



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 11103.4H
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NAS PAXRIV INSTRUCTION 11103.4H

From: Commanding Officer, Naval Air Station, Patuxent River

Subj: PERMANENT PARTY UNACCOMPANIED HOUSING

Ref: (a) OPNAVINST 5009.1
(b) CNICINST 11103.4a
(c) CNICINST 11103.5 CH-1
(d) DOD 4165.63-M Oct 2010
(e) CNIC Desk Guide: UNACCOMPANIED HOUSING (UH) OPERATIONS
(f) CNICINST 11103.13
(g) CNICINST 11103.14
(h) NASPAXRIVINST 5354.3
(i) SECNAVINST 5100.13E
(j) NASPAXRIVINST 7220.9J

Encl: (1) Unaccompanied Housing Assignment Policies
(2) Unaccompanied Housing Regulations
(3) Geographical Bachelor Request
(4) Resident Advisor Program

1. Purpose. To establish policy, organizational and standard operating procedures for Naval Air Station Patuxent River Unaccompanied Housing (UH) Management per references (a) through (e).

2. Cancellation. NASPAXRIVINST 11103.4G.

3. Background

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

b. The operation of Navy UH facilities significantly impacts morale, retention, and mission performance.

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

d. Per reference (a) through (e), Navy UH's shall provide the space, privacy and furnishings required for comfortable living.

4. Discussion.

a. The Commanding Officer (CO) is responsible for the operation, control and material condition of the UH. In meeting this responsibility, the CO determines adequacy of quarters and allocation of UH spaces based upon the criteria in references (a) through (e).

b. CO's/Commanders/Officers-in-Charge (OIC's) of component or tenant commands, whose personnel reside in UH, are charged with the responsibility to contribute to the good order and discipline of UH by frequent inspection of spaces allocated to their personnel and by applying appropriate corrective and/or disciplinary actions in instances of failure to comply with the regulations contained herein.

c. Morale and working effectiveness of Sailors are directly related to the habitability, material condition and cleanliness of the berthing spaces assigned.

d. Per reference (a), UH residents will be assigned to clean habitable quarters. Prior to vacating, residents are required to return the quarters and assigned furnishings to the same condition as when the quarters were accepted, with allowance for normal wear and tear.

e. Per reference (b), UH residents will be responsible for routine housekeeping and for reporting items in need of repair or replacement to the UH management staff. Service members assigned to a room in the UH will be liable for loss of, or damage to UH property caused by abuse, negligence or willful misconduct including that caused by his/her guest. Application of appropriate corrective and/or disciplinary actions may be applied in instances of noncompliance with the regulations contained herein. If assigned a substandard room, the resident has a responsibility to immediately notify the UH Site Manager.

f. In order to provide the best possible quarters for the comfort and security of NAS Patuxent River and tenant command personnel, this command and the UH staff will:

- (1) Manage and control the UH on a continuous basis.
- (2) Provide services as outlined in reference (a) to UH residents on a continuous basis.
- (3) Ensure optimum utilization of rooms per references (a) and (c).
- (4) Apply standards of cleanliness, conduct and accountability for the overall well-being of the residents.
- (5) Ensure the security of residents within the UH.

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

5. Action. Maintaining a high level of habitability, material condition and cleanliness in UH is an "All Hands" evolution that requires effective supervision and cooperation of the UH management and its occupants.

a The CO, NAS Patuxent River shall:

(1) Establish consistent policy, regulations, and procedures for administration and operation of the UH complex.

(2) Determine allocation of resources for manning and maintaining UH complex operation.

(3) Provide command attention to specific problem areas, general living conditions, and all aspects of UH operations.

b. CO's and OIC's of locally based military organizations who have personnel residing in UH shall:

(1) Exercise disciplinary control over their personnel who reside in UH by:

(a) Participating in periodic inspections.

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

(c) Administering appropriate disciplinary measures when members of their organization fail to adhere to established UH standards.

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

c. The UH Site Manager shall:

(1) Coordinate planning, funding, staffing, maintenance and management of UH operations.

(2) Staff qualified personnel to operate all facilities.

(3) Administer and direct operations of UH as outlined in this instruction and other pertinent regulations.

(4) Ensure that rules and regulations are followed and enforced.

(5) Supervise UH staff, ensuring they receive proper training and adhere to this instruction and other pertinent regulations for effective control of operations.

(6) Ensure, by close supervision, optimum standards of appearance, maintenance, cleanliness and good order in UH operations.

(7) Maintain constant liaison with the Public Works Officer (PWO) on programming maintenance and improvement of assigned buildings and their grounds. Ensure the PWO is provided with complete and timely information on UH requirements relating to facilities maintenance. Ensure that UH requirements are integrated into the NAS Patuxent River maintenance plan.

