



GPHBINST M11101.1

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GROUP HUMBOLDT BAY INSTRUCTION M11101.1

Subj: GROUP HUMBOLDT BAY FAMILY HOUSING MANUAL

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(b) San Francisco Bay Area Housing Manual, ISCALAINST M11101.1 (series)

1. PURPOSE. This manual sets forth specific regulations and procedures for all residents of Coast Guard Group Humboldt Bay's Military Housing sites in Eureka and Fort Bragg, CA.
2. ACTION. All military and civilian personnel (USCG and DoD) who reside in government quarters shall adhere to the contents of this instruction. A copy of this manual will be distributed to each resident living in Eureka and Fort Bragg quarters. They shall read and acknowledge their understanding of the contents of this directive.
3. DIRECTIVE AFFECTED. Annex W (Family Housing) of the Group Humboldt Bay Organization Manual is cancelled. Annex V (Bachelor Enlisted Quarters) will remain in effect until such time as an updated instruction in-line with this manual is published.
4. DISTRIBUTION. Group Humboldt Bay Government Housing Residents, Group Humboldt Bay Housing Offices (Eureka & Fort Bragg), Group Humboldt Bay and attached units.
5. DISCUSSION. Group Humboldt Bay provides family and unaccompanied quarters to qualified enlisted, officer and civilian personnel assigned to units in the Humboldt Bay Area. These policies and procedures are intended to promote a safe, secure and habitable residence for all area personnel in accordance with references (a) and (b).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and were determined to be non-applicable.
7. FORMS/REPORTS. All previously used forms are hereby canceled. All new forms are included in Appendix C of this instruction.

  
C. A. MARTINO

**Chapter 1 - Family Housing Assignment and General Information  
Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Welcome</b>	1-2
<b>B</b>	<b>Hours of Operation</b>	1-2
<b>C</b>	<b>Basic Allowance for Housing (BAH)</b>	1-2
	1. BAH Entitlement	1-2
	2. Verify Your LES	1-2
	3. DoD Residents	1-2
<b>D</b>	<b>Assignment to Housing</b>	1-2
<b>E</b>	<b>Check-in Inspection</b>	1-3
	1. Inspection Report	1-3
	2. Additional Discrepancies	1-3
<b>F</b>	<b>Moving Into Quarters</b>	1-3
	1. Household Goods (HHGs)	1-3
	2. Moving Company Responsibilities	1-3
	3. Packing Material	1-3
	4. Storage	1-3
	5. Damage or Loss to Personnel Property	1-3
	a. Mover's Damage	1-3
	b. Claims by Member for Loss or Damage	1-3
<b>G</b>	<b>Renter's Liability Insurance</b>	1-4
	1. Liability Insurance Encouraged	1-4
	2. Play Structures, Trampolines, Etc.	1-4
	3. Waterbeds	1-4
<b>H</b>	<b>Website</b>	1-4
<b>I</b>	<b>Housing Representatives</b>	1-4
<b>J</b>	<b>Town Hall Meetings/ Housing Advisory Committee</b>	1-4
<b>K</b>	<b>Lock Out</b>	1-5
<b>L</b>	<b>Environmental Health Hazards</b>	1-5
	1. History	1-5
	2. Notification/Disclosure Letters	1-5
	3. Environmental Protection Agency Pamphlets	1-5
	4. ERA Reports	1-5
	5. Exposure	1-5

**Chapter 2 – Family Housing Occupancy, Inspection, and Termination of Quarters  
Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	2-2
<b>B</b>	<b>Occupancy</b> 1. Minimum Time Requirement 2. Changes in Family Composition 3. Reporting Changes in Status 4. Temporary Absences 5. Relocation 6. Live-in Dependent Care 7. Foster Care	2-2 2-2 2-2 2-2 2-2 2-3 2-3
<b>C</b>	<b>Loss of Eligibility for Government Quarters</b> 1. Permanent Change of Station (PCS) Orders 2. Homeport Changes 3. Discharge or Retirement 4. Family Member(s) No Longer Reside in Quarters 5. Unauthorized Absence (UA) 6. Misconduct 7. Eviction	2-3 2-3 2-3 2-3 2-3 2-3 2-4
<b>D</b>	<b>Vacating Quarters</b>	2-4
<b>E</b>	<b>Extension In Quarters</b>	2-4
<b>F</b>	<b>Inspection of Quarters</b> 1. Right of Inspection 2. What will be Inspected? 3. Service Member Presence 4. Notification of Intent to Vacate 5. Type of Inspections a. Check-in Inspection b. Annual Inspection c. Pre-Inspection (Final Check-Out) d. Final Inspection e. Just Cause f. Grounds	2-4 2-4 2-4 2-5 2-5 2-5 2-5 2-5 2-5 2-6 2-6
<b>G</b>	<b>Paying to Clean Quarters</b>	2-6
<b>H</b>	<b>Terminating MFH Quarters</b> 1. Notification of Intent To Vacate 2. What Happens	2-6 2-7
<b>I</b>	<b>Correcting a Discrepancy</b>	2-7
<b>J</b>	<b>Damage to Coast Guard Quarters</b> 1. Damage or Loss 2. Pet and/or Smoke Damage 3. Action Under the UCMJ 4. Denial of Future Quarters Assignment	2-7 2-7 2-8 2-8

