

4.26 SFO SOUTHWEST HARBOR UPH REGULATIONS:

UPH residents can expect to be afforded what constitutes a reasonable expectation of privacy. However, this expectation on the part of the member must be managed accordingly and it must be balanced against the command's responsibility to maintain situational awareness, remain cognizant of matters that may jeopardize personnel welfare, and to safeguard the continuation of good order and discipline. The SFO UPH Regulations are either essential points already made by COMDTINST M11011.13 (series), Coast Guard Housing Manual or are locally necessary additions to the same manual.

The following regulations have been developed and are in effect:

1. Residents are subject to all applicable state and federal laws and Coast Guard regulations. **Residents shall familiarize themselves and comply with this instruction.**
2. All members assigned to a room are responsible to ensure compliance with published regulations. Each person assigned to a room is ultimately responsible, regardless of rank.
3. Room assignments will be made by the UPH Manager and will not be changed without permission from the UPH Manager.
4. No personnel are authorized in a room not assigned to them between the evening hours of 2200 and 0600. Between the daytime hours of 0600 and 2200, resident may have guests in their quarters by invitation and with the consent of all persons assigned to that room.
5. Non-Coast Guard residents must be sponsored and escorted by a Coast Guard member who assumes responsibility for the guest's conduct. Guests will not be allowed in the building between the evening hours of 2200 and 0600. No guests (other than family members) less than 18 years of age are allowed in rooms at any time.
6. Residents shall familiarize themselves with all fire exits and the building Fire Plan.
7. Residents may furnish their room with personal furniture provided the UPH facility's safety and structure are not adversely affected. Before personal furniture is moved into any UPH room, authorization from the UPH Manager must be obtained. Furnishings must be made of sturdy material and not degraded to a degree as to diminish the appearance of the room or present a health and/or safety hazard to the occupants.

8. Rooms shall be locked and all lights and electronic equipment (TV, stereo, computers, etc.) are to be secured when unoccupied.
9. Residents who wish to change door locks or get copies of room keys will notify the UPH Manager. Unauthorized door locks are prohibited. Forced entry into any room/space in the building is prohibited. If you need access to your room or any locked space in the UPH building, you will contact the MAA staff during the work day or the SFO OOD if the MAA staff is unavailable.
10. Stereo, radio and television audio controls must be set at a volume that does not disturb other personnel.
11. No pets of any kind are permitted. No pet food shall be maintained on the premises.
12. Ethnically offensive, profane, or sexually explicit material shall not be publicly displayed.
13. Residents are responsible for the cleanliness of their rooms. Quarters will be inspected for cleanliness and safety every Monday. Bunks shall be made daily prior to the beginning of the workday.
14. Thermostats shall be set at 68 degrees or less. Each resident shall observe energy conservation efforts.
15. Laundry facilities are located on the first deck and may be used by residents between the hours of 0630 and 2200. You are responsible for ensuring your laundry is removed from the laundry room. Every effort will be made to ensure that items clearly labeled are returned to their owner(s). Unidentifiable personal laundry left for more than one month shall be confiscated and donated to local charity. Unidentifiable uniform items left for more than one month shall be donated to the SFO Lucky Bag program. Forgotten items can be found in the cabinets in the laundry room. You are responsible for ensuring no foreign objects are washed or dried. You are responsible for ensuring the dryer vents are cleaned before/after each use. Food service staff, residents, personnel on duty, medical staff and the MAA staff have privilege to use the laundry facilities in that order. All others are on a first come, first-served basis. Under no circumstance should users commandeer machines, leaving another user's laundry wet or otherwise unfinished. Heavily soiled items must be washed utilizing the washer and dryer on the third deck of the SFO Multi-Purpose building.
16. Each resident is responsible for disposing of their room's trash in the dumpsters provided on the SFO pier. Garbage shall not be disposed of in any common trash can in the UPH building (laundry room, passageway, etc.) or in the food service dumpster behind the UPH building.