(8) Accompany Public Works personnel when they conduct the required annual inspection survey of UH spaces.

(9) Review and ensure accuracy of all data required to update the Determination of UH Requirements (R19) and UH Assets reports (R21) annually.

d. UH staff shall:

(1) Carry out UH management duties per the direction of the Site Manager, billet descriptions, guidance contained in reference (a), this instruction, and other pertinent regulations.

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

e. UH residents shall:

(1) Abide by the rules and regulations contained herein and those that may be published separately, either posted in common areas or included as part of their check-in welcome packages.

(2) Promptly apprise UH staff of material, safety and habitability deficiencies in rooms to which assigned and in any common use areas.

(3) Provide constructive suggestions to management for improving operations and procedures either directly or by comment forms.

6. Applicability. This instruction is applicable to all UH operated by NAS Patuxent River.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review Authority. Per OPNAVINST 5215.17A, the Housing Installation Program Director will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



S. B. STARKEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only online at

<https://directives.navair.navy.mil>

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UNACCOMPANIED HOUSING ASSIGNMENT POLICIES

1. Assignment. The Commanding Officer (CO), Naval Air Station (NAS) Patuxent River, has established centralized assignment procedures.

a. To ensure that eligible permanent party personnel receive proper entitlement to UH, upon checking in Sailors will provide proper documentation such as PCS orders, marital status documentation along with an appropriate active duty identification card showing eligibility for being assigned a space in UH. Per policy in reference (a), NAS Patuxent River will program to house all unaccompanied E1-E4 Sailors/Marines. As per reference (b), the Navy is programming to house E1-E3 Sailors in shared bedrooms and E4 Sailors in private bedrooms, with no more than two Sailors sharing a bathroom. CNIC may approve exceptions to this programming standard for locations with a lack of adequate community housing.

b. Per ref (j), all single Permanent Party (PP) personnel, serving in pay grade E-5 or above, will receive single BAH in lieu of quarters. If adequate quarters are available, PP personnel E-4 and below who choose to live in the civilian community, **will not** be entitled to single BAH until Unaccompanied Housing (UH) reaches 95% occupancy and the CO or a designated representative authorizes payment of the appropriate allowance. **Only NAS Patuxent River CO or a designated representative may authorize single BAH.**

c. UH maintains a waiting list for E-4 and below personnel who request to receive BAH. Once approved by the Tenant Commands CO or Department Head for NAS Patuxent River, all request chits will be held by UH Administration until occupancy reaches 95% or above; at which time the UH will forward the request chits to NAS Patuxent River CO, or a designated representative, for final approval.

d. Civilians, such as Boy/Girl Scouts, Sea Cadets, etc., may occupy UH spaces on a space available basis with written approval of the CO, provided they will not interfere with the command mission.

2. Assignment priorities. NAS Patuxent River follows the assignment policy in accordance with reference (a). There are no Unaccompanied Officer Quarters at NAS Patuxent River; therefore, there will be no approval for Officer Geographical Bachelors as per the NAS Patuxent River Commanding Officer's direction.

3. Unaccompanied Housing Assignment Review Board (UHARB). In accordance with reference (g), UHARB's will convene as necessary, but not less than once a quarter to act on geographical bachelors (GB) requests for berthing. UHARB determinations for berthing and eligibility will be made on a case-by-case basis on the strength of the individual submissions.

A GB's request for berthing must demonstrate that (1) a hardship exists, (2) it is a hardship that is not encountered normally by other members of the naval service, and (3) the service member has made every reasonable effort to procure alternative housing.

a. Requirements:

(1) UHARB may approve a GB's request for berthing based on space availability when (1) the occupancy rate of adequate bachelor housing is less than 90% and (2) all members considered as "military necessity" (Priority 1) and eligible E1-E4 permanent party personnel are adequately housed. No more than 5% of permanent party rooms may be filled by GBs. Upon 30-day written notice, GBs in this status will be required to vacate for personnel of higher priority as defined in reference (a).

(2) GBs in pay grades E-5 thru E-9 may apply for the Resident Advisor program by submitting NAVPERS 1336/3, Special Request/Authorization to the UHARB via the Unaccompanied Housing Leading Chief Petty Officer (LCPO). If selected as an RA, the GB may be housed under a higher priority than that described for GBs. The CO may authorize 5% of E1 – E4 PP rooms as RA designated rooms as defined in reference (c).

(3) GBs and RAs must request recertification, at a minimum, every 180 days (for GBs) and annual (for RAs) to validate that an ongoing need for housing exists. If a request is not submitted to the board, the assumption is that the GB/RA has found alternative living arrangements and will be required to move out of UH no later than the completion the allotted time.

b. Submission Procedures:

(1) As a minimum, all GB request packages will include completed copies of enclosure (3).

