
Pictures/Room Decorations 14
Project ID 15
Resident Advisors 15
Roof and Ledges 15
Room of the Month 16
Security 16
Smoking 16

Storage 17
Suggestions 18
Trouble Calls 18
Vending Machines 18
Weapons, Ammunition, and Explosives 18
Windows 18
Window decorations 19

ASSIGNMENTS

Permanent Party Residents

Whenever possible, residents will be berthed with other members of their command using the unit integrity assignment. Bachelor Housing (BH) management may occasionally have to relocate residents to achieve unit integrity. On the first working day after you arrive, a building manager will conduct a thorough room inspection with you as part of the check-in procedure. During that inspection, ensure all discrepancies are noted on the discrepancy sheet. You are not liable for normal wear and tear. However, you will be required to repair or pay for damages/discrepancies, beyond normal wear and tear, that are not listed on the check-in discrepancy sheet. It is recommended that you retain a copy of the check-in discrepancy sheet for your personal records. It is your responsibility to maintain the room throughout your stay in the barracks.

Transient Residents

Transient residents are assigned to Visiting Quarters suites or rooms. At no time are permanent party rooms assigned to transient personnel.

General Information

Rooms are classified into certain criteria. Once an assignment has been made, it cannot be changed without permission of the BH manager. Residents and guests may not use unassigned rooms.

Building Manager Visits

The building manager visits all spaces in his or her assigned area of responsibility at least once a month. These visits are designed to serve you and your command by checking on the material condition of the room. It is BH 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:

- The BH manager will leave a note for the resident.
- If the condition is not corrected, the resident will be contacted.
- If the problem continues, the resident's supervisor will be contacted.

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 (4) of BH instruction. The resident's command will carry out periodic room inspections and send progress reports to BH management.

The NAVSUPPACT Naples Commanding Officer 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 Moving-in Housing Allowance, Overseas Housing Allowance, or any other entitlement unless specifically approved by the NAVSUPPACT Naples Commanding Officer.

Check-In

If you are a permanent party resident, your sponsor will make arrangements for you with BH management. Sponsors make an indoctrination appointment for you with BH management within three days of your arrival. Members without sponsors, such as those moving from the economy, must also make this appointment.

Within three days of checking in to Bachelor Housing, you should:

- Be met by the barracks manager and given general information about the facilities.
- Attend BH brief normally given on the first day of Naples Area Orientation during the first day of the workweek. Attendance is mandatory.
- Be provided a copy of BH rules and regulations and acknowledge, with a signature, receipt of the alcohol and safety awareness policies.
- Conduct a room inspection with BH staff to note its condition/discrepancies and take a furnishings inventory.
- Be advised on who is the Resident Advisor in your area and be explained their roles in the barracks.

Check-Out

At least two weeks prior to checkout make a pre-checkout appointment with your building manager. During this appointment, a room inspection and furnishing inventory will be conducted. It is recommended that you have your copy of the check-in discrepancy sheet from your personal records for this inspection. The building manager will inform you what

conditions need to be met on the day of your final checkout. On your last day in the barracks, you and the building manager will conduct a final inspection.

Prior to vacating BH, the room, furniture, and wardrobe lockers must be cleaned. These standards must be met.

- Clean the floor, vacuum the rug, and remove scuffmarks.
- Clean and empty the trashcans.
- Dust shelves, windows, windowsills, and blinds.
- Straighten gear in the individual living spaces.
- Clean and empty assigned lockers and drawers.
- Clean and defrost the refrigerator. You need to defrost your refrigerator even if your roommate is still using it.
- Clean furniture and ensure that it is in the same condition, less normal wear and tear, as when you checked-in.
- All furnishings are accounted for and returned to their original places.
- Clean the bathroom, toilet, shower, sinks, and tub. They must be free of mineral deposits and rust.
- Room must not have outstanding maintenance discrepancies unless a proof of work order/trouble call number is shown
- For shared bathroom and kitchen area:
    - Clean bathroom, toilet, shower, sink, shower curtain/door, and tub.
    - Clean refrigerator and microwave oven.

