

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Integrated Support Command

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ISCALAINST 11103.1
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USCG INTEGRATED SUPPORT COMMAND ALAMEDA INSTRUCTION 11103.1

Subj: BACHELOR HOUSING (BH) ASSIGNMENT, POLICY AND REGULATIONS

Ref: (a) Housing Manual, COMDTINST M11101.13 (Series)

- PURPOSE. To establish specific regulations and procedures for the operation of the Bachelor Housing (BH) facility controlled by Commanding Officer, Integrated Support Command Alameda (ISCA) and located on Coast Guard Island, Alameda.
- ACTION. Commanding Officers and Officers-in-Charge shall ensure all personnel are aware of the contents of this instruction. All military, active duty, and reserve personnel who are assigned to BH shall adhere to the contents of this instruction. All personnel assigned to the BH will acknowledge their understanding of the contents of this directive in writing.
- DIRECTIVES AFFECTED. ISCALAINST 11100.1G is cancelled.
- DISCUSSION. ISC Alameda provides berthing to qualified personnel who are in a permanent party or transient status and assigned to units within ISC Alameda's Area of Responsibility (AOR).

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Encl: (1) Bachelor Housing Rules and Regulations
(2-10) Bachelor Housing Forms

DISTRIBUTION - SDL No. 141

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Chapter 1 –General Information and Assignments

A. **Welcome.** ISC Alameda understands an individual’s morale and efficiency is directly related to the habitability, material condition, and cleanliness of the berthing spaces provided. In order to provide the best possible quarters for the comfort and security of residents, the BH staff will adhere to the following management precepts:

- Continually manage and control the BH.
- Provide continual quality service to BH residents.
- Ensure optimum utilization of rooms.
- Apply cleanliness, conduct and accountability standards for the residents’ well being.
- Ensure the residents’ security.

B. **Hours of Operation**

Who	Hours of Operation
Alameda BH	0700 – 1530 Monday – Friday After work hours, weekends and Holidays, contact the Officer of the Day at 510-453-6903.
Administration/PERSU Dept	0630 – 1500 Monday – Friday *Closed on Weekends/Holidays.
Base Security	Open 24 hours.

C. **Phone Listings**

Who	Phone Number
BH	510-437-3529/3535/3096
Area Housing Officer	510-769-0831
Administration/PERSU Dept	510-437-2904
Base Security	510-437-3151
Main Gate	510-437-3064

D. **Bachelor Housing Assignment Policy**

1. Using the mission as a basis for determining the majority of resident types, the priority for housing will be:
 - a) Military necessity
 - b) E1-E4 permanent party ashore (when no availability in Unaccompanied Personnel Housing (UPH) located at the Alameda Housing site exists)
 - c) Transients on official orders
 - d) E1-E4 permanent party afloat (when no availability in Unaccompanied Personnel Housing (UPH) located at the Alameda Housing site exists)

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- e) Resident Advisors
 - f) Space available geographical bachelors
 - g) Space available transients
2. Personnel wanting assignment to BH not covered above must follow the procedures listed below.
- a) The Area Housing Officer approves all special assignments and hardship cases. The following procedures apply:
 - Member must fill out Special Request Form (ISCABH-001) and must specify what the special circumstance or hardship is. They must also state how they plan on resolving the issue, and estimate the length of time they will need for resolution. If the circumstance or hardship will not be resolved before the member's rotation date, the member must provide that date.
 - Upon completing ISCABH-001, the member must route the form through their chain of command for an endorsement before the Area Housing Officer will consider the request.
 - b) Once approved by the Area Housing Officer, the Chief Master-At-Arms (CMAA) will be contacted to process the assignment. The CMAA will assign a room, and coordinate with the member for actual date of assignment. The Area Housing Officer will retain all documentation from the member's request.
3. Geographic Bachelors (GBs). A GB board will be established to determine hardship and establish a priority for housing. Procedures for GB management are in Chapter 6.
4. Assignment Policy for Permanent Party Personnel. There are three categories for housing permanent party members; space required, space protected and space available.
- a) Space Required. Those members who become ineligible for Basic Allowance for Housing (BAH) as the result of assignment to adequate BH.
 - Military necessity. Military necessity is when the ISCA Commanding Officer determines that an individual or unit must be housed to accomplish the mission, to meet contingency operations or training requirements, or to maintain a disciplined force. Military necessity will not be declared for the sole purpose of avoiding payment of per diem or BAH.
 - Single E1-E4 ashore or afloat members
 - Foreign military

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b) Space Protected. This is a space available status that applies to a member whom remains eligible for BAH while occupying government housing. This member will not be required to vacate BH once assigned except for reasons of military necessity.

- Special Needs Program member.
- Resident Advisors (RA). (RA policy is defined in Chapter 7).
- GBs with documented hardships as determined by the GB Review Board. Procedures for the management of GBs are defined in Chapter 6.
- Unaccompanied members who arrive under PCS orders to a command within 18 months of its announced relocation out of the area. These members will remain unaccompanied for the duration of their assignment.

c) Space Available. Member is housed when space is available. A member housed on a space available basis may be displaced to accommodate a member of higher priority. When displacing such personnel, consideration must be extended to give them as much notice as possible.

- GBs, approved by the GB Board to reside in BH on a space available basis, with no documented hardship.
- Single E-5 personnel

d) Permanent Party Civilians. Permanent party civilians must rely on the private sector for housing.

5. Waiting Lists. Separate waiting lists will be established for those members who wish to occupy BH and for those who wish to move into the local community. Once maximum occupancy is reached, the CMAA, with approval from the Alameda Local Housing Officer, will begin releasing members on the waiting list who wish to live in the local community. Once the list is exhausted the priority for moving residents out to the local community will be for all space available residents (Space Protected will not be moved unless the ISCA Commanding Officer has declared military necessity).

- All officers
- All E7 – E9
- All E-6
- All E-5
- All E-4

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6. Assignment Policy for Transient Personnel. Transient lodging contributes to mission readiness and improves productivity by providing short-term accommodations for a mobile military community. The primary goal is to reduce official travel costs.

a) Eligible for Space Required Status

- (1) Students attending training and prior to reporting to their first Permanent Duty Station (PDS).
- (2) Military travelers holding TDY orders, Temporary Duty Under Instruction (TEMDUINS) orders or Invitational Travel Orders to the installation or an installation in the local area.
- (3) Crews of ships in overhaul or repair when the ship is declared uninhabitable; decommissioning or precommissioning crews.
- (4) Members holding deployed unit orders (e.g. Cutters), will be accommodated in adequate transient BH.
- (5) Reservists who live outside of a 50-mile radius of the installation.

b) Eligible for Space Available Status

- (1) Active duty military on leave or liberty.
- (2) Reservists who live within a 50-mile radius of the installation.
- (3) Foreign Military in the Personnel Exchange Program, the International Military Education Training program, or the Foreign Military Training program.

c) Members on PCS orders and accompanied by their family members, or family members of service members on medical TDY will not be allowed to stay in transient BH.

d) Transient accommodations can be provided to space available guests on a day-to-day basis. Once accommodated for a single night, the traveler will not be required to vacate that night except in emergency situations. BH management will provide its space available policy at the reception desk upon request. Space available travelers are not allowed to make reservations; however, a local sign-up system for daily available space is maintained.

e) Transient Civilians. Transient civilians must rely on the private sector for housing.

E. Certificate of Non-Availability (CNA). CNA numbers are authorizations for members to stay in commercial facilities and collect per diem for lodging at the established rate for the area. CNA numbers

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will be issued when no adequate accommodations are available at BH or alternate sites in the area. The BH Office will issue CNA numbers.