(2) The following supporting statements will be included with the basic request, as applicable:

(a) If a dependent with an illness is involved, a current (within two months) statement is required from the attending physician in medical terminology sufficient to allow any person to understand the nature of the illness. The statement must include both the diagnosis and prognosis; and if hospitalization is involved, probable length of the hospitalization and when dependents could realistically be expected to move to the sponsor's location.

(b) To be considered for a hardship under special and medical reasons, applicants must have dependents enrolled in the Exceptional Family Member (EFM) program. Documentation of enrollment in the Navy's EFM Program must be submitted as part of the package.

(3) Upon receipt of a completed GB package (and RA request chit, if applicable), the UHARB will review the applicant's case at their next meeting. While awaiting UHARB

determination, GBs may be berthed in the UH as Space "A", and applicants will be notified within three working days of the UHARB's determination of status.

(4) A list of requirements is included in enclosure (6) and should be used by applicants and their commands as a guide to ensure that the request is completed properly prior to submission to the UH LCPO to review before the UHARB convenes.

c. UHARB Composition: The UHARB membership will consist of, at a minimum, the installation Command Master Chief; one Command Financial Counselor; UH Site Manager; UH LCPO; and a command representative (of the applicant). Family Housing Representative (resource and referral) and the local medical treatment facility EFM program manager may act in an advisory capacity to the UHARB.

UNACCOMPANIED HOUSING REGULATIONS

ALL VIOLATIONS MAY BE SUBJECT TO DISCIPLINARY ACTIONS IN ACCORDANCE WITH THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

1. Assignments. PP residents will be issued clean linen upon check-in, but will be responsible for cleaning their linen once received. Issued linen will not be returned to the building manager upon check out, unless otherwise determined by UH Site Manager. The building manager and the resident will conduct an inspection upon check-in and the room occupant will sign for custody and accept responsibility for the assets and furnishings within the occupant's room. All existing discrepancies will be noted on the registration form signed by the resident and building manager. Any additional discrepancies noted upon check-out will be the responsibility of the occupant and restitution, if required, will be made within 10 days. If restitution is required, the member's command will be notified and the service member's pay will be adjusted accordingly.

2. Check-Out.

a. All PP personnel will check out at the Unaccompanied Housing Administration Office located in Building 1455. Magnetic key cards, bike locker keys, and mail box keys will be returned at the time of check out.

b. The building manager and resident will inspect the room at the same time, checking the material condition of the room and furnishings against that of any annotations made during the inspection at the time of check-in. The service member will pay for any lost or damaged property. The resident will schedule a pre-inspection at least 10 days prior to transfer. UH staff shall be advised no less than 30 days prior to transfer date.

c. Prior to vacating the room, the resident is required to clean his/her space, furniture, and locker. The following must be accomplished regardless of whether a roommate will remain in the room:

(1) Clean floor and vacuum rug. Stains on carpet shall be removed. Service members can check-out a carpet cleaner at UH Front Desk.

(2) Remove scuffmarks from bulkheads, baseboards and doors.

(3) Clean and empty all trash cans.

(4) Dust all furnishings, shelves, and window sills.

(5) Clean windows and mirrors with appropriate cleaner.

(6) Remove gear adrift from individual living quarters.

(7) Empty and clean all assigned lockers and drawers.

(8) Clean refrigerator; ensuring all areas are free of food, dust, and debris; to include gaskets.

(9) Clean microwave; ensuring all areas are free of food, dust, and debris.

d. The resident will be properly checked out only when the above requirements, 2(a) to 2(c), are completed. If the resident fails to meet these requirements in any facet, the resident's command will be notified and the check-out procedure will be held in abeyance until all discrepancies are corrected.

3. Cleanliness of Rooms and Bathrooms.

a. In single occupancy rooms, the cleanliness of the room and bathroom shall be the responsibility of the resident. Cleanliness of common use heads will be the responsibility of the housekeeping staff, but residents are directed to use good neighbor principles and "clean as you go," removing all personal items.

b. During working hours, cleaning gear and carpet shampoos are available at the front desk in Building 1455 for resident use. Residents are required to return shampoos immediately after use, within 2-days of checkout, and ensure that they are clean and free of shampoo residue and debris.

c. Standards of Cleanliness. Residents will strictly adhere to the following standards:

(1) Daily Living Standards:

(a.) Empty trash cans.

(b.) To prevent pest infestation, food must be stored in sealed, sanitary containers and refrigerated as necessary.

(c.) All beds will be made.

(d) Vacuum carpet.

(e.) Stow all personals and clothing appropriately. No gear adrift.

(2) Weekly Standards:

(a.) Comply with daily living standards.