All permanent party residents must checkout with the building manager via BH Welcome Center in BQ1, BLDG 443 during business hours. The time of checkout may be arranged with respective BH manager. At the time of checkout, the resident must meet standards of cleanliness and orderliness. Failure to conform to standards may result in having the member being assessed the cost it may take to clean, repair/replace government property determined to be caused by abuse or negligence of the registered resident.

Return room card keys and linen during checkout. You must reimburse the government for any lost or damaged property.

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 at an acceptable condition and have sufficient time to bring the room into standards, temporary quarters may be authorized for overnight accommodation at the VQ facilities by making room reservation as soon as the detachment date is

determined. Related billeting expense shall be reimbursable under TLA authority.

Note: To facilitate securing the travel orders and flight tickets, PSD staff will require the BH stamp, which is proof that the service member properly checked-out of Bachelor Housing without any further obligations.

RIGHTS, REGULATIONS, AND RESPONSIBILITIES

Alcohol

All barracks residents may have alcoholic beverages in their rooms, but can 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 group parties and events. Residents are responsible for their behavior, and drunken misconduct is subject to disciplinary action under the UCMJ.

Antenna and Television

Outside antennas are not allowed; however, you may use an indoor antenna in your room. Each room has TV cable connections and access to AFN stations. To receive all signals, it is suggested that you purchase multi-system equipment.

Bedding

All permanent party personnel receive linen and bedding. These are to be returned at the end of your stay. You must wash your linen at least once a week. Damaged linen may be replaced at the front desk of building 443 (BEQ I) during normal working hours.

Bicycle Parking

Residents are encouraged to use bike racks provided for locking/storing bicycles. Do not store them in stairwells, passageways, walkways, or any areas where they block fire exits. Bikes 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. Indoor parking and storage is available in the basement of building 446 (BEQ II).

Bulletin Boards

BH 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.

Combustibles

Hazardous materials, such as paint, butane or propane for lighters, and charcoal lighter fluid, may be kept in small quantities (one pint or less) in the container in which they were purchased. Gasoline, Coleman fuel, and other flammable or toxic combustibles are not permitted in BH except as required by maintenance personnel and approved by the Public Works Officer and Fire Chief. Open flames, such as candles, camp stoves, grills, and incense, are not allowed in BH.

Community Areas, Residents

BH Community Center is located in BEQ1, BLDG 443. Capo Inn 2 roof top provides a place to eat, and a picnic Gazebo is located between BEQ2 and Capo Inn 2. These are for exclusive use of BH residents and BH staff. Procedures for reservations and regulations of its use are available with the BH staff at the BH Welcome Center.

Controlled Substances

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

Cooking

Residents may use a microwave, hot air popper, and a coffee pot in their rooms. Any other cooking appliances are not authorized and may be confiscated and turned in for disposal or donated to the Navy Thrift Shop. Unplug appliances after each use.

Dartboards

Dartboards are prohibited in all BH living spaces.

Day Sleepers/Sick in Quarters (SIQ)

Residents who work in the evenings will not be disturbed from 0700 to 1400 unless suspected of violating regulations. Your LCPO needs to verify the night assignment by approving a memo or request chit. After approval, you will be given a window sign that must be posted in your window to avoid being disturbed. The passes are issued at the BH Welcome Center at Building 443 and are valid for 90 days. Personnel who are Sick in Quarters should post their chit in their window to avoid being disturbed.

After 1400, access will be given to personnel who need to do necessary room inspections and maintenance. When placing a trouble call, specify to the front desk that you do not want to be disturbed until after 1400.

Diving Tanks

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

Dressing and Undressing

Please do not dress or undress in front of open windows. While in BH lounges, passageways, or recreation areas you are allowed the maximum use of comfortable attire. It is not the intention of BH management to tell 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 in the BH when you are outside of your room. Always wear a shirt when entering the front desk area. Installation instruction for civilian clothes applies when transiting outside of rooms.

Electrical Equipment

Televisions, video recorders, stereos, radios, tape players, lamps, and electrical clocks may be used in the rooms. 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.

Energy Conservation

To conserve energy, please turn off all appliances when they are

not in use. Keep doors and windows closed in heated or air-conditioned areas. Immediately report all water leaks to the building manager or reception desk.