**Chapter 3 – Family Housing Safety and Security  
Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Safety</b>	3-3
<b>B</b>	<b>Personal Security and Safety</b>	3-3
	1. Resident Responsibility	3-3
	2. Theft	3-3
	3. Call 911	3-3
	4. Prohibited Areas	3-3
<b>C</b>	<b>Reporting Emergencies</b>	3-3
<b>D</b>	<b>Fire Prevention</b>	3-4
	1. Call 911	3-4
	2. Fire Extinguishers	3-4
	3. Smoke Detectors	3-4
	4. Carbon Monoxide (CO) Detectors	3-4
<b>E</b>	<b>Fire Evacuation Planning</b>	3-4
	1. Spreading The Word	3-4
	2. Escape Plan	3-4
	3. Predetermined Meeting Place	3-4
	4. Exit Drill in the Home	3-4
<b>F</b>	<b>Fire Safety</b>	3-5
	1. Kitchen	3-5
	2. Living Areas	3-5
	3. Laundry Rooms	3-5
	4. Proper Storage	3-6
	5. Barbecues	3-6
	6. Flammable Liquids	3-6
	7. Garages/Storage Sheds	3-6
<b>G</b>	<b>Fireplace Safety</b>	3-6
<b>H</b>	<b>Construction Areas</b>	3-6
<b>I</b>	<b>Traffic Safety</b>	3-6
	1. Speeding	3-6
	2. Children	3-7
<b>J</b>	<b>Earthquakes and Natural Disasters</b>	3-7
	1. Supplies	3-7
	2. Getting Prepared	3-7
	3. Additional Information	3-7
	4. Local Authorities	3-7
<b>K</b>	<b>Quarters Security</b>	3-7
<b>L</b>	<b>Keys and Locks</b>	3-8
	1. Unit Keys	3-8
	2. Mail Keys	3-8
	3. Key Trouble	3-8
<b>M</b>	<b>Vandalism</b>	3-8
	1. General	3-8
	2. Coast Guard Policy on Vandalism	3-8
	a. Arrest	3-8
	b. Loss of Housing Privilege	3-8
<b>N</b>	<b>Thefts, Break-ins, Burglary</b>	3-8
<b>O</b>	<b>Firearms, Weapons and Explosives</b>	3-9
	1. Firearms Registration and Possession (CA State Law)	3-9
	2. Other Weapons	3-9

<b>Chapter 3 Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>O (cont)</b>	3. Black Powder, Smokeless Powder or Pyrodex	3-9
	4. Misuse of Weapons	3-9
<b>P</b>	<b>Fireworks</b>	3-9
<b>Q</b>	<b>Joggers, Walkers, Bicyclists, Skaters and Scooters</b>	3-9
	1. Helmets	3-9
	2. Motorized Skate Boards, Mini Bikes and Scooters	3-9
<b>R</b>	<b>Violence, Family Violence and Resident Disputes</b>	3-10
<b>S</b>	<b>Fall Prevention</b>	3-10
<b>T</b>	<b>Compact Fluorescent Lamps (CFLs)</b>	3-10