1. The BH Office at CGI receiving a reservation request will contact any alternate site in the area for availability of adequate accommodations. If no accommodations are available, the BH Office will issue the CNA number.
2. A CNA log will be maintained to account for all numbers issued at the site for audit purposes. BH management will consolidate the CNA data to report utilization of transient housing. The log should be electronic and will contain the following information:
 - a) CNA number with date of issue.
 - b) Full name, rank/rate, and gender.
 - c) Employee ID number or Social Security number.
 - d) Originating command.
 - e) Installation/Command the guest is ordered to.
 - f) Inclusive dates of stay.
 - g) Reason for issue of CNA.

F. Basic Allowance for Housing (BAH). All personnel eligible for BAH may submit a request for authorization to reside on the economy. All requests for BAH must be forwarded through the member's chain of command. Follow the procedures listed below:

- 1) Fill out ISCAHSG-022 form, Written Release From Mandatory Assignment to Unaccompanied Personal Housing. Obtain Commanding Officer's endorsement.
- 2) The Alameda Local Housing Officer (LHO) will place the member on the BAH waiting list. When BAH is granted, the LHO will issue a BAH release letter and contact the appropriate PERSO to start the member's entitlement.
- 3) Member will not be granted BAH unless occupancy standards are met.

G. Check-in Inspection

- 1) Inspection Report. Upon assignment to the BH, all residents are required to complete an initial check-in inspection with a BH staff member or the Officer of the Day (OOD) utilizing forms ISCALAHS-007 and ISCALAHS-008. The BH Staff retains a complete report of the current conditions of each BH room. It is recommended that each member keep a copy for his or her personal files.

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- 2) Additional Discrepancies. Within the first week of assignment, it is recommended all members provide the BH Staff, in writing utilizing ISCALAHSG-007, any additional discrepancies that were not noted on the initial inspection. After 30 days no changes will be made to the initial check-in inspection report and members may be held liable for damages upon termination.

H. Resident Responsibilities. The responsibilities of each resident are:

- 1) Residents will be provided clean, habitable accommodations and upon check-out are required to return the accommodations in the same condition with allowances for normal wear and tear.
- 2) Residents will maintain their rooms in accordance with the standards established by the Commanding Officer, ISC Alameda.
- 3) The resident will be responsible for routine housekeeping and for reporting items in need of repair or replacement to the appropriate BH personnel. When a resident checks into BH and does not receive a clean and habitable room, the resident is responsible for informing BH personnel immediately.
- 4) Upon check-in, residents will be counseled verbally and in writing what their responsibilities and liabilities are when residing in BH.
- 5) Residents will be issued a copy of this BH Instruction and are ordered to read it and will sign an acknowledgement form they have done so. This instruction provides written standards describing conditions to be met and resident responsibilities for the cleaning, care and maintenance of the BH property.
- 6) Service members will be held liable to the United States for willfully losing, damaging, or destroying government property. Members will be held responsible for any guest who willfully loses, damages, or destroys government property. A charge sheet, completed by the CMAA or BH Staff, will list damages and the monetary value needed to replace any damaged or missing items, pro-rated for age of the item where applicable. Personnel could also face disciplinary action and may be punished under the UCMJ.

I. Lockout Procedures. If a member is locked out of their room during normal working hours they may contact the BH Staff. After working hours contact the OOD. No attempt shall be made to break into a room. Members will be liable for any damages incurred while attempting to access a locked room.

J. Non-Residents. The use of the BH facility is for residents and their authorized guests only. All other personnel (active duty, reservists or civilians) are not authorized to use the facility

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A. Commanding Officer, ISC Alameda

- Overall responsibility and authority of the Bachelor Housing (BH) program within ISC Alameda's Area of Responsibility (AOR). Creates policy and guidance relative to all BH functions in accordance with higher authority.

B. Area Housing Officer

- Responsible for the administration of the BH and exercises authority over the BH through the Chief Master-At-Arms (CMAA).
- Serves as ISC Command point of contact for all incoming ISC Alameda BH eligible personnel.
- Supervises the assignment of Temporarily Assigned Duty (TAD) personnel, special circumstance and/or hardship cases or Geographic Bachelors (GBs) to the BH. In the absence of the Area Housing Officer, the Executive Officer (XO) will approve assignments.
- Reviewing/Approving authority for all budgets submitted for the BH, which includes all procurement documents.

C. Chief Master at Arms (CMAA)

- The CMAA is directly responsible for room assignments, the enforcement of BH regulations, linen service, BH familiarization tour, condition of the BH and issuance of this instruction.
- Provides continual quality service to BH residents and ensures each resident's security.
- Apply cleanliness, conduct and accountability standards for the residents' well being.
- Carries out all orders that pertain to this instruction and standard operating procedures.
- Maintains the BH duty logbook, which contains personnel who have checked in or out, mishaps and any disciplinary problems that occur.

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D. Bachelor Housing (BH) Staff (Assistant CMAA)

- Carry out BH management duties as directed by the CMAA, Area Housing Officer and upper Chain of Command in accordance with this instruction, BH Standard Operating Procedures (SOP), and all other appropriate regulations.

E. Command Duty Officer (CDO) and Officer of the Day (OOD)

- The CDO/OOD shall assume the responsibility and authority of the CMAA's duties during non-working hours and ensure good order and discipline is maintained.
- The CDO/OOD shall be responsible to maintain the BH duty logbook.
- The CDO/OOD shall be responsible to perform correct check-in or check-out procedures in accordance with this instruction and SOP.
- The CDO/OOD shall be responsible to maintain cleanliness of all duty rooms on their respective duty day.

F. Resident Advisors

- Shall assist the Area Housing Officer, CMAA, CDO/OOD during after work hours, weekends and holidays.
- Shall make rounds throughout assigned BH wing, during after work hours.
- Shall maintain good order and discipline in assigned wing.
- Shall report any disturbances or incidents to the CMAA or CDO/OOD.
- Shall report any maintenance discrepancies to CMAA or CDO/OOD.

G. Tenant Commands

- Commanding Officers of tenant commands whose personnel reside in BH are charged to assist in the good order and discipline by frequently inspecting the spaces where they reside.
- Tenant Commands must apply appropriate corrective and disciplinary actions when their personnel do not comply with BH regulations.
- Maximum cooperation between ISC Alameda and all Tenant Commands is required in order to maintain high standards of habitability and conduct within the BH.

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Chapter 3 – Check-In/Termination Procedures

A. **Room Assignments.** Only the CMAA is allowed to assign permanent rooms to members. The following procedures will take place for assigning rooms on a temporary basis:

- 1) The CDO/OOD will make room assignments only to temporary rooms. The CMAA or Bachelor Housing (BH) staff will make a permanent room assignment the next normal business day.
- 2) The room status board, located in the CMAA's office, identifies the designated temporary rooms available for these assignments.

B. **Bachelor Housing (BH) Duty Logbook.** The CMAA and BH Staff shall maintain the BH Logbook during normal business hours and the CDO/OOD will maintain the book after hours, weekends, and holidays.

- 1) The Logbook (green and marked accordingly) is located on the CMAA's desk.
- 2) The OOD's first entry will be at 1500 hours and will state they have assumed all duties and responsibilities of the CMAA.
- 3) The OOD will enter all incoming, and departing personnel.
- 4) The OOD will enter any incidents or disturbances that occurred and any maintenance or safety hazards found.
- 5) The OOD's last entry will be at 2200 hours, after a final inspection round is completed. The OOD will check all heads, storage closets and common areas during their round.

C. **Check-in Procedures.** The CMAA, BH Staff and OOD are responsible for the check-in of incoming personnel. All other pertinent information for the check-in process is located in the BH Standard Operating Procedures (SOP). Use of the SOP is required to correctly check in personnel.