Exchange of Rooms Assigned

Exchange of rooms between residents, unless authorized by BH Management is prohibited. However, should the personnel involved be in the same unit designated area, requests must be addressed to their respective chains of command who will, in turn, advise BH management of such intentions. Rooms affected in the exchange between two parties must be clean and in as good material condition as the change of occupancy standards.

Fire

In case of fire:

- Sound the alarm at the closest firebox.
- Secure windows and doors and turn off electrical appliances. **Do not endanger yourself.**
- Report to the muster point located outside of your building in front of the lobby area. Muster will be conducted by the first Resident Advisor who responds to the scene, or by the most senior person present. This person will keep a list of names for submission to the BH director or to his/her designated representative.

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 BH staff. Personnel found falsely activating a fire alarm are subject to punishment under the UCMJ.

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.

Food

Food that requires refrigeration should be kept in tightly sealed containers. All other food should be kept in a container that does not allow odor to escape. Do not leave food out. These rules will reduce insect infestation.

Furnishings

Please do not move government furnishings out of the rooms or lounges, as these items must be accounted for during the checkout process. Movement of furnishings within the rooms is at the discretion of the occupants, but there must be at least an 18-inch exit by the doorway. Furniture must be returned to the original position when checking out. Furniture placed near the thermostat may cause the air-conditioning unit to malfunction or burn out.

Gambling

Gambling is prohibited in all BH facilities.

Garbage/Trash

Garbage/Trash pick-up stations are located outside of the buildings. Accumulation of trash or overflowing trashcans is not authorized. Trash is to be disposed of in station dumpsters outside the BH facilities. 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 laundry rooms. It is unsanitary and, most importantly, unattended items may be suspected as bomb/hazardous material.

Guests and Visitors

Guests are people invited into BH by a resident. 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 rooms between 1200 and 2400, **but they are not authorized to stay overnight.** If space is available, eligible guests may use VQ.

In semiprivate rooms, roommates must agree on the times when guests are allowed in the room. Subletting or lending an assigned room to anyone is prohibited.

Visitors are personnel in BH on official duty, such as command representatives, security, maintenance, cleaning, and inspection workers. **Anyone under 18 years old is not allowed in the barracks.**

Infestations

Insect spraying will be done as required. Report any problems with rodents or insects to the reception desk so Public Works can be notified. Food items must be in sealed containers to reduce the chances of an infestation.

Laundry and Dry Cleaning

Washers and dryers are available for residents. Please contact a member of the BH staff if a machine is not working. Remove clothes as soon as they are done so that other residents may use the machines. Keep the laundry room door locked when not in use to keep out unauthorized personnel from using it. BH personnel are not responsible for laundry left unattended or damage to items from a machine.

Leave, Hospital Status, TDY/TAD

Personnel on this status in excess of 60 days must vacate and properly check out of the Bachelor Housing.

Lockouts

For security reasons, if you are locked out of your room, any form of identification must be left at the front desk while using a temporary key for one night only. It must be returned within two hours; otherwise, a key charge may be applied. If you do not have identification, you will be required to give your name, rank, SSN, work phone number, and command, and then wait until someone from your command is available to certify your status as a valid resident.

Lost Keys

Report to the front desk immediately if you lose your key. Since it is a government property, there is a charge for a replacement key. When you are issued a new key, your old key becomes inactive.

Lost and Found

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

Noise

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's too loud. Repeated noise complaints may result in equipment being confiscated by BH management or higher authority and may be put on controlled storage until departure from the barracks.

Parking

Limited parking is available for your personal vehicle. General parking is available in the garages and unmarked street parking spaces. Resident Advisors have designated parking spaces.

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.

Pets

Fish are authorized in an aquarium no larger than twenty gallons. The owner of the aquarium is financially responsible for any damage associated with the aquarium. **No other pets may be kept in quarters.** Disciplinary action will be taken if any other type of animal is found in the room.

Phones

The reception area has payphones and official telephones. Personal telephones may be installed in individual rooms at the resident's expense through the base phone office.

Pictures/Room Decorations

Please make sure that all pictures and decorations are in good taste. Use proper hanging devices--do not use thumbtacks or tape that removes paint. The cost of damage to walls determined

to be caused by improper installation of wall decor/pictures will be assessed to the registered occupant. Pictures depicting sexual, racist, or drug culture themes are strictly prohibited.