<b>Chapter 4 – Family Housing Neighborhood Regulations Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	4-3
<b>B</b>	<b>Pets</b>	4-3
	1. Discussion	4-3
	2. Pet Agreement	4-3
	3. Maximum Amount	4-3
	4. Control of Pets	4-3
	5. Abandonment	4-3
	6. Clean Up	4-3
	7. Removal By Authorities	4-3
	8. Registration/Inoculations	4-3
	9. Complaints	4-4
	10. Bites and Aggressive Acts	4-4
	11. Breeding	4-4
	12. Spaying/Neutering	4-4
	13. Animal Mistreatment	4-4
	14. Dead Animals	4-4
	15. Pets In Garages/On Balconies	4-4
	16. Pet Care During Family's Absence	4-4
	17. Pet Damage	4-4
	18. Flea Problem	4-5
	19. Lingering Pet Odors	4-5
	20. Random Pet Cleanliness Inspections	4-5
21. Violations	4-5	
<b>C</b>	<b>Businesses and Yard Sales</b>	4-5
	1. Home Businesses	4-5
	2. Yard Sales	4-5
<b>D</b>	<b>Operation of Family Day Care</b>	4-5
	1. Definition	4-5
	2. Policy	4-5
	3. 10 Hour Policy	4-6
	4. Authorization	4-6
<b>E</b>	<b>Child Supervision Standards</b>	4-7
<b>F</b>	<b>Occupant Relations</b>	4-7
	1. Definition	4-7
	2. Multiple or Recurring Complaints	4-7
	3. Who Can Make a Complaint	4-7
	4. How to Make a Complaint	4-7

**Chapter 4  
Table of Contents**

Section	Subject	Page
<b>G</b>	<b>Motor Vehicles</b>	4-7
	1. Registration	4-7
	2. Speed Limits	4-7
	3. Road Use	4-8
	4. Parking	4-8
	a. Open Parking Spaces	4-8
	b. No Parking	4-8
	c. Unauthorized Vehicles	4-8
	d. Visitor Parking	4-8
	e. Long Term Parking	4-8
5. Recreational Vehicles and Equipment Control	4-8	
6. Storage of Small Recreational Items	4-9	
7. Recreational Vehicle Storage Lot/ Long Term Parking	4-9	
8. Vehicle Maintenance	4-9	
9. Vehicle Washing	4-9	
<b>H</b>	<b>Courtesy Rules</b>	4-10
	1. Golden Rule	4-10
	2. Quiet Hours	4-10
	3. Playgrounds	4-10
	4. Curfew	4-10
	5. Bands, DJs and Musical Instruments	4-10
6. Parties	4-10	
<b>I</b>	<b>Waterbeds</b>	4-10
<b>J</b>	<b>Pools, Spas and Hot Tubs</b>	4-11
	1. Pools	4-11
	2. Spas and Hot Tubs	4-11
<b>K</b>	<b>Holiday Lighting and Decorations, Political Signage and Objectionable Material</b>	4-12
	1. Christmas-Holiday Lighting and Decorations	4-12
	2. Political and Other Signage	4-12
<b>L</b>	<b>Personally Owned Play Equipment</b>	4-12
	1. Play Equipment	4-12
	2. Approval	4-12
	3. Insurance	4-12
	4. Portable Play Equipment	4-12
<b>M</b>	<b>Guest Policy</b>	4-12
	1. Definition	4-12
	2. Guest Regulations	4-12
<b>N</b>	<b>Telephones &amp; Cable/Satellite Television</b>	4-13
	1. Phones	4-13
	2. Telephone Repair Responsibility	4-13
	3. Government Responsibility For Telephone Jacks	4-13
	4. Telephone Line Repairs	4-13
	5. Cable and Satellite Television	4-13
<b>O</b>	<b>Live-In Aides</b>	4-13
<b>P</b>	<b>Prohibited Areas</b>	4-14
<b>Q</b>	<b>Noise Levels</b>	4-14
	1. Excessive Noise	4-14
	2. Complaints	4-14
<b>R</b>	<b>Shipboard Personnel, Deployments and Family Departures</b>	4-14
<b>S</b>	<b>Hazardous Material</b>	4-14

**Chapter 4  
Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>T</b>	<b>Solicitation</b>	4-14
<b>U</b>	<b>Cleanliness and Grounds Maintenance</b>	4-14
	1. General	4-14
	2. Grounds Maintenance	4-15
<b>V</b>	<b>Smoking</b>	4-15