- 1) Each assignment will be logged in the BH Logbook. The member's name, the date and time the member arrived, and the room number and key assigned will be logged.
- 2) A copy of the member's orders will be attached to the check-in paperwork.
- 3) Linen will be issued to the member, which consists of a fitted sheet, flat sheet, blanket, pillowcase and comforter.
- 4) A copy of this instruction will be issued to the member.
- 5) The member will be escorted to their assigned room to ensure the key works and to complete room and furniture inspections.

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- 6) If any discrepancies are noted, an entry will be made in the BH Logbook.
- 7) The CMAA will make all proper entries in the Housing Management Information System (HMIS) and forward an e-mail to the appropriate PERSU to stop BAH, if applicable.

D. Termination Procedures. The CMAA, BH Staff and OOD are responsible for terminating room assignments. All other pertinent information for the termination process is located in the SOP. Use of the SOP is required to correctly check personnel out.

- 1) The CMAA/OOD will thoroughly inspect the member's room and ensure the room is thoroughly clean, all personal items have been removed, all linens, keys, and other government property is returned, trash is taken out and there are no damages to government property before checking the member out.
- 2) If the member loses or damages any items that were issued to him/her the CMAA will process all necessary paperwork to have the member reimburse the government for the damage/loss. Personnel will not be checked-out until the CMAA is contacted and completes a "Resident Charges/Damages Worksheet (ICSALAHSG-020) and "Record of Housing Investigation (ISCALAHSG-021) and the member reimburses the government in full or signs a DD-139 to have payment deducted from their pay.
- 3) Any discrepancies will be noted in the BH Logbook.
- 4) Collect linen to the member, which consists of a fitted sheet, flat sheet, blanket; pillowcase and comforter.
- 5) Each termination will be logged in the BH Logbook. The member's name, the date and time the member terminated, the room number and furniture inspection, and receipt of the room key will be logged.
- 6) The CMAA will make all proper entries in HMIS and forward an e-mail to the appropriate PERSU to start BAH, if applicable.

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- A. Room Inspections.** The CMAA and Bachelor Housing (BH) Staff are responsible for room inspections. The inspections are random and normally held to ensure cleanliness; however, the CMAA can inspect rooms for any reason, at any time. Any occupant's room found in non-compliance of BH policy will receive a notice from the CMAA. This notice will specify the particular areas that require attention. If there is more than one area, the CMAA will notate "Complete Field Day Required". The CMAA will also include a date for re-inspection. If the member's room fails again, the CMAA will notify the member and the member's immediate supervisor and also include a date for re-inspection. If the room fails a third time, the member's department head will be notified, and the member may face disciplinary actions and/or eviction from BH.
- B. Inspection Responsibilities.** All occupants will keep their rooms in a clean, orderly fashion. All items will be neatly stowed in lockers, dressers, etc. All decks will be clutter-free. Food items will be stowed in lockers or in refrigerator units only. Use of DITY bags for stowing soiled clothing is authorized. Occupants are responsible for cleanliness of their rooms.
- C. Room Furnishings.** Government-owned room furnishings will not be moved, re-organized, removed, etc. without the permission of the CMAA. Occupants are responsible for any damages to government furnishings or property. Any occupant found negligently or willfully causing damages to government property will be held financially responsible and will be held accountable for the repair/replacement of the item(s), as well as subject to disciplinary action(s) under the UCMJ. Any unauthorized furnishings will be removed by the CMAA.
- D. Room Decorations.** Permanent party residents are encouraged to personalize their rooms by using pictures, throw rugs or other decorations as long as they do not alter the material condition of their room. In multiple occupancy rooms, all occupants will mutually agree upon decorations. Any decorations in occupant's rooms or common spaces will be in good taste, and not detract from good order and discipline. The CMAA or other competent authority will make the determination in questionable cases. Any decorations placed in common areas must be approved by the chain of command. The following guidelines will be adhered to:
- 1) Any materials with a sexual theme or that are vulgar, suggestive, or of a demeaning nature will not be displayed. Books, magazines and videos with a sexual theme must be stored in a locked personal locker and will not be left unsecured.
 - 2) Articles that are obscene, anti-military, anti-Coast Guard, subversive or disloyal to the United States and which tend to prejudice good order and discipline are strictly prohibited.
 - 3) Materials that promote, suggest, condone or encourage the possession or use of controlled substances are strictly prohibited.
 - 4) Use of National flags as décor is strictly prohibited. Flags will never be fastened or pinned to the wall or used as a bedspread.

Chapter 4 – Rules and Regulations

- 5) Pictures, plaques or other heavy objects may be displayed on the bulkhead, and must be affixed by adhesive hooks only. The use of tape, nails, screws and tacks is prohibited. Posting decorations on furniture surfaces and doors is not allowed since it is considered destructive to the surfaces.

E. Daily Cleanups. Primarily, cleanups in all common spaces will be the responsibility of the CMAA, BH staff, or any TAD personnel. Common spaces include all Entrances, Stairwells, Hallways, Lounges, Library, and Laundry areas. If there are no TAD personnel available, the CMAA may use BH occupants to accomplish cleanups. The CMAA will ensure all Division/Department Heads are advised at least one (1) day prior to the cleanups for planning purposes. The CMAA may also devise a cleanup schedule if required. BH occupants are always responsible for removal and proper stowage of any food items, etc, used in common areas.

F. Gender Separation. Since BH is a mixed gender facility, the following rules apply:

- 1) No person will enter a head designated for use by the opposite gender. EXCEPTION: CMAA or Staff may enter an opposite gender head for any authorized cleaning purposes. “Male/Female on Deck” will be yelled prior to entering the opposite gender head.
- 2) When members of both genders are in the same room, the door will remain ajar (a minimum 45 degree angle) and unlocked.

G. Guests. Guests are defined as people invited into the BH by a BH resident. Guests are permitted into the BH provided they do not interfere with good order and discipline or are an inconvenience to other residents. The following rules govern guests:

- 1) Sponsors are solely responsible for the actions of their guests. In addition, if the visitor is a civilian (non-government employee), the sponsor is responsible for their conduct while onboard Coast Guard Island. Sponsors will be held accountable for any damage to government property caused by the guest.
- 2) Sponsors are responsible for insuring their guest has a thorough knowledge of all the BH rules and regulations.
- 3) Any resident expecting guests will meet them at the front door of the facility and notify the CMAA/OOD upon arrival. Sponsors MUST escort all visitors at all times while in the BH facility for security reasons.
- 4) Minor Guest. Guests under the age of 18 years are not allowed in BH rooms. Minor guests will only be allowed under the following:
 - a) The minor is a family member of the resident.
 - b) The parent or legal guardian of the minor is present as a properly registered guest.

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- 5) Guests are permitted in the same/opposite gender berthing area during the following times: Weekdays 1700-2200, Weekends/Holidays: 1100-2200. Room doors WILL remain open and unlocked when opposite gender visitors are present in any room. No guests are authorized after 2200, NO EXCEPTIONS. Guests will always give consideration to the rights and privacy of others.
- 6) Physical contact of an intimate nature is strictly prohibited. Having visitors of the opposite gender in the BH is a privilege granted by the Commanding Officer, ISC Alameda. This privilege is revocable by the CMAA, OOD, or any other competent authority. In addition, the CMAA, OOD, or any competent authority, may terminate a resident's guest privileges at any time for failure to adhere to this regulation. Furthermore, any resident found in violation of BH policy can also be subjected to administrative and/or disciplinary action as deemed appropriate by Commanding Officer, ISC Alameda.
- 7) Guests are allowed in a room only if ALL occupants of the room consent.
- 8) Guests are NOT allowed to use the BH laundry. Note: The BH laundry is authorized for BH residents ONLY, no exceptions.