(b.) Field day room and common area

(c.) Clean refrigerator, free of food, dust, and debris. Defrost refrigerator/freezer as required.

(d.) Clean microwave free of food, dust, and debris.

(e.) Remove all dirt and marks from walls and doors.

(f.) Clean bed linen.

(g.) Clean/vacuum floors as appropriate.

(h.) Clean showers/shower doors free of soap scum, mildew, and mold. Remove personal items from common use showers and bathrooms.

(i.) Dust /polish all furniture.

(j.) Clean all vents and ducts.

(k.) Clean air conditioning units, window sills, and blinds.

(l.) Clean all mirrors and windows.

(m.) Stow all clothing and personal items appropriately. No gear adrift.

4. Alcoholic Beverages.

a. Consumption of alcoholic beverages by any resident younger than 21-years of age is strictly prohibited and against the law. Providing alcoholic beverages to any person younger than 21-years of age is strictly prohibited and against the law.

b. Beer and wine products may be kept in the resident's refrigerator. All other alcoholic beverages within the resident's room must be secured and out of sight when the resident is not present.

c. Drunkenness and/or abuse of alcoholic beverages will not be tolerated. Alcohol and drunkenness will not be used as an excuse for inappropriate behavior, misconduct and/or damage to UH assets and furnishings.

5. Baggage Storeroom. A baggage room is provided so that bulky containers and excess gear may be removed from UH berthing areas. The storeroom is maintained and closely controlled by the building manager to provide maximum security of personal belongings. The UH Staff will receive or issue items from 0900-1500 Monday thru Friday. In an emergency situation, contact the UH Administrative Office for access.

6. Bicycle Parking.

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a. Due to the potential damage caused by grease, road grime, etc.; bicycles may not be stored in rooms, stairwells, passageways, walkways, or in areas where the bicycles could block fire exits, and are subject to confiscation if found in the aforementioned areas.

b. Bicycle lockers are provided for bicycles on a first come first served basis. Residents are urged to use bicycle-locking devices to prevent theft.

7. Bleach. Due to the potential for damage if spilled, the use of liquid chlorine bleach is prohibited in all UH spaces by all residents.

8. Bulletin Boards.

a. Bulletin boards are provided in each lounge area to provide a means of communication from management to residents and resident-to-resident. They should be reviewed on a regular basis.

b. Unofficial notes originated by residents will be coordinated via the building manager. Notes will be dated and will not be posted for more than 30-days unless they are of a continuing nature.

c. Residents desiring to sell personal items should provide tabs on the advertisement, which interested parties can tear off. The tabs should contain the seller's phone number.

9. Cable wires (Television, Radio, and Computer). Satellite dishes for common areas, modules, and individual rooms are not allowed. Routing and tapping of TV cables and wires through the overhead, either within a room or between rooms is prohibited. Routing of wires inside individual rooms must be done in such a way as to not present a safety hazard and must be kept neat and orderly. Private Cable and internet service is available at the resident's expense through approved Cable Companies only (Front Desk personnel can provide more information of local companies).

10. Candles and Open Flames. Candles, oil lamps, and/or other household items with continuous open flames are not permitted in UH due to fire/safety of the facility and other residents. Plug in air fresheners and vaporized/electronic cigarettes and tobacco **chargers** are authorized but must be unplugged when unattended. The use of vaporized/electronic cigarettes is prohibited in the UH Complex and are only authorized in designated exterior smoking areas.

11. Clean Room. The "Clean Room" is an open bay style room utilized as a tool for commands to house Sailors that are having trouble keeping their regular room clean. UH recommends use of the clean room to the residents command when any or all of the following occur:

a. The resident has 3 consecutive room failures.

b. The resident has 2 or more confiscations for unauthorized items in the room within a 6 month period.

c. At the request of the command.

12. Co-habitation. Members not assigned to a specific UH space are not authorized to live in the space. Assigned members will not have guests and/or visitors for any time that exceeds guest hours. Members of the opposite sex will not be assigned to the same room or in any room or module that share a common bathroom.

13. Cooking. Using any appliance other than a microwave oven, hot air popcorn popper, or coffee pot is prohibited. Hot plates, griddles, toasters, waffle makers, slow cookers, and other such items are not permitted, and the use of such will result in the items being confiscated. Any offense may result in disciplinary action and possible termination of eligibility for quarters. Unplug popcorn poppers and coffee pots when not in use. Coffee pots with built-in timers are prohibited in accordance with base fire code.

a. The Freedom Lounge (Building 1455) is equipped with two electric ranges with ovens, microwaves, kitchen sink with food disposal, and ample counter space and is open to all UH residents for use. Good housekeeping procedures apply.

b. Building 492 is equipped with a microwave, electric range and oven, as well as a 2-compartment sink. This space is located in the common area of the first deck and is open for all Building 492 residents. Good housekeeping procedures apply.

c. Building 468 is equipped with a microwave, electric range and oven, as well as a 2-compartment sink. This space is located in the common area of the second level, next to the lounge, and is open for all Building 468 residents. Good housekeeping procedures apply.