Painting or altering any portion of the room, bathroom, or furnishings is not allowed.

Project ID

If you request, NAVSUPPACT Naples Security will help you mark your personal belongings with an etching tool. It is recommended that you identify belongings with the last four digits of your social security number.

Resident Advisors

Resident advisors establish good communication between residents and BH management to solve housing-related problems. They take the lead in ensuring their assigned spaces meet cleanliness standards. They serve as a mentor to the residents they represent and are given the first opportunity to resolve BH problems. The resident's chain of command will only be contacted if all other measures fail.

Roof and Ledges

Access to the roof and ledges is off-limits to all personnel. Your safety is our highest concern--do not climb out onto the ledges to get to unauthorized areas.

Periodic Room Inspection

Room inspections are conducted by either the resident's command, RAs, and/or BH staff. Room inspection procedures are defined in enclosure (4) of NAVSUPPACT NAPLES INST 11103.1C.

You are responsible for the cleanliness of your room and bathroom. Residents with shared bathrooms also share responsibility for its cleanliness. You may checkout cleaning equipment during the established hours. Vacuums may be checked out for one hour and carpet cleaners may be checked out for two hours. Both should be returned clean and ready for reuse. Please return the cleaning equipment as soon as you are finished so others may use it.
These standards are used to determine cleanliness:

- Trashcans are clean and empty.
- All food is stored in sealed containers.
- The refrigerator is clean. There is no food debris or mildew on the gasket. There are no spills or strong odors.
- The microwave is free of spills or strong odors.
- The walls and doors are free of dirt, marks, and holes.
- The bed is neatly made with clean linen.
- Floors are cleaned and vacuumed.
- Shower curtains are thoroughly clean.
- The shower and bathtub are cleaned and disinfected; all hard water deposits are removed.
- The furniture dusted and polished.
- Vents and air ducts are clean.
- Radiators, windows, windowsills, screens, and blinds are cleaned.
- Mirrors are polished.
- 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 the noted problem).
- Clothing is in lockers or drawers. Your wardrobe must be locked if you share your unit.
- The area directly in front of your room is clean and free of gear.
- Exhaust vents are clean.
- No gear adrift.

Room of the Month

Residents with rooms that are consistently outstanding during room inspections will be recognized in a letter from the Commanding Officer, NAVSUPPACT Naples. These residents will also receive Morale, Welfare, and Recreation coupons and be exempt from room inspections for one month.

Security

Please secure your room when you are not in it. Lock wardrobes at all times and secure the windows to prevent break-ins.

Smoking

Smoking is prohibited in all government buildings and bachelor housing facilities, especially inside the rooms. Violator/s will be subjected to disciplinary measures. Designated smoking areas are in place and conveniently located on the grounds of each building.

Storage

The barracks have a baggage storeroom for bulky containers and excess gear that do not fit into assigned storage cages. Due to limited storage, household effects consisting of room furnishings and appliances are not authorized. These furnishings may be stored through the Personal Property Office. Storage requirements through the Personal Property Office must be made known upon check-in. Locked suitcases, bulky items, and securely taped boxes may be kept in storage. The storeroom is maintained and controlled by BH managers, and every effort is made to provide maximum security for your personal belongings.

A BH manager will receive or issue belongings during normal working hours with at least one day of notification. Only designated personnel can open the storeroom, and you must provide proof of ownership before taking your property.

Storage procedures are as follows:

- All items are marked with a sequential, three-part baggage tag. The tag will have your name and room number. The first part of the tag is left on the item, the second is attached to your registration card at the front desk, and the third is given to you as a claims ticket.
- The building manager maintains a log of everything in the storeroom. The log tracks the tag number, the type of item, date received, dates you accessed storage, and the date you removed your items from storage.
- Each container in storage has an inventory list. The inventory records your information and the type, make, color, and condition of your stored items. A container will have an inventory sheet, even if it is empty. You will be given the original, and a copy is kept in the container.
- Each time you access your belongings in storage, the outside of the box or suitcase will be inspected to ensure that they have been properly secured.
- You must retrieve your items from storage during normal working hours, even if you checkout on the weekend.
- Ownership is verified with your claims check and a military ID. The BH manager or Command Duty Officer may choose to authorize exceptions to the checkout procedure in emergency circumstances.