H. Fire Safety. The safety of all residents demands certain precautions be taken with regards to fire.

- 1) No open flame devices other than matches and cigarette lighters are permitted. Candles and incense are considered unsafe and are strictly prohibited.
- 2) Tampering or modification of any electrical wiring is strictly prohibited. Electrical cords cannot lie across doorways, walkways, or be placed under carpet and/or rugs. Grounded UA electrical cords are the only authorized extension.
- 3) All electrical items introduced into the BH must be in proper working order. Unsafe and/or hazardous items will be removed immediately or confiscated by the CMAA or other competent authority.
- 4) Irons, hair dryers, and hair curlers are authorized but will be unplugged after use. Following their use, these appliances should be left to cool in a safe location.
- 5) No electrical outlet will have more than two electrical units plugged in at any one time.
- 6) All residents will be alert to fire hazards. Report potential hazards to the BH staff or OOD.
- 7) In case of fire the following steps must be taken:
 - a) Sound the alarm
 - b) Activate the nearest alarm box.

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- c) Inform the CMAA/BH staff and/or OOD if possible.
- d) If possible, secure windows, doors and electrical equipment.
- e) Evacuate the building immediately, go to the nearest phone and call extension x3064 (437-3064), x3151 (437-3151) or the OOD at (510) 453-6903 to report the fire. Report to the muster area and stand by to assist if needed.

I. General Safety. The following rules apply:

- 1) Combustibles such as, paint, gasoline, Coleman fuel, or other flammable and toxic fluids and gases are not permitted within the BH facility except as required by maintenance personnel and approved by the Commanding Officer, ISC Alameda. Butane for cigarette lighters will be purchased in small (one pint or less) quantities and kept in their original containers.
- 2) Food is allowed in the BH, provided it is properly stored. URL approved microwave ovens and coffee makers are the only authorized cooking appliances. The BH Staff or other competent authority may revoke any resident's cooking privileges.

J. Natural Disaster and Catastrophes. Since earthquakes cannot be prevented, or predicted, some precautionary measures must be taken by residents to avoid injury. During an earthquake:

- 1) Stay away from windows and outside walls.
- 2) Do not panic or run out in the street. Injury may occur by falling glass or building parts. If outside, try to get in an open area with no trees, buildings, or power lines.
- 3) Heavy and bulky objects should never be stored in overhead areas such as tops of lockers.

After an earthquake residents shall:

- 4) Check for injuries; do not attempt to move seriously injured personnel, unless they are in immediate danger of further injury.
- 5) If a person is bleeding put pressure over the wound. Use clean gauze or cloth. Cover the injured with a blanket to keep them warm.
- 6) Do not use telephones except in case of extreme emergency.
- 7) Do not smoke or use electrical appliances because of possible gas leaks and electrical shorts.
- 8) Evacuate the complex as quickly and expeditiously as possible for muster and further instructions.
- 9) Be prepared for after shocks. If trapped, please stay calm. Remember, help will come as soon as possible.

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K. Smoking Policy. Smoking is not permitted in any spaces in the BH facility. Smoking is authorized only in the area behind Building 26, on the back northeast porch. Cigarette butts must be placed in cigarette butt cans located in the smoking area. If caught placing cigarette butts on the ground and not in the correct receptacle, residents may be subject to the punishment of performing a field day of the smoking area.

L. Conduct Standards

- 1) **Drug Policy.** There is zero tolerance for illegal drugs in BH. The possession of paraphernalia and/or controlled substances other than those prescribed by competent medical authority is strictly prohibited. Prescription drugs must be locked in a personal locker and not stored in nightstands, desk drawers, and other common areas. Any occupant found in violation will immediately be reported to the Commanding Officer, ISC Alameda and subject to punishment under the UCMJ.
- 2) **Alcoholic Beverages.** Beer is the ONLY alcoholic beverage permitted in the BH. The possession and consumption of beer is permitted in the BH under the following conditions:
 - a) Beer may be consumed in BH rooms ONLY. Beer is prohibited in all common areas (Recreation Decks, T.V. lounges, Library, etc).
 - b) Personnel under 21 years of age will not consume or possess alcoholic beverages in the BH facility. In shared rooms with residents under 21 years of age, all alcohol must be kept in a locked container (not in the refrigerator).
 - c) Any underage members found consuming beer, or persons 21 years of age or older found providing beer to underage persons, will be subject to disciplinary action under the UCMJ.
 - d) No more than one case of beer will be stored in the room at one time. Large quantities of beer, such as a keg, are prohibited at all times.
 - e) All rooms will remain clear of empty beer containers at all times. Rooms will be kept clean and odor-free.
 - f) Bars for draft beer distribution systems are prohibited and will not be set up for use in the BH.
 - g) Drunkenness and/or abuse of alcoholic beverages will not be tolerated. Use of alcoholic beverages is a privilege. The Commanding Officer, ISC Alameda may terminate the use of alcohol in the BH at any time when deemed necessary.
- 3) **Appropriate Attire.** Clothing which is excessively worn, frayed, or which others find offensive is considered inappropriate. All personnel must be fully dressed while traversing through the BH facility. Sleepwear including pajama and bathrobes are considered inappropriate in outer areas of all BH facilities and shall be worn only in the resident's room.

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4) **Dressing**. Dressing or undressing in view of open windows is prohibited. Windows facing thoroughfares or other buildings will have the blinds/curtains closed when residents are changing clothes.

5) **Gambling**. Gambling is prohibited in the BH facility.

M. Noise Policy. Residents should treat other residents/roommates with common courtesy. Excessive noise (loud music, televisions, etc) is not permitted in the BH. All noise will be kept at a moderate level, with the other residents in mind. Complaints of excessive noise will be addressed by the CMAA or the OOD. Noise will be kept to an absolute minimum after 2200 hours. Lounge areas may be utilized after 2200 hours provided other residents are not disturbed.

N. Security Policy. All rooms will be secured when not occupied. Lockers will be locked when not in use. The following steps are directed primarily at decreasing the opportunity to steal in BH:

- 1) The CMAA is responsible for providing security for all occupant room doors, common spaces, storage compartments, etc. for the BH.
- 2) Closed Circuit Television has been installed for surveillance and personal safety of BH residents, their guests, and BH staff. However, the residents themselves are responsible for the safety of all personal items. Residents should place all personal items in the provided lockers, and secure the locker with a combination or key type lock.
- 3) Loose change, money or valuables will be secured in personal lockers. Unsecured drawers, desks, or nightstands will not be used as storage for valuables.
- 4) Residents should make a listing of all items with high monetary value, including make, model and serial number if applicable. Occupants should also ensure their property is clearly marked, or otherwise clearly identifiable. If any personal items are found missing, the resident should report the incident to the CMAA or OOD.
- 5) Any resident caught taking property not belonging to them may face disciplinary actions and may be punished under the UCMJ. In the case of theft, a complete description of the item will be required. The CMAA will ensure the chain of command is notified, and proper action(s) will be taken. If the item is not found, the occupant may file a claim against the Coast Guard.

O. Firearms/Weapons Policy. No weapons of any kind are permitted in the BH. Weapons include, but are not limited to the following: firearms, pellet/BB guns, paintball guns, spear guns, bows and arrows, swords, hatchets/axes, knives (with the exception of the authorized seaman's knives), throwing stars, martial arts equipment, etc. Any personal weapons will be registered with the Security Chief at Bldg 3 and stored in the Pacific Area's armory.