**Chapter 5 – Family Housing Household Responsibilities  
Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	5-2
<b>B</b>	<b>Changes to Quarters or Grounds</b>	5-2
<b>C</b>	<b>Maintenance Personnel and Access</b>	5-2
	1. Access to Government Quarters	5-2
	2. House Locks	5-2
	3. Pest Control Access	5-2
	4. Missed Appointments	5-2
<b>D</b>	<b>Household Maintenance</b>	5-2
	1. Maintenance	5-2
	2. Minor Repairs	5-3
	3. Damages	5-3
	4. When to Call for Assistance	5-3
	5. Placing a Request for Maintenance Assistance	5-3
	6. Maintenance Request Status	5-3
	7. Scheduling Appointments for Routine Service Work	5-3
	8. Maintenance Request Priorities	5-4
<b>E</b>	<b>Alterations</b>	5-5
	1. Self Help Projects	5-5
	2. Conformance to Standards	5-5
	3. Cost	5-6
	4. Prohibited Items	5-6
	5. Who May Submit a Self Help Request	5-6
	6. Process	5-6
<b>F</b>	<b>Self Help Supplies</b>	5-7
	1. Self Help	5-7
	2. Responsibility	5-7
<b>G</b>	<b>Utilities and Energy Management</b>	5-7
	1. General	5-7
	2. Utility Abuse	5-7
<b>H</b>	<b>Practical Energy Saving Tips</b>	5-7
	1. Practical Energy Saving Tips	5-7
	2. Heating	5-7
	3. Electricity	5-8
	4. Gas	5-8
	5. Appliances	5-8
	6. Water	5-9
<b>I</b>	<b>Pest Control</b>	5-9
<b>J</b>	<b>Trash Collection</b>	5-9
<b>K</b>	<b>Trash Recycling</b>	5-9
<b>L</b>	<b>Grounds Care</b>	5-10

<b>Appendices</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Housing Organization</b>	A-1
<b>B</b>	<b>Maintenance Responsibility Handout</b>	B-1-16
<b>C</b>	<b>Housing Forms</b>	C-1

<b>Enclosures</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>1</b>	<b>Contact Numbers Quick Reference</b>	E-1 (1-2)
<b>2</b>	<b>Earth Quake Preparedness</b>	E-2 (1-10)
<b>3</b>	<b>The Lautenberg Amendment</b>	E-3 (1-12)
<b>4</b>	<b>Eureka Recycling Bin Guidelines</b>	E-4 (1-3)
<b>5</b>	<b>Eureka Housing Advisory Committee Charter</b>	E-5 (1-2)
<b>6</b>	<b>Compact Fluorescent Light Bulb Addendum</b>	E-6 (1-7)

## Chapter 1 – Family Housing Assignment and General Information

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Welcome</b>	1-2
<b>B</b>	<b>Hours of Operation</b>	1-2
<b>C</b>	<b>Basic Allowance for Housing (BAH)</b>	1-2
	1. BAH Entitlement	1-2
	2. Verify Your LES	1-2
	3. DoD Residents	1-2
<b>D</b>	<b>Assignment to Housing</b>	1-2
<b>E</b>	<b>Check-in Inspection</b>	1-3
	1. Inspection Report	1-3
	2. Additional Discrepancies	1-3
<b>F</b>	<b>Moving Into Quarters</b>	1-3
	1. Household Goods (HHGs)	1-3
	2. Moving Company Responsibilities	1-3
	3. Packing Material	1-3
	4. Storage	1-3
	5. Damage or Loss to Personnel Property	1-3
	a. Mover's Damage	1-3
	b. Claims by Member for Loss or Damage	1-3
<b>G</b>	<b>Renter's Liability Insurance</b>	1-4
	1. Liability Insurance Encouraged	1-4
	2. Play Structures, Trampolines, Etc.	1-4
	3. Waterbeds	1-4
<b>H</b>	<b>Website</b>	1-4
<b>I</b>	<b>Housing Representatives</b>	1-4
<b>J</b>	<b>Town Hall Meetings/ Housing Advisory Committee</b>	1-4
<b>K</b>	<b>Lock Out</b>	1-5
<b>L</b>	<b>Environmental Health Hazards</b>	1-5
	1. History	1-5
	2. Notification/Disclosure Letters	1-5
	3. Environmental Protection Agency Pamphlets	1-5
	4. ERA Reports	1-5
	5. Exposure	1-5



## Chapter 1 – Family Housing Assignment and General Information

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### E. Check-in Inspection

1. Inspection Report. Upon assignment to quarters, all residents are required to complete an initial check-in inspection with a housing representative from the Local Housing Office using form GRPHUMB-004. The Local Housing Office retains a complete report of the current conditions of your housing unit. It is recommended that you keep a copy for your personal files.
  2. Additional Discrepancies. ***Within the first two weeks of assignment***, it is recommended that you provide the Local Housing Office with a list of any additional discrepancies that were not noted during the initial inspection using the same form (GRPHUMB-004). It is also recommended that you keep a copy for your personal files. After 30 days, no changes will be made to the initial check-in inspection report and you may be held liable for damages upon termination of quarters.
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### F. Moving into Quarters