Suggestions

The front desk has a suggestion box or can directly communicate with BH management through e-mail at bachhou@nsa.naples.navy.mil. We would like to hear from you and will respond in a timely manner. Please include contact information so we can respond to your needs.

Trouble Calls

Maintenance discrepancies noted in the room must be reported to the barracks trouble desk immediately. Normal routine maintenance or repairs will be performed within 3 working days by appointment between the resident and maintenance personnel. Emergency cases will be handled immediately. After hours trouble calls must be submitted through the NAVSUPPACT Naples quarterdeck at DSN 626-5547 via BH Duty Manager. Outstanding problems with no evidence of a resident having made a trouble call may be issued a discrepancy during a room inspection.

Vending Machines

The Navy Exchange operates vending machines within the barracks. The front desk will give you an instant refund if you lose money in the machines.

Weapons, Ammunition, and Explosives

Any prohibited weapons found within the barracks will be confiscated and destroyed. The items below are not permitted within the barracks; however, the list is not all-inclusive:

- Firearms, pellet or BB guns, spear guns, bows and arrows, hatchets, axes, knives, swords with a blade longer than three inches, throwing stars, martial arts equipment, etc.
- Explosives, such as firecrackers, fireworks, flash powder, and gunpowder.

Long bladed knives required for the performance of assigned duties are allowed in the rooms, as long as the owner prevents unauthorized use, and stows them safely in a locked wardrobe.

Windows

Do not remove screens or use the window to gain access to the room or lounges. Close and lock windows when no one is in the

room and when using heating or air conditioning. Please do not put anything on the window ledges that will detract from the appearance of the building.

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 Bachelor Housing (BH) 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 Officers (Cos) or Officers-in-Charge (OIC) shall:

(1) Ensure BH spaces assigned to your units are inspected at least weekly.

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

(3) Inform residents in your units of the provisions of this instruction. Ensure BH 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 BH Director with inspection schedules.

(2) Assign Officers or Chief Petty Officers to perform inspections. Assign recorders/escorts.

c. Inspection Officers and/or Chief Petty Officers shall

(1) Notify the BH Manager no less than 24 hours prior to inspection. The BH Manager will provide inspection material and guidance on the inspection check list of the room inspection form.

(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 or repeated uncorrected discrepancies. Mistreatment of government property.

(3) Within two workdays of an inspection, provide two copies of the inspection report to the BH Director.

(4) Within five workdays of an inspection, provide the BH Director with a written report of corrective action taken in spaces and rooms graded "unsatisfactory".

d. BH 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 CMCs/LCPOs.

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.

(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:

Bed unmade/poorly made, gear adrift, carpet needs vacuuming, carpet needs shampooing. Dust on furniture/horizontal surfaces, window sill/blinds. Fan blades dirty/grill dirty. Sink area dirty (dishes, soap

scum…), microwave dirty, lewd posters/pictures. Furniture damaged/missing, refrigerator dirty, freezer needs defrosting/cleaning, smelly/overflowing trash. Bathroom floor dirty, shower/tub dirty, excessive calcium build up, toilet dirty. Poster/flag/pictures/ items hung on windows, laundry not stowed. Unauthorized items (burnt candles, incense, hot plates…). Dirty door/window, broken screen, mirror dirty, stickers on, evidence of smoking in/outside room, and dirty passageway.

(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, announced or unannounced, will result in:

(a) First Offense: Present the room to the NAVSUPPACT Naples Command Duty Officer (CDO) and Unit's duty officer or RA for re-inspection the following Saturday between 0900 and 1100 in dress uniform of the day.

(b) Second Offense: Documented counseling by the BH staff and the tenant CMC/LCPO concerning BH regulations. Present the room to the NAVSUPPACT Naples CDO, RA, and tenant CDO for re-inspection the following Saturday between 0900 and 1100 in dress uniform of the day.

(c) Third Offense: Report chit initiated by the BH staff for non-conformance to BH rules and regulations.

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

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