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- P. Pet Policy.** Fishbowls and aquariums (containing fish only and no larger than 25 gallons) are authorized in the BH. Otherwise, pets are not authorized. The owner of the aquarium is responsible for any damage that may occur as a result of having the aquarium in his/her room.
- Q. Storage Policy.** Large, personal items such as bicycles, surfboards, etc may be kept in the room at the discretion of the CMAA. The items may also be placed in designated storage areas located in the BH. Any questions regarding storage should be directed to the CMAA.

R. Cleanliness Standards and Maintenance

1) Responsibility

- a) Responsibility of the resident begins upon check-in. The BH staff will provide a room assignment. Residents will be informed of their responsibility upon check in. The resident is responsible for checking his/her room upon arrival for any maintenance or material discrepancies. Residents will be held accountable and responsible for any destruction, damage or missing items that are not reported to the BH Staff upon arrival.
- b) The cleanliness of each room and bathroom will be the responsibility of each resident. All residents will be held accountable for the cleanliness and maintenance of their assigned spaces.
- c) Residents are responsible for reporting maintenance discrepancies within either their assigned room or common spaces to the BH Staff. This includes plumbing, electrical and heating problems, inoperative locks, doors, or furniture within their room or lounge. The BH Staff will notify each resident on the status of all reports.

2) Daily Living Standards. These standards are established to ensure health, safety and comfort for all BH residents. All cleaning equipment can be checked out from the BH Staff. Residents will return them immediately. The following standards will be strictly adhered to:

- a) Rooms, carpets and window coverings will be kept free of dust, dirt and mildew.
- b) Trash cans will be emptied daily to reduce the chance of pest and insect infestation. Plastic trash liners will be used.
- c) Beds shall be made in a neat and orderly fashion. Linen will be clean and in good condition, free from tears or fraying.
- d) Refrigerators must be kept clean and free of mold, spoiled food or dirt.
- e) Personal gear shall not be left adrift.

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3) Terminations

- a) All permanent party residents will check out with the BH Staff. Prior to checkout the resident and a member of the BH Staff will jointly inspect the room and conduct an inventory of the furnishings.
- b) Prior to vacating the room, the resident will be required to clean his/her space. The following will be accomplished to pass checkout inspection whether or not a roommate will remain in the room:
 - 1. Clean floor, vacuum, and remove scuffmarks.
 - 2. Clean and empty the trashcans.
 - 3. Dust shelves, windows and windowsills.
 - 4. Pick up gear adrift in individual living spaces.
 - 5. Clean and empty assigned locker and drawers.
 - 6. Clean refrigerator and microwave. The inside and outside of both must be cleaned and free of spills and the refrigerator door gasket must be free of spills, dirt and mildew.
- c) The government will be reimbursed for any lost or damaged property.
- d) Room keys will be returned to the BH Staff.
- e) The resident will be properly checked out when the above requirements are completed. If the resident fails to meet the requirements above, his/her command will be notified and the checkout procedure will be held in abeyance until the discrepancies are corrected.

S. Inspections. The Commanding Officer (CO), ISC Alameda must be satisfied the quarters provided give each resident his/her entitlement to safe and healthy housing. To do this, the CO or his designated representative will inspect the quarters from time to time as a means of ensuring the best possible living conditions in the BH. All commands and departments with personnel living in the BH will conduct an unannounced berthing inspection of their assigned space at least once a month. Every effort will be made to consolidate inspections to minimize disruptions to the residents.

- 1) CMAA/BH Staff Unaccompanied Inspection. Visits are designed to serve the residents by checking on the material conditions and cleanliness of each room or berthing space. All occupied rooms and spaces should be inspected once a week. All vacant rooms and spaces should be checked on a daily basis.

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- 2) Announced/Unannounced Inspection. The ISC Alameda Commanding Officer, Executive Officer, or the Designated Representative, will conduct announced or unannounced inspections of the BH facility.
- 3) Procedures for Room Inspections. Prior to conducting a room inspection, the inspecting party is required to be familiar with the room inspection procedures as follows:
 - a) The inspector(s) will knock firmly, at least twice, and allow sufficient time for the resident to respond. If there is no answer, they will unlock the door, enter the room and check to see if any residents are present. Rooms with day/late sleepers signs posted will be inspected after 1300.
 - b) If the resident is indisposed (e.g. sleeping, undressed) the inspecting party will move to another room and return later. Note: certain situations may warrant an immediate inspection. In this circumstance the resident will be required to rise/dress and make their room available immediately.
 - c) The inspecting party will not open desks, drawers, lockers or similar containers or other personal property in any way. Exceptions would be in situations where the CO/XO has directed such a search, which may involve the Coast Guard Investigative Service (CGIS) or other federal authorities.
 - d) If the inspecting party finds illegal personal property, classified materials, or misappropriated government property, the ISC Alameda CO, XO, and CGIS will be notified.

T. Miscellaneous

- 1) Antennae (Television, Radio, Internet). Antennae outside of individual rooms detract from the overall appearance of the BH and are not allowed.
- 2) Assignments. Whenever possible, residents will be housed with other members of their command. The CMAA reserves the right to relocate residents to achieve unit integrity.
- 3) Bedding. Residents checking into the BH will be issued bedding by the BH Staff. Residents will be responsible for the items received.
- 4) Bleach. Due to the possible damage to government and personal property, use of liquid chlorine bleach is prohibited in the BH.
- 5) Bulletin Boards. Bulletin boards are provided in the lounges as a means of communication between management and the residents. All residents are responsible for reading official correspondence placed on these boards.

Chapter 4 – Rules and Regulations

- a) The CMAA will approve unofficial notes originated by residents. They will be dated and, unless they are of a continuing nature, will be posted for no more than one week.
 - b) Personnel desiring to sell personal items will provide tabs on the advertisement that interested parties can tear off. The tabs will contain the phone number of the advertiser.
- 6) Dart Boards. Dartboards are prohibited in all BH living spaces.
- 7) Day Sleepers/Sick In Quarters. Residents with evening work hours will not be disturbed from 0700-1300 unless they are suspected of violating BH or other regulations. Verification of night assignment will be provided via memo from the resident's Division Officer to the BH. Day sleepers will be provided an appropriate door sign that will be posted to avoid being disturbed. Personnel who are Sick In Quarters (SIQ) will post their SIQ chit on their doors to avoid being disturbed.
- 8) Energy Conservation. Resident cooperation is necessary to reduce energy usage. Residents can help by:
- a) Turning off lights and all electrical items when not in use.
 - b) Keeping doors and windows closed in heated areas.
 - c) Reporting all water leaks immediately to the BH Staff.
- 9) Food. Food will be kept in refrigerators and/or in tightly sealed containers such as cookie tins or plastic storage containers.
- 10) Furnishings
- a) To help management keep track of government furnishings, these items will not move outside of rooms. Location of personal furnishings within each room is at the discretion of the residents.
 - b) Room furniture is the responsibility of the residents. Residents are liable for damages to the furniture.
 - c) Furniture will not block fire exits or doorways.
- 11) Garbage. Receptacles have been provided in designated spaces throughout the BH. Residents will not leave garbage in passageways, laundry room, lounge areas, or other places not intended for trash.
- 12) Laundry. Washers and dryers are available for resident's use only. Residents should contact the BH Staff if any machine becomes inoperative.