17. SFO telephones are for official use only. Private telephones may be installed in quarters at the resident's expense by contacting the local telephone company's business office. Fairpoint Communication's Residential Customer's number is 1-800-400-5568 or locally reached at 1-207-973-2100. Cable television is also available at the cost of the member. There are several providers of cable television such as Time Warner Cable, Adelphia, etc. Internet connectivity is also available from several providers. If there is question about which providers for these services you should use or need help contacting them, contact the UPH Manager
18. Residents shall notify the UPH Manager of all malfunctioning electrical or plumbing fixtures. If the problem occurs during non-working hours and constitutes a safety problem or a condition likely to cause damage, notify the SFO OOD.
19. Missing Government property in assigned quarters and damage to quarters beyond normal wear and tear shall be the individual's responsibility and members will be held accountable. Restoration of missing and/or damaged Government property shall be made in a timely basis and replacement of the items shall be made at the discretion of the UPH Manager.
20. Smoking is strictly prohibited in quarters. Residents who wish to smoke shall do so only in designated areas and shall ensure visitors do the same. Chewing tobacco and any container used to spit is not authorized in UPH rooms. The drinking fountains and trash cans in the UPH building shall not be used to dispose of cigarettes, smokeless chewing tobacco or the by-products of any tobacco use.
21. Persons under 21 years of age and persons on duty or in a duty/recall status may not consume alcohol of any kind. Residents, who are at least 21 years old, may keep and drink a limited amount of alcohol in their rooms. The ONLY type of alcohol residents are authorized to keep on UPH premises is beer, bottled wine or wine coolers. Each resident of legal drinking age may keep one 6-pack of beer, one 4-pack of wine coolers, or one liter of wine in his/her room. Alcohol consumption is limited to the confines of assigned rooms.
22. Use discretion in the manner in which alcohol paraphernalia is displayed. Excessive display sets a poor example for those who are underage and for those who may not agree with consumption activity. Such displays may also lead to unnecessary judgment of character.
23. Pornography, if possessed by the member, must not be viewed by anyone other than the individual and shall not be left in plain view.

24. Flammables and combustibles, including candles, lighter fluid, charcoal, fireworks, firearms, and ammunition may not be maintained in UPH rooms.
25. Prescription drugs may only be kept if issued in the name of the member and provided that the prescription remains current.
26. A limited amount of dry food is allowed in the UPH rooms. Use discretion in the amount of food that is kept in the rooms. Excessive amounts can lead to the infestations of rodents and/or insects. Ensure that foods that are opened are kept in airtight containers, for example Tupperware. Foods kept in refrigerators shall not be kept past the expiration date.
27. Empty cardboard boxes and empty food containers shall not be kept in the room. Any boxes used to store items for which there is not ample storage space in the room shall be removed. These containers attract rodents and insects. Extra storage is available for a nominal fee by contacting the SFO MWR Representative. Storage containers made of plastic or other materials can be considered if they do not detract from the room's appearance or pose a safety and/or health risk.
28. Hot plates or any device used to cook or heat food stuffs shall not be kept in any UPH room.
29. In keeping with the Commandant's UPH assignment priority; waivers to receive BAH and reside in civilian housing shall be governed by rank (RHIP) - 90 day policy. Any member assigned to UPH as permanent party; must remain assigned to the UPH for 90 days before being considered a release from the UPH. Members eligible to receive BAH and reside in civilian housing who decline first refusal shall start their 90 day period on the date of refusal. The required average minimum monthly occupancy rate is 95% for permanent party. Occupancy standards must be met prior to waivers being considered, unless approved by the Local Housing Authority (LHA). All waivers require approval endorsement from their respective CO / OINC.
30. The UPH Manager, typically the Housing Officer, oversees most aspects but also manages the UPH. Responsibilities of the UPH Manager include assigning rooms, addressing resident concerns and ensuring habitability. The CMAA, typically the FSC, is responsible for the good order and discipline of the facility. The UPH MAA, typically the SFO HS, is responsible for the ensuring daily upkeep of the UPH and common spaces and ensuring residents have the items needed to maintain those spaces. Daily responsibilities between the UPH Manager and the CMAA are interchangeable. The AMAA acts with the authority of the CMAA in most matters, but will engage the CMAA when the discipline of a resident is an issue. The UPH chain of command for residents includes the UPH Manager,

the CMAA, the individual's OinC, the Local Housing Officer, SFO Southwest Harbor Assistant Supervisor and finally the SFO/Sector Northern New England chain of command.

I understand and acknowledge the above: _____
Date: _____

Housing Officer / Representative: _____
Date: _____