14. Controlled Substances. The possession of controlled substances other than as prescribed by competent medical authority is prohibited. Prescribed controlled substances will be secured when the resident is not present.

15. Cycle and parts storage. Bicycles and motorcycles or their parts, car parts, flammable and/or hazardous material, etc., will not be stored in UH rooms, stairwells, passageways, walkways or in areas which could block fire exits. Flammable and/or hazardous materials will not be authorized to store within bicycle lockers.

16. Dart Boards. Dart boards are prohibited in all UH living spaces.

17. Day Sleepers/Sick in Quarters (SIQ). UH residents with evening working hours will not be disturbed from 0700-1330 unless suspected of violating UH and/or other regulations. Verification of night assignment must be provided via an approved request chit from resident's chain of command to the UH LCPO or UH Site Manager. Day sleeper signs will be provided and signed by the UH LCPO or UH Site Manager, and must be posted to their door to avoid being disturbed. Chits will be valid for 180 days at which time the resident must submit a new request chit from the chain of command. Similarly, personnel who are SIQ must post their SIQ chit on their door to avoid being disturbed. Contractors responding to trouble calls or for routine maintenance will be permitted timely access to rooms of day sleepers and SIQ personnel.

18. Diving Tanks. Diving tanks may not be stored in UH rooms if the tank's residual pressure is greater than 14 Pounds per Square Inch (PSI).

19. Dressing or Undressing. Dressing or undressing in view of any open window is prohibited.

20. Electrical/Electronic Equipment.

a. Televisions, computers (desktops and laptops), video recorders/players, stereos, radios, tape recorders, lamps, and electric clocks are authorized for use in the UH. Personal televisions and electronic components are not authorized to be wall mounted.

b. Irons, hair dryers, flat irons, and hair curlers are authorized in the BH, but must be unplugged after each use.

c. No electrical outlet may have more than two electrical units plugged in at any one time. Use of extension cords is prohibited. Underwriters Laboratories (UL) approved surge protectors are recommended if additional outlets are needed.

(1). Interior holiday lighting that is on the UL list is authorized; but must not exceed the manufacturer's requirement for consecutive strands of lighting strung together. If, at any time, the holiday lighting strands are hung in a manner that may cause damage or possible fire, the resident will be asked to remove same from the room.

21. Employees. All UH employees are subject to command regulations with respect to conduct, security, and safety.

22. Energy Conservation. All UH residents shall comply with energy conservation measures, including: turning off electrical items when not in use, keeping doors and windows closed in heated or air-conditioned areas and reporting all hot or cold water leaks immediately to the Building Manager or Front Desk.

23. Fire Safety.

a. Smoking is strictly prohibited in all UH spaces per reference (i).

b. Flammable materials are prohibited in UH spaces. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use. Gasoline, charcoal lighter fluid, Coleman Fuel or other flammable and/or toxic fluids or gases are not permitted within UH except as required by maintenance personnel, approved by the Public Works Department and/or the Fire Chief.

c. Open flames, such as those produced by candles, camp stoves, incense, etc., are prohibited in all UH spaces.

d. All residents must be alert to fire hazards. Report potential hazards to the UH staff.

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e. Smoke detectors must remain operational at all times. In the event the battery expires, it is to be replaced immediately. At any should personnel tamper with/disassemble smoke detectors. If tampering and/or disassembly are discovered residents may face disciplinary action.

24. Flags. American and National Flags, when displayed, will hang from a staff and fall freely. Flags will never be pinned or fastened to a wall or ceiling or used as a bedspread, window shade, or tablecloth or for any other purpose which could be considered degrading.

25. Furnishings.

a. Room assets and furniture is the responsibility of the resident. All damage to the furniture and/or room is the responsibility of the resident, and will be liable for damages.

b. Residents may rearrange their furnishings but, per Fire Code Regulations, there must be 28" between furnishings, allowing for clear exit paths for fire or emergency escape.

c. To assist management keep track of government furnishings, the movement of these items outside the rooms or lounges is not permitted.

d. Alterations to UH assets and furnishings is strictly prohibited.

26. Gambling. Gambling in UH facilities is prohibited.

27. Garbage. Receptacles have been provided in designated spaces throughout UH. Leaving trash in passageways, laundry rooms, lounge areas, stairwells, common heads, or other places is prohibited. It is the resident's responsibility to properly dispose of trash in the receptacles located in the parking lots around the buildings.