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- 13) Lock Outs. As a security measure and for key control, residents that have locked themselves out of their room will be required to show an I.D. card to the BH Staff before they are let in or provided a temporary key.
- 14) Lost and Found. Lost and found is located in the BH office. I.D. cards, wallets or items with a monetary value in excess of \$50.00 will be turned over to the OOD.
- 15) Lost Keys. Lost keys will immediately be reported to the BH Staff. Residents will be charged for replacement of keys.
- 16) Rooms and Bed Assignment. The BH Staff, in accordance with applicable criteria, will assign rooms and beds.
 - a) Once an assignment is made, it will not be changed without permission from the CMAA (or Division Officer in the case of unit integrity).
 - b) Requests for room changes should be submitted via the member's Chain-of-Command to the CMAA with an explanation or reason.
 - c) Residents or their guests will not use unassigned rooms, beds or lockers/closets.
 - d) Beds will be made up when not occupied.
- 17) Rodent/Insect Infestation. Insect spraying will be conducted as necessary. Report any rodent or insect problems to the BH Staff. To decrease infestation, food items should be refrigerated.
- 18) Suggestions. The BH Staff welcomes all resident suggestions regarding BH. A suggestion box and form are located at the BH office.
- 19) Supplies/Equipment. All supplies such as toilet paper, light bulbs, plastic liners and other cleaning gear can be obtained from the BH office.
- 20) Vending Machine Losses. Notify the BH Staff of any vending machine loss.
- 21) Windows. Screens from windows will not be removed or loosened. The use of windows to gain access to rooms or the facility is prohibited. Windows are to be locked when no one is in the room.

U. Violation of Bachelor Housing (BH) Rules and Regulations

- 1) BH residents who violate the rules and regulations (i.e. failure to conform to the daily living standards, obtained two (2) unsatisfactory room inspections) will be transferred to a less than adequate berthing room, otherwise known as a "Probation Room" for a minimum of 60 days.

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- 2) The following rules apply to any personnel berthed in a probation room who violated BH house rules and regulations:
- a) Televisions, VCR, DVD player, radio, cassette, video games, computer or any other electronic gear is not authorized.
 - b) No visitors are allowed at any time.
 - c) Possession, consumption or storage of alcoholic beverages is prohibited.
 - d) Lockers and valuables will be locked at all times.
 - e) Each resident assigned is responsible for the cleanliness of his/her space. All beds will be made accordingly and all personal attire will be stowed when the resident is not present.
 - f) The command/department of personnel assigned to probation rooms are required to conduct weekly room inspections to ensure adherence with the above policies.
 - g) Upon completion of assignment, the resident will be required to submit a request chit to the CMAA via his/her chain of command requesting reassignment to a permanent party room.
 - h) Failure to comply with any of the above policies may result in an extension or non-judicial punishment.

Chapter 5 – Resident Services

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Chapter 5 – Resident Services

- A. **Mail.** The BH is not staffed or equipped to act as a mail distribution center for residents. All residents are strongly encouraged to obtain a private mailbox at the U.S. Post Office on Coast Guard Island. It is not the responsibility of the CMAA or BH Staff to check and deliver mail. It is solely the CMAA's discretion when mail may be picked up and distributed as a favor.
- B. **Storage.** There are several storage closets throughout the BH. Contact the CMAA if you require use of these spaces. Storage spaces are for BH residents only. If you are traveling to a ship you may discuss with CMAA about storage of items until you get back to homeport. Do not leave any items in storage rooms, lockers or closets without permission. Unauthorized stored items found will be placed in the "Lucky Bag" locker.
- C. **Laundry.** Laundry facilities are provided for residents of the BH *only*. Each resident is responsible for maintaining the cleanliness of the laundry facility. Any equipment malfunctions will be reported to the CMAA/OOD immediately. The following rules apply for the use of the laundry facility:
1. Anyone observing personnel using the laundry facility, who are not residents of the BH, shall notify the CMAA/OOD immediately so further action can be taken.
 2. The laundry facility is equipped with natural gas dryers. Anyone noticing a natural gas odor will notify the CMMA/OOD or Security (437-3151), immediately, then assist in clearing all personnel from the BH facility.
 3. The laundry facility hours of operation are 0700-2200 daily. Each resident will have a key to the facility. After use, the resident will secure the facility. The OOD will secure the laundry facility at 2200 should it be found unsecured. Any personal items found in the laundry facility at 2200 will be placed in the "Lucky Bag".
- D. **Linen.** Linens are issued to each resident upon arrival in the BH. Residents are responsible for laundering of their linens. Duty Section personnel will have their linens laundered by an assigned contractor. Duty Section personnel will remove all linens off racks and deposit them in the green linen container located in the laundry room on the 2nd deck. All other residents will deposit their linens in this container ONLY when they check out of the BH.
- E. **Gear Locker.** The CMAA and BH Staff have keys to cleaning supplies. There are two cleaning lockers in the BH. One is located on the first deck nearest the exit, the other is on the second deck near the laundry room. The cleaning lockers are kept open during workdays from 0630 – 1500. Personnel wishing to get into the cleaning locker after 1500 on weekdays, weekends, and holidays must contact the OOD for access. Vacuums, trash bags, cleaning solutions, etc. may be checked in/out.

Chapter 5 – Resident Services

- F. **Cable Television.** There are two cable television outlets in the BH. They are located in both lounges. Any resident desiring to have cable television in their room will contact the local cable provider and make arrangements to have it installed and activated. Residents who subscribe to cable television services are solely responsible for any charges/fees incurred for installation, activation, and operation of the service.
- G. **Telephone Service.** Telephones may be installed in resident rooms in the BH with the permission of the CMAA and Electronics Support Unit (ESU). Any resident desiring a personal telephone service will make their own arrangements with ESU, and the telephone service provider, and are solely responsible for any charges or fees incurred for use/activation, as well as the security of the telephone.

Chapter 6 – Geographical Bachelor (GB) Policy

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Chapter 6 – Geographical Bachelor (GB) Policy

- A. **Purpose.** This chapter provides policy and guidance concerning the berthing of Geographical Bachelors (GB) in Bachelor Housing (BH) located at Coast Guard Island, Alameda.
- B. **Definition.** Geographic Bachelors (GB) are members who meet all of the following criteria and are requesting housing in BH:
- 1) E-5 and above permanent party personnel assigned within the Coast Guard Island commute range.
 - 2) Are receiving Basic Allowance for Housing (BAH) at “with dependent” rate.
 - 3) Transferred under PCS orders that allowed moving dependents at government expense.
 - 4) Not currently accompanied by their dependents.
- C. **Reasons For Requesting Berthing.** The following examples are some situations for a GB to request approval to be assigned BH. Each member’s request will be dealt with on a case-by-case basis. All requests will need to provide specifics of the special circumstance that influenced the member’s choice not to relocate his/her family.
- 1) Spouse is in service and is PCS to a different location, which is at least 300 miles away.
 - 2) A family member (includes spouse) has special circumstances or is enrolled in the Special Needs Program that presents either an inconvenience or actually prevents them from departing their current location. Examples would be special educational needs or medical needs (i.e. are in college, or a senior in high school, or under medical treatment that needs to continue at current location, etc.).
 - 3) The member’s financial status requires both the member and spouse to earn an income and the spouse is unable to transfer his/her job. (This may require documentation to provide proof of the financial hardship such as a monthly budget statement).
- D. **Geographic Bachelor (GB) Review Board.** A GB Review Board will be established to review and approve/disapprove all GB requests.
- 1) Membership, at a minimum, will consist of the Commanding Officer, ISC Alameda or his/her designated representative, the Area Housing Officer, the ISC Command Senior Chief, and the CMAA.
 - 2) The Division Head for Work Life will be an advisor for Special Needs cases.
 - 3) The Board will review GB applications for housing and to determine if the GB is registered in the Special Needs Program. If Special Needs status is verified, the individual will be housed in a permanent party protected status. Assignment for the duration of a tour will require exceptional special circumstances.