1. Household Goods (HHGs). The Group Humboldt Bay Housing Office does not deal with HHGs in any fashion. Members are responsible for coordination of all HHGs movements, through the servicing Personal Property Shipping Office (PPSO), Group Administration Department, and Group Supply Office.
  2. Moving Company Responsibilities. The moving company handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions.
  3. Packing Material. It is your responsibility to ensure that all packing material is properly disposed of. It is recommended that you have the moving company take the packing materials from the premises before they depart or make arrangements directly with the moving company to come back after you have unpacked. Contact your Local Housing Office if you have any questions regarding disposal of any additional packing material left behind by the movers.
  4. Storage. Contact the Personal Property Shipping Office, via the Administration Department, to make arrangements for long-term storage of excess personal property on your PCS orders. Any cost involved in obtaining access to your stored property after being placed in storage will be at your own expense. Group Humboldt Bay is serviced by the U.S.A.F. PPSO in Colorado Springs, CO. They may mistakenly inform you that the Housing Office must supply a storage accounting string. You will in fact use your PCS tonno accounting string for storage and can supply it directly to them for use.
  5. Damage or Loss to Personal Property.
    - a. **Mover's Damage:** If damage to your quarters occurs during the movement of household goods, it is your responsibility to immediately notify the servicing PPSO and Local Housing Office. Failure to report damage may result in you being held responsible.
    - b. **Claims by Member for Loss or Damage:** While assigned to government quarters, you may file claims for loss or damage to your personal property located in quarters, provided the damage or loss is not caused by your own negligence. Refer to Chapter 6, Coast Guard Claims and Litigation Manual, COMDTINST 5890.
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## Chapter 1 – Family Housing Assignment and General Information

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### G. Renter's Liability Insurance

1. Liability Insurance Encouraged. While in MFH, residents are not required to carry renter's liability insurance but it is **strongly recommended** that you obtain insurance for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to **both** the dwelling and loss or damage to personal property in situations where the government is not liable. Insurance will also cover your losses in the case of theft or vandalism. The cost of renter's insurance is relatively small and can be a tremendous asset in the event of loss or damage to personal property.

**Example.** In the case of a fire, the government may reimburse a resident for damages only if the fire is determined to be a result of a problem within the unit such as faulty wiring in the wall. A resident may be held financially responsible for any damage to the unit determined to be caused by the resident and/or guest(s); such as a fire started from faulty wiring from a personally-owned lamp, a pot left on a stove, a candle or even children playing with a match or lighter.

2. Play Structures, Trampolines, Etc. Residents choosing to set up personal play structures or equipment at locations where it is allowed *are required* to have proof of liability insurance and to provide it to the Housing Office prior to installing any equipment.
  3. Waterbeds. Insurance is required for any member owning a waterbed.
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### H. Website

The Group Humboldt Bay Housing site can be found here:

<http://www.uscg.mil/d11/grpHumboldtBay/relocating.asp>

It contains points of contact as well as a work request form and submittal page.

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### I. Housing Representatives

A designated Housing Representative from each Command usually represents their respective members. They assist the Housing Office with management and maintaining good order and discipline with respect to the members of their Command. Contact either the Housing Office or your Command for point of contacts.

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### J. Town Hall Meetings/ Housing Advisory Committee

The Group Commander and key staff will hold quarterly Town Hall meetings, which are open to all MFH residents. Residents, both active duty and dependant are encouraged to attend and supply feedback to improve the housing program. If there is deemed sufficient need and tenant interest a Housing Advisory Committee (HAC) will be formed. This committee will act on behalf of all tenants to identify and give guidance on improvements to the housing site through direct interaction with the Housing Program, Group Ombudsman and Group Command Staff. It will typically be composed of, but not limited to, 5-7 dependants of Active Duty Coast Guardsmen who will meet on more frequent occasions with both housing tenants and Housing Staff to accomplish the aforementioned goal of site improvement. Formation, appointment, and dissolution to the committee will be voluntary and at the sole discretion of the tenants. Current and past HAC charters will be included in enclosure (5).