28. Geographical Bachelors/Resident Advisors. As per reference (a) and(c), all members requesting to reside in UH as a Geographical Bachelor (GB) or Resident Advisor (RA) must clearly demonstrate that (1) a hardship exists, (2) it is a hardship not normally encountered by other members of the military, and (3) the service member has made every reasonable effort to procure alternative civilian housing. GB/RA berthing is on a space-available basis when (1) the occupancy rate in UH is less than 90% and (2) all members considered a "military necessity" and eligible E1-E4 PP personnel are adequately housed as described in enclosure (1).

a. To apply, service member must submit enclosure (7) along with a monthly budget statement completed by a qualified Command Financial Specialist (CFS) at a minimum to the UH LCPO. Once received, UH staff will review and prepare for the Unaccompanied Housing Assignment Review Board (UHARB). Once approved or disapproved by the UHARB, the service member will be notified by the UH LCPO of the results. If approved, the service member will be housed in UH for a maximum of 180 days in which a UHARB review will be required to re-evaluate the need to remain in UH.

b. Service members who are approved to reside in UH as a RA will meet all criteria as a GB set in enclosure (3), as well as the criteria outlined in enclosure (4).

29. Guest/Visitors.

a. Guests are defined as persons invited into UH by an assigned resident. Guests are permitted in UH, provided that these guest visits do not interfere with good order and discipline or inconvenience other occupants. Guests are allowed in private rooms between the hours of 1000 – 2200. Guests are allowed in lounge areas between the hours of 1000-0200. Guests will be accompanied by the inviting assigned occupant at all times. Guests of opposite gender must use bathrooms provided in Building 1455.

b. Visitors are defined as personnel in UH in an official duty status. Examples of visitors are: command representatives, security personnel, maintenance contractors, cleaning personnel, and inspection personnel. Visitors of opposite gender must use bathrooms provided in Building 1455.

30. Laundry/Dry cleaning. Washers and dryers are free and available for UH residents. Residents are responsible for cleaning washers/dryers after use, to include lint traps. The Navy Exchange also provides laundry and dry cleaning services for a fee.

31. Lock Outs. As a security measure and to ensure proper key control, resident(s) who lock themselves out of their room will be required to show their Common Access Card (CAC) to a building manager, Duty RA, or Duty Complex Manager prior to re-entering their room. If CAC is locked in room, the resident must show CAC to building manager once room is opened. Duty Complex Manager or Duty RA can be contacted for afterhours lock outs. Phone numbers for the duty personnel are posted on all common area bulletin boards, including the Freedom Lounge.

32. Lost and Found. A Lost and Found is maintained. I.D. cards, wallets, or items with a monetary value in excess of \$50.00 will be turned over to Security. Other items will be retained for 15 days. Unclaimed items after 15 days will be turned over to Security.

33. Lost Keys. Lost keys/key card must be reported to UH Administrative Office immediately. This will help ensure better safety and security for all residents.

34. Noise/Loud Music. For the consideration of other residents, noise and music shall be kept at a level that does not disturb others. Repeat offenders will be reported to their commands for action.

35. Parking. Parking lots are provided for use of all UH residents. Grass areas and sidewalks may not be used as parking areas for Privately Owned Vehicles (POV). All vehicles parked in reserved parking areas will be subject to ticketing at the owners expense. Vehicles parked in UH parking longer than 30-days without being utilized will be considered abandoned and turned over to security for removal at owner's expense.

36. Pets. No pets are authorized, except fish in an aquarium no larger than 20 gallons. The owner of the aquarium is responsible for any and all damage that may occur as a result of having the aquarium in the room. The resident is also responsible for cleaning the aquarium on a regular basis to best care for the fish.

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37. Phones. Private telephones and cell phones are authorized in rooms at the resident's expense.

38. Pictures/Posters.

a. Nothing may be hung from or attached to the ceiling or furnishings. Pictures and posters may be hung on the walls using ordinary tacks or low quality adhesive (i.e. *Command Hooks*).

b. Painting, papering or alteration of any portion to UH room or bathroom furnishings is prohibited.

39. Room/Bed Assignment. Rooms will be assigned by UH management in accordance with applicable criteria. Once an assignment is made, it will not be changed without the approval of the UH Site Manager. Unassigned rooms and bunks may not be used by residents or guests.

a. Restricted Room. NAS Patuxent River provides a restricted room for Sailors awarded restriction to the installation through Non-Judicial Punishment. A copy of restriction orders is required upon check-in for accountability and tracking purposes.