Chapter 6 – Geographical Bachelor (GB) Policy

- 4) If the GB is not in the Special Needs program, the Board will determine if he/she faces one of the situations outlined in Section C above.
 - 5) If the Board determines the non-Special Needs GB has a hardship, he/she will be housed on a permanent party protected-status for a period of 180 days. Thirty days before the residency period ends, the Board will reevaluate the case to determine if the hardship still exists and if protected status must continue. Reevaluations will continue every 180 days until the non-Special Needs GB departs the area or the hardship no longer exists.
 - 6) If the Board determines a GB is not registered in the Special Needs program or does not have a hardship as stated above, the GB will be housed on a space available basis only, and may be required to vacate for higher priority personnel.
 - 7) The Board will ensure that BAH at the “without dependents” rate is not granted solely to provide space to accommodate GBs.
 - 8) Each applicant will be notified in writing of the GB Review Board’s final determination by the CMAA, enclosure (5).
- E. **Request for GB Berthing.** To request GB berthing, each member will forward a copy of enclosure (2) to the Area Housing Officer. All documentation pertinent to the member’s case must be included. A Command Endorsement is also required on each request, enclosure (3). Members claiming financial hardship must submit a monthly budget statement.
- F. **Rules and Regulations.** GBs are subject to all the rules and regulations in this instruction.
- 1) ISC Alameda will establish a maximum capacity to house GB’s.
 - 2) Berthing is located throughout buildings 24 and 26. The CMAA will assign rooms after the GB Review Board has approved a GB for occupancy.

Chapter 7 – Resident Advisor (RA) Program

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Chapter 7 – Resident Advisor (RA) Program

A. **Purpose.** This chapter provides policy and guidance concerning the housing of Resident Advisors (RA) in Bachelor Housing (BH) located at Coast Guard Island, Alameda.

B. **Definition.** The RA Program is a leadership resource, which a command uses to assist management in maintaining good order and discipline. Resident Advisors are bona fide Geographical Bachelors (GBs) and senior permanent party residents who volunteer to serve in a leadership role in Bachelor Housing (BH).

C. **Policy**

- 1) GBs who accept the RA position will be berthed under the “space-required/space-protected” category as long as they serve in this capacity.
- 2) Depending on the number of RAs, each wing of the BH facility will have at least (1) RA assigned.
- 3) The RA must be willing to accept the provisions cited in enclosure (8).
- 4) The Area Housing Officer and CMAA will review and determine eligibility of all requests for RA berthing.

D. **Assignment Priority.** The priority for housing RAs will be:

- 1) E-5 and above GBs assigned to ISC Alameda.
- 2) GBs with hardship determined by the GB Review Board.
- 3) Space-available GBs.

E. **Procedures For Requesting Resident Advisor (RA) Berthing.**

- 1) Members requesting RA berthing should submit a request, enclosure (6), to the Area Housing Officer or CMAA via the member’s command.
- 2) The Area Housing Officer will contact applicants for an interview and briefing, covering the RA’s duties and responsibilities.
- 3) The CMAA will establish a waiting list for RAs.
- 4) The Commanding Officer, ISC Alameda will issue a Letter of Appointment as a Resident Advisor only to qualified, and willing candidates, enclosure (8).
- 5) The Commanding Officer, ISC Alameda may terminate the RA berthing status of those RAs that fail to perform their duties and responsibilities.

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Chapter 8 – Probation Rooms

- A. **Purpose.** This chapter provides policy and guidance concerning the establishment of “Probation Rooms” for housing of members who have had their housing privilege to reside in Unaccompanied Personnel Housing (UPH), or Bachelor Housing (BH), revoked for disciplinary reasons.
- B. **Policy.** Single members who have had their UPH privileges revoked by their Command or by the Commanding Officer, ISC Alameda will **NOT** be entitled to BAH. E-4 members who had submitted a request for BAH to live on the economy will be removed from the list and the request will be denied. Ashore members who lose their privilege will be assigned to the ISC Alameda BH and afloat members will be assigned back to their Cutter (unless underway, in which case the member will be assigned to the BH until the Cutter’s return). Members will report to the CMAA and be assigned to a Probation Room. Rooms 101 and 105 located in the Mediterranean wing of the BH are designated as Probation Rooms.
- C. **Length of Probation**
1. The Alameda Local Housing Officer (LHO), Alameda Local Housing Manager (LHM), Alameda UPH Manager, and the Chief Master at Arms of the Bachelor Housing (CMAA), with command input, will determine the amount of probation time to be served. Length of probation time will be a minimum of 3 months with a maximum of 1 year, depending on the severity of the infraction.
 2. Severe cases will result in a permanent loss of housing privilege and BAH will not be granted, unless the member is promoted to E-5.
 3. To have their housing privilege reinstated, each Probation member must forward a written request to the LHO via their chain of command for a command endorsement.
 4. The LHO will review the facts of the case, along with a report from the member’s command and/or CMAA, before making a determination.
 5. If disapproved, the member will be notified in writing and given the reasons for the denial.
 6. If approved, the member will be assigned a UPH room and will be required to sign a CG-3307 stating they understand the rules and regulations of the UPH and will abide accordingly.
- D. **BH Rules and Regulations For Probation Members.** While in a probation status, members will not be allowed to have personal electronic equipment in their rooms such as televisions, DVD players, VCR’s, video games, stereos, computers, etc. Members are allowed to have a radio/alarm clock.

Chapter 8 – Probation Rooms

- E. **Inspections.** Probation members assigned to the BH will have daily inspections of their room. The room will be cleaned every day and be inspection ready at all times. The CMAA will inspect each room every Monday, Wednesday, and Friday. Immediate supervisors will inspect each Probation Room every Tuesday and Thursday. Racks need to be made, floors need to be vacuumed, personal gear must be stowed, surfaces need to be wiped down, trash needs to be taken out, the refrigerator needs to be cleaned, windows washed and the member's locker must be secured with a lock. If the member fails a daily inspection, the LHO and LHM will be notified. Members may also face further disciplinary actions.

- F. **Alcohol Policy.** While in a probation status, members are prohibited to have any type of alcohol in their BQ room. If any alcohol is found in their room, the CMAA or OOD will confiscate it and contact the LHO, LHM and the member's command. The member may face further disciplinary actions.

- G. **Storage of Items Accumulated in UPH.** Storage of items that were accumulated while living in UPH housing is not authorized. Due to having housing privileges revoked, members are not authorized to store any items at the government's expense. The member will fund all storage costs.

Request For Geographic Bachelor Berthing Sample

<Date>

From: <GB Applicant>
To: Commanding Officer, ISC Alameda
Thru: <GB Applicant's Commanding Officer/Officer-In-Charge>

Subj: REQUEST FOR GEOGRAPHIC BACHELOR BERTHING

Ref: (a) ISCALAINST 11103.1

1. Per reference (a), I request berthing at ISC Alameda Bachelor Housing for the time period of <date> to <date>.
2. I reported on board <date> and I am currently staying at <room, building or address, ship>.
3. Complete and meaningful description of hardship if any:
4. Location of dependents and household effects:
5. Dependent in the Special Needs Program: Yes/No
6. I hereby certify the above information is true and correct to the best of my knowledge, and I will immediately notify the BH Office of any changes in my status. I can be reached at <work telephone number>.

#

- Encl: (1) Command Endorsement
(2) Copy of DEERS
(3) Current Month Leave and Earnings Statement (LES)
(4) Permanent Change of Duty Station Orders
(5) Monthly Budget Statement

Geographic Bachelor Endorsement Sample
Letter Head Required

<Date>

From: <GB Applicant's Commanding Officer/Officer-In-Charge >
To: Commanding Officer, ISC Alameda

Subj: REQUEST FOR GEOGRAPHIC BACHELOR BERTHING CONCERNING
<SERVICE MEMBER'S NAME, EMPLOYEE ID>

Ref: (a) ISCALAINST 11103.1

1. Commanding Officer/Officer-In-Charge recommends: Approval/Disapproval.
2. Your POC for this matter is <CMC or Senior Enlisted Advisor>, their telephone number is <work number>.