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## Chapter 1 – Family Housing Assignment and General Information

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### K. Lock Out

If anyone locks themselves out of their quarters during normal working hours (Monday through Friday) contact the Local Housing Office. If you are locked out after hours contact the Duty DC. They will liaison to either open the unit or call in a locksmith depending on the situation. Any expenses incurred by a locksmith will be paid by the tenant.

**Note:** The Local Housing Office will not admit minors under 16 into a house even with a valid ID until one of the parents is contacted for approval. The Housing Office has no idea if parents want these children in the house alone, if they skipped school, left the babysitter, etc. The Housing Office will not accept this responsibility. In addition, the Local Housing Office will not let in anyone not listed as a valid family member on the member's application. If anyone has a guest who gets locked out, that guest would need to contact the member or spouse for access, they will not be let in by the Housing Office. It is the resident's responsibility to plan ahead, make plans with neighbors or friends to leave a key, etc. Make sure the Housing Office has work, home and cell phone numbers. This policy is in place to protect the family and the Housing Office.

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### L. Environmental Health Hazards

1. History. To comply with the spirit of Housing and Urban Development (HUD) and the Environmental Protection Agency (EPA) lead paint, asbestos, and radon disclosure regulations, the Coast Guard is required to notify residents who occupy pre-1981 Coast Guard owned housing of known or suspected asbestos, lead, and radon environmental health hazards.

Based on the date of construction and Environmental Risk Assessments (ERA) conducted in April 1996 all units in Eureka contain some type of environmental health hazard.

2. Notification/Disclosure Letters. As part of the check-in procedures, each resident will be issued disclosure letters indicating their assigned quarters have been assessed for environmental health risks. These letters inform whether or not the quarters currently contain environmental health risks and the location and type of environmental health risks. In addition, disclosure of past and future planned remediation efforts with specific dates of remediation will be provided, if known.
3. Environmental Protection Agency Pamphlets. If environmental health risks are present, appropriate pamphlets will be issued as enclosures to the disclosure letter.
4. ERA Reports. All ERA reports and records are accessible and maintained in the Eureka and Group Housing Offices. Simply stop in and ask to view any materials you wish to read.
5. Exposure. If lead-based paint or asbestos containing material is present in your quarters and it becomes damaged and/or exposed, you should immediately contact your Local Housing Office. If warranted, the Housing Office will contact the Safety and Environmental Health Officer at ISC Alameda to evaluate the severity of the risk to residents and make recommendations for corrective action.

## Chapter 2 – Family Housing Occupancy, Inspection, and Termination of Quarters

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	2-2
<b>B</b>	<b>Occupancy</b>	2-2
	1. Minimum Time Requirement	2-2
	2. Changes in Family Composition	2-2
	3. Reporting Changes in Status	2-2
	4. Temporary Absences	2-2
	5. Relocation	2-2
	6. Live-in Dependent Care	2-3
	7. Foster Care	2-3
<b>C</b>	<b>Loss of Eligibility for Government Quarters</b>	2-3
	1. Permanent Change of Station (PCS) Orders	2-3
	2. Homeport Changes	2-3
	3. Discharge or Retirement	2-3
	4. Family Member(s) No Longer Reside in Quarters	2-3
	5. Unauthorized Absence (UA)	2-3
	6. Misconduct	2-3
	7. Eviction	2-4
<b>D</b>	<b>Vacating Quarters</b>	2-4
<b>E</b>	<b>Extension In Quarters</b>	2-4
<b>F</b>	<b>Inspection of Quarters</b>	2-4
	1. Right of Inspection	2-4
	2. What will be Inspected?	2-4
	3. Service Member Presence	2-4
	4. Notification of Intent to Vacate	2-5
	5. Type of Inspections	2-5
	a. Check-in Inspection	2-5
	b. Annual Inspection	2-5
	c. Pre-Inspection (Final Check-Out)	2-5
	d. Final Inspection	2-5
	e. Just Cause	2-6
	f. Grounds	2-6
<b>G</b>	<b>Paying to Clean Quarters</b>	2-6
<b>H</b>	<b>Terminating MFH Quarters</b>	2-6
	1. Notification of Intent To Vacate	2-6
	2. What Happens	2-7
<b>I</b>	<b>Correcting a Discrepancy</b>	2-7
<b>J</b>	<b>Damage to Coast Guard Quarters</b>	2-7
	1. Damage or Loss	2-7
	2. Pet and/or Smoke Damage	2-7
	3. Action Under the UCMJ	2-8
	4. Denial of Future Quarters Assignment	2-8

## Chapter 2 – Family Housing Occupancy, Inspection and Termination of Quarters

**A. Purpose** The purpose of this chapter is to provide basic information concerning occupancy, termination and inspections of Coast Guard owned family housing.