40. Room Inspections. All rooms are subject to daily inspections by the UH staff for safety, security, cleanliness, and maintenance discrepancies. Formal room inspections will be held by UH staff between the hours of 0900 to 1500 on any day Monday through Friday. It is highly encouraged that tenant command leadership conduct random room inspections on their personnel.

a. All rooms that receive a grade of unsatisfactory will be re-inspected the following Friday at 0900 by the resident, building manager, and an E-5 or above from the resident's command ranked E6 or above. All command representatives shall meet with the UH Manager or UH LCPO at the front desk of Building 1455 the day of re-inspection.

b. All rooms that receive a grade of outstanding will be entered as a candidate for Room of the Month, awarded at the end of each month. Two consecutive outstanding grades will exempt the resident from the next formal room inspection.

41. Room of the Month. All residents of rooms cited as consistently outstanding during regular inspections will be recognized and praised publicly. One resident will be selected as Room-of-the-Month and exempt from formal room inspections for one (1) month and receive a parking area for the month.

42. Rodent/Insect Infestation. Report any rodent problems to the UH Admin Office, so that Public Works may be notified. In order to avoid insect infestation, food items must be kept in airtight containers and/or refrigerated, as well as maintaining good housekeeping in private and common areas.

43. Security of Rooms. All rooms will be secured when not occupied. Lockers will be locked when not in use. Windows will be secured when the room is unoccupied to prevent unauthorized entrance and property damage during inclement weather.

44. Smoking/Smokeless Tobacco. As per reference (d), the use of all tobacco products is prohibited in UH, with the exception of the following locations:

- a. Gazebos within the 1400 series complex.
- b. Gazebo at Building 492.
- c. Pavilion adjacent to Building 468.

45. E-Cigarettes/Vapor apparatuses. The use of E-Cigarettes and all vapor apparatuses is prohibited inside the rooms, modules, lounge areas, and common spaces. They may only be used in designated smoking areas. All regulations on the usage of tobacco products applies to the use of E-Cigarettes/vapor apparatuses.

46. Suggestions. Suggestion boxes are located in each UH building lounge and the freedom lounge located in Building 1455. UH residents are encouraged to utilize the suggestion boxes for both positive and negative feedback.

47. Trouble Calls. Report all maintenance discrepancies to the front desk in Building 1455 within a timely manner. All trouble calls will be noted in the trouble call log, and residents will be advised of all trouble call statuses.

48. Weapons/Ammunition and Explosives. Residents will not keep weapons or explosives in their rooms. Weapons include, but are not limited to the following: all types of firearms, pellet/BB guns, spear guns, bows and/or arrows, hatchets/axes, knives (blades longer than three inches), throwing stars, martial arts equipment, etc. These items must be registered at the Pass Office and checked into the station armory for safekeeping.

a. Explosives, such as firecrackers, fireworks, gunpowder, etc. are prohibited in all UH spaces.

b. Long-bladed knives required in the performance of assigned duties may be kept in UH provided the owner prevents unauthorized use of such items and they are kept securely stored when not in use.

49. Windows. Removal or loosening of screens from windows is prohibited. Use of blankets, foil, etc., to block out sunlight is not authorized. Windows with curtains must have clean curtains with all curtain rods and hooks in place. Plants and decorations, in good taste, may be placed on window sills.

NAXPAXRIVINST 11103.4H
29 Mar 2017

Date: _____

From: _____ (Applicant)

To: Commanding Officer, Naval Air Station Patuxent River
Executive Officer, Naval Air Station Patuxent River
Command Master Chief, Naval Air Station Patuxent River

Via: Unaccompanied Housing Complex Manager

Subj: REQUEST FOR GEOGRAPHIC BACHELOR BERTHING IN NAS PATUXENT RIVER UNACCOMPANIED HOUSING.

Ref: (a) CNICINST 11103.5 CH-1

1. Per reference (a), I request assignment to berthing in UNACCOMPANIED HOUSING NAS PATUXENT RIVER, MD for the following time period: _____ to _____.

2. Justification for request:

3. Explain actions taken to procure housing:

Signature

=====

Host Command Endorsement:

This member meets definition of Geographic Bachelor per reference (a) and (*circle one*) is/is not recommended for berthing in a Geographical Bachelor status.

TITLE SIGNATURE DATE

NAS PATUXENT RIVER
**UNACCOMPANIED HOUSING ASSIGNMENT REVIEW
BOARD**

PRIVACY ACT STATEMENT

The following statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579). That Act requires that federal agencies inform individuals, who are requested to furnish personal information about themselves, of the following:

AUTHORITY: 5 U.S.C. 301 and departmental regulations authorize collection of this information. E.O. 9397 authorizes collection of social security numbers.

PURPOSE: The information requested will be used by the Bachelor Housing Assignment Review Board and Bachelor Housing managers to determine eligibility for assignment to Bachelor Housing.