#

Extension of Geographical Bachelor Status Sample

<Date>

From: <GB Applicant>
To: Commanding Officer, ISC Alameda
Thru: <GB Applicant's Commanding Officer/Officer-In-Charge>

Subj: REQUEST RENEWAL OF GEOGRAPHIC BACHELOR BERTHING

Ref: (a) ISCALAINST 11103.1

1. Per reference (a), it is requested that my berthing at ISC Alameda Bachelor Housing be extended six months, to expire on <date>.
2. I hereby certify the attached information is true and correct to the best of my knowledge, and I will immediately notify the BH Office of any changes in my status. I can be reached at <work telephone number>.

#

Encl: (1) Copy of Original Geographical Bachelor Package Dated <date>

Geographic Bachelor Review Board Result Sample

<Date>

From: Area Housing Officer, ISC Alameda

To: <GB Applicant>

Subj: GEOGRAPHIC BACHELOR REVIEW BOARD RESULT

Ref: (a) ISCALAINST 11103.1

1. Per reference (a), your request for Geographic Bachelor (GB) berthing was reviewed by the GB Review Board on <date>.

2. The GB Review Board determined your status to be:

- () GB in Special Needs Program. Your berthing has been approved until <applicant's projected rotation date> or for the duration of your tour with your present command.
- () GB with documented hardship. You have been placed in space-protected berthing for the period of 180 days, to expire on <date>. Thirty days before your residency ends, you may request the board to reevaluate your case to determine if the hardship still exists and if your protected status must continue.
- () Space Available GB. You will be berthed on a space available basis only and may be required to vacate for high priority. If the need to displace arises, you will be given 10 days notice in order to secure alternative housing arrangements.

3. You are required to notify the BH Office of any changes in your status.

#

Resident Advisor Request Sample

<Date>

From: <RA Applicant>
To: Commanding Officer, ISC Alameda
Thru: <RA Applicant's Commanding Officer/Officer-In-Charge>

Subj: REQUEST FOR RESIDENT ADVISOR BERTHING

Ref: (a) ISCALAINST 11103.1

1. Per reference (a), I request berthing at ISC Alameda Bachelor Housing for the time period of <date> to <date>.
2. I reported on board <date> and currently berthed as (i.e. Space Protected GB, Space Available GB) at <room, building number>.
3. I have read and am familiar with the contents of reference (a).
4. I am willing to accept the duties and responsibilities of a RA as listed in enclosure (9) of reference (a).
5. Location of dependents and household effects:
6. Dependent in the Special Needs Program: Yes/No
6. I hereby certify the above information is true and correct to the best of my knowledge. I can be reached at <work telephone number>.

#

Encl: (1) Command Endorsement
(2) Permanent Change of Duty Station Orders

Resident Advisor Endorsement Sample
Letter Head Required

<Date>

From: <RA Applicant's Commanding Officer/Officer-In-Charge >

To: Commanding Officer, ISC Alameda

Subj: REQUEST FOR RESIDENT ADVISOR BERTHING CONCERNING
<SERVICE MEMBER'S NAME, EMPLOYEE ID>

Ref: (a) ISCALAINST 11103.1

1. Commanding Officer/Officer-In-Charge recommends: Approval/Disapproval.
2. Your POC for this matter is <CMC or Senior Enlisted Advisor>, their telephone number is <work number>.

#

Resident Advisor Appointment Sample

<Date>

From: Commanding Officer, ISC Alameda <RA Applicant>
To: <RA Appointee>

Subj: APPOINTMENT AS BACHELOR HOUSING RESIDENT ADVISOR

Ref: (a) ISCALAINST 11103.1

1. Per reference (a), you are hereby appointed as a Bachelor Housing (BH) Resident Advisor.
2. You will assume the leadership role of "on the spot assistant of BH management" in maintaining good order and discipline within your assigned BH spaces.
3. You will be guided by the ISC Alameda's BH rules and regulations, reference (a), in the performance of your duties.
4. You will be required to attend and represent your assigned resident's concerns during all BH Advisory Board meetings. If you are unable to attend, you will designate one of your senior residents to represent you during the meeting.
5. You will participate with BH management in inspecting your assigned spaces to ensure housekeeping standards and to report building maintenance discrepancies for action.
6. You will be in charge, with any other RAs, of BH cleanups. A cleanup list will be posted by the CMAA on the bulletin boards in each lounge. As needed, the RAs will assist in the cleaning of the common areas and laundry room.
7. You will have a duty week at least once a month. Your responsibility is to police the BH until 2200 hours during weekdays and continue making rounds over the weekend. You will be responsible for the cleanliness of the BH during your watch. RA's have the authority of gathering BH residents for cleanups during weekends if needed. If a stand-by for you is needed, you will make prior arrangements with other RA's. You will be responsible, with other RAs, for making up a monthly duty list. The duty list will be forwarded to the Chief Master at Arms (CMAA) by the 20th of the preceding month.
8. You will notify the CMAA of your leave, TDY and any change in status as soon as possible.
9. This appointment will terminate upon your transfer, reassignment, or if you fail or are unable to perform your RA duties.

Resident Advisor Acceptance Sample

<Date>

From: <RA Appointee>

To: Commanding Officer, ISC Alameda

Subj: ACCEPTANCE AS BACHELOR HOUSING RESIDENT ADVISOR

Ref: (a) ISCALAINST 11103.1

I hereby accept and certify that I have read, understand and will comply with the above appointment and the provisions of reference (a).

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U.S. COAST GUARD INTEGRATED SUPPORT COMMAND
ALAMEDA, CALIFORNIA

ISCALAINST 11103.1 Bachelor Housing Resident Acknowledgement Form

I have read, and am familiar with, the contents of ISCALAINST 11103.1 and agree to the rules and regulations contained therein. I understand that failure to comply with ISCALAINST 11103.1 may lead to eviction and/or disciplinary actions by the Commanding Officer, ISC Alameda.

Resident Printed Name	Rank/Rate	Command
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Resident Signature	Date	CMAA Signature
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Department of Homeland Security U.S. Coast Guard ISCAHSG-035 (Rev 02/06)	BACHELOR HOUSING (BH) BERTHING REQUEST AND AVAILABILITY/NON- AVAILABILITY FORM
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**SECTION A:
MEMBER INFORMATION**

<i>1. Name (Last, First, M.I.):</i>	<i>2. Rate/Rank:</i>	<i>3. EMPLID:</i>
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4. Unit Information (Name, OPFAC, Address, POC, and Phone #):

5. Dates Lodging Needed:

a. Check – in: _____ Check- Out: _____ Total # of nights: _____

b. Check – in: _____ Check- Out: _____ Total # of nights: _____

**SECTION B:
SUPERVISOR INFORMATION & APPROVAL**

1. Supervisor (Name, Unit, Phone):

2. Comments:

<i>3. Signature:</i>	<i>4. Date:</i>
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FOR OFFICE USE ONLY

**SECTION C:
MAA AUTHORIZATION**

<i>1. AVAILABILITY</i> <input type="checkbox"/> <i>NON-AVAILABILITY</i> <input type="checkbox"/>	<i>2. Comments:</i>
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<i>3. Room #:</i>	<i>4. Bed #</i>	<i>5. MAA Signature:</i>	<i>6. Date:</i>
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All members must bring a copy of their orders upon checking in. For after Hours Check-in contact the ISC Alameda OOD at (510) 453-6903. Please ensure the BH Instruction Packet is returned upon check out. For any questions please contact the MAA at the BH Office (510) 437-3535 during normal working hours.	<i>Non-Availability Issuance #</i> _____
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