- B. Occupancy**
1. Minimum Time Requirement. By accepting assignment to government quarters, you are required to remain in Military Family Housing (MFH) for a minimum of twelve months. Exceptions to this requirement are for unexpected PCS orders or separation actions. Additional exceptions, such as buying a house (if there is a current waiting list for housing) or a medical reason, will be considered. Contact your Local Housing Office for guidance.
  2. Changes in Family Composition. Service members are required to notify the Local Housing Office immediately upon any change in the number of family members. If the service member's qualification for government quarters increases (for instance, the birth of another child or an additional family member acquired due to a legal proceeding), the Local Housing Office will attempt to meet your additional bedroom requirement. However, the relocation move will be at the resident's expense.
  3. Reporting Changes in Status. The service member is responsible and required to notify the Local Housing Office of any changes in their status. Changes which might affect the continued eligibility to government quarters need to be reported immediately upon the occurrence. Examples include:
    - Change in rate/rank.
    - Change in duty station.
    - Home and/or work telephone numbers.
    - Change in Projected Rotation Date (PRD).
    - Separation from active duty.
    - Receipt of PCS orders (includes Temporary Duty).
    - Family separation, divorce/separation. (Note: When family members or the service member no longer reside in the quarters for any reason, the service member is required to notify the Housing Office immediately.
    - Extended leave from the quarters (*see 4 below*).
  4. Temporary Absences. The Local Housing Office must be notified if the service member and or the family members will leave the quarters vacant for more than 14 days. Service members shall notify the Local Housing Office by submitting a Housing Information/Notification form, GRPHUMB-011. Depending on the circumstances, periods of absence that exceed 60 days may lead to termination of quarters. The service member is responsible for maintaining the MFH unit during the absence. This includes making sure all utilities are adjusted to the low settings or turned off, stopping mail and newspaper delivery, emptying of trash, etc. Those with grounds care responsibility have a mandatory requirement to maintain their yards. The name and phone number of the grounds caretaker must be provided to the Local Housing Office using form GRPHUMB-011. Pets are not to be left in your quarters or yard unattended while you are away.
  5. Relocation. Voluntary relocation to other government quarters (i.e. move to a different size unit due to a change in family size) will be at the member's

## Chapter 2 – Family Housing Occupancy, Inspection, and Termination of Quarters

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expense since it is for your convenience and not mandatory. Any relocation must be completed within 14 calendar days of assignment to the new quarters, extensions may be granted by the Housing Officer. Failure to pass an unannounced housekeeping inspection of the current quarters will result in the cancellation of the relocation. Approval of relocations will occur only when excess housing is available and are only approved by the Local Housing Officer. Requests for relocations for neighborhood disputes or resident problems are not typically granted.

6. Live-in Dependent Care. Permission for live-in dependent providers must be requested in writing substantiating the need for such an arrangement via the member's command to the Local Housing Officer. Approval of live-in caregivers is predicated on criteria set forth under current regulations and specific child-care or health-care requirements, which can be shown to require full-time, live-in assistance; for example, a single parent attached to a deploying command. A spouse wanting to work or go to school is not a reason for allowing a live-in aide. A larger unit to accommodate a live-in aide may not be available.
  7. Foster Care. Having foster children in family housing is permitted as long as the resulting living conditions are reasonable. The presence of foster children will not increase bedroom entitlement. You are required to notify your Local Housing Office in writing if you intend to become a foster parent.
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### C. Loss of Eligibility for Government Quarters