ROUTINE USES: The Department of the Navy Blanket Routine Uses also apply to records in this record system. A copy of these Blanket Routine Uses is available upon request from the NDW Regional Bachelor Housing Office.

DISCLOSURE: Disclosure of the requested information is voluntary; however, failure to provide the information may result in delayed processing of your application and/or your application not receiving full consideration.

Signature of Member *SSN* *Date* _____

APPLICANT'S SUBMISSION PROCEDURES/REQUIREMENTS CHECKLIST

NAME: _____ RATE: _____ SSN: _____
 COMMAND: _____ CHECK IN DATE: _____
 WORK CENTER: _____ PHONE: _____

STEP	INITIAL	DATE	RESPONSIBILITY	PROCEDURE
1			MEMBER	CHECK IN SITE BQ OFFICE WITH COPY OF PCS ORDERS
2			MEMBER	FILL OUT ENCLOSURES (1), (2), AND (3)
3			COMMAND	REVIEW REQUEST AND CHECK FOR ACCURACY
4			COMMAND (CO/OIC)	SIGN ENDORSEMENT
5			MEMBER	SUBMIT REQUEST TO APPLICABLE BACHELOR HOUSING OFFICE FOR PROCESSING

Steps 1-5 should be completed within 14 days of member's initial check in.

CHECK LIST REQUIREMENTS:

- REQUEST MEMO/COMMAND ENDORSEMENT (THIS FORM)
- COPY OF FINANCIAL COUNSELING FROM THE FLEET AND FAMILY SUPPORT CENTER OF ONE MONTH'S BUDGET
- SIGNED PRIVACY ACT STATEMENT
- RECORD OF EMERGENCY DATA
- OTHER DOCUMENTS PERTINENT TO YOUR CASE
- SPECIAL REQUEST CHIT TO BE CONSIDERED FOR RESIDENT ADVISOR PROGRAM, AS APPLICABLE

RESIDENT ADVISOR PROGRAM

1. Purpose. The Resident Advisor (RA) Program is established as an element of the Navy Leadership Program. The RA Program provides senior presence for mentoring and counseling of junior Sailors residing in the Unaccompanied Housing (UH), assists in maintaining good order and discipline, and accelerates the "Sailorization" of junior Sailors.
2. Appointment. As per reference (f), RA's are unaccompanied personnel typically in pay grades E7-E9, and only 5% of UH spaces may be utilized for RA's. Applications (NAVPERS1336/3, Special Request/Authorization) will be submitted to the installation Unaccompanied Housing Assignment Review Board (UHARB), as per reference (f) and enclosure (3). Personnel who are accepted into the RA Program must sign a Memorandum of Agreement (MOA) agreeing to comply with the responsibilities of the RA program.
3. Duties. The RA duties will include but are not limited to:
 - a. Physically maintaining a senior military presence in the UH, to include availability after normal hours for watch standing purposes as required.
 - b. Maintaining good order, discipline, and military decorum in UH.
 - c. Advising UH residents on military training, professional development, Navy and installation policies, and other matters as necessary.
 - d. Conducting meetings, no less than monthly, with assigned residents to discuss concerns/issues that pertain to the UH Quality of Life, life skills, and continuing indoctrination into Navy life. RA's will provide written summaries of resident meetings to the UH LCPO/UH Manager during the mandatory monthly RA meetings scheduled by the UH staff.
4. Termination. Personnel accepting RA positions may be terminated for cause (e.g., failure to meet MOA requirements, exceeding authority or abusing his/her position) at any time.
5. Training. RA's must be aware of proper sexual assault reporting procedures and will attend Sexual Assault Victim Intervention training within 45 days of appointment. A completion certificate will be provided to the UH LCPO upon completion for tracking purposes.
 - a. Reference (b) has amplifying guidance for RA training.
6. Responsibilities. The senior RA assigned to UH will be required to draft a duty RA watch bill for RA's on normal weekdays from 1900-0700 as well as weekends and holidays, as required. Responsibilities for all RA's may include but are not limited to:

- a. Familiarization with Navy Regulations, UH policies, installation policies, and any additional regulations as required.
- b. Physically maintain a high profile and senior military presence.
- c. Offer assistance to residents as required.
- d. Perform roving tours in accordance with reference (h).
- e. Maintain good order, discipline, military bearing while promoting and maintaining a positive resident living environment, and respectful of rights to others. Confront and document inappropriate behavior (i.e. violation of Navy regulations and UH policies).
- f. Serve as a mentor to assist in military training and professional development.
- g. Mediate conflicts between residents and inform UH Staff.
- h. Advise residents as necessary.
- i. Be a representative for residents during RA meetings.
- j. Act as a liaison between tenant commands, UH, NAS Patuxent River and residents.