1. Permanent Change of Station (PCS) Orders. If your new command is outside the Humboldt Bay Area you must vacate quarters on or before the date you depart your current command. Contact your Local Housing Office if you have received PCS orders to determine if you are eligible to remain in your current quarters.
  2. Homeport Changes. You may retain your quarters up to 15 days after the ship arrives at its new homeport or 15 days after the effective date of homeport change, whichever is later.
  3. Discharge or Retirement. Eligibility for MFH expires on the date of discharge or retirement, and you must vacate before that date. Minor delays in vacating quarters may be granted by the Local Housing Officer, if there are extenuating circumstances. However, any member allowed to remain in MFH past their discharge or retirement date shall pay rent equivalent to their BAH for every day of occupancy. There are no exceptions allowed for this regulation.
  4. Family Member(s) No Longer Reside in Quarters. The service member is responsible for notifying the Local Housing Office when a family member no longer resides in the quarters for any reason, including voluntary or legal separation, divorce or court order, or the service member no longer resides in the quarters for any reason. If vacating of quarters is required, upon notification from the Local Housing Office, you will have a total of 30 days to vacate.
  5. Unauthorized Absence (UA). Family members may remain in MFH up to 60 days from the date the sponsor is placed in a UA status.
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**Chapter 2 – Family Housing Occupancy, Inspection and Termination of Quarters**

6. **Misconduct.** Failure to follow regulations by **the service member, the spouse, family member(s) and or guest(s) can result in the loss of your housing privilege.** This includes behavior which is destructive to morale, disturbs peace and harmony of the neighborhood, is threatening to other residents or their property, involves gangs, being a gang member, or involved in “gang related” activities; use/selling of illegal substances, any violence/disturbance that occurs where a weapon is present, and any behavior not considered in the best interest of the Coast Guard. Loss of privilege can also occur for failing to maintain the housing unit in a sanitary condition.
  
7. **Eviction.** Eviction may be required when conditions for termination of occupancy exist and the member does not vacate government quarters. If eviction becomes necessary, justification for this action will be recommended by the Local Housing Officer, and approved by the Group Commander, via the Area Housing Officer.

**D. Vacating Quarters**

By accepting assignment to government quarters, you agree to remain in MFH for a minimum of one year. When you desire to vacate your house contact your Local Housing Office for vacating procedures. You must give notice to vacate (at least 30 days for MFH), just as you would for a civilian landlord.

**E. Extension In Quarters**

Extensions in quarters past a required termination date may be made under certain conditions. Contact your Local Housing Office for details and procedures. Residents authorized to remain in MFH after a separation or retirement date are required to pay rent at an amount equivalent to the BAH normally forfeited for the member’s pay grade upon separation.

**F. Inspection of Quarters**

1. **Right of Inspection.** It may be necessary to enter assigned quarters when no one is home. The Local Housing Officer may direct members of the housing staff to enter a home without the service member’s consent under the following conditions:
  - a. Suspect quarters are abandoned.
  - b. Suspect quarters are damaged.
  - c. Suspect unsanitary conditions, which threaten the health of the occupants, the neighbors, or is destructive to the house.
  - d. Emergency situations that may cause damage to the quarters or are disrupting the neighborhood.
  - e. Unable to contact the resident for emergency repairs or preventative maintenance.
  - f. To avoid delays of contracts.
  - g. For failing to appear at scheduled inspections, after making two attempts.
  
2. **What will be Inspected?** During annual or just cause inspections all rooms, the garage/carport, all storage areas and the grounds will be inspected. In addition, to ensure the safety of the residents, fire extinguishers, carbon monoxide and smoke detectors and any safety and environmental health hazards are checked.

## Chapter 2 – Family Housing Occupancy, Inspection, and Termination of Quarters

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3. **Service Member Presence.** If the service member is not available (i.e. underway, TDY) a resident, normally the spouse (or a family member 18 years of age or older) may act as the service member's representative during annual and pre-inspections. However, a resident may not act as a service member's representative for any other inspections unless they **possess a valid Power of Attorney (POA).**
  4. **Notification of Intent to Vacate.** Notification of intent to vacate your quarters shall be made upon receipt of orders or at least thirty (**30**) days prior to the estimated date of termination (departure) by submitting a Notice of Intent to Vacate Government Owned or Leased Quarters form, GRPHUMB-003. Only the service member may submit the intent to vacate unless a designee (usually the spouse) has a valid POA. Notify the Local Housing Office immediately if official orders for a military directed move are received too late to allow 30 days notice. Your household goods pack out date should be set prior to the 30-day mark to allow the Transportation Office sufficient notice for pick-up of your goods and in turn, this allows sufficient time for the cleaning of your quarters.
  5. **Types of Inspections:**
    - a. **Check-in Inspection.** Upon acceptance of quarters, the Local Housing Office will conduct the inspection with the service member (unless the member has granted a POA). Residents should notify the Local Housing Office immediately, or within 14 days after initial occupancy if they discover additional discrepancies that were not noted during the initial inspection. After 30 days no changes will be made to the initial check-in inspection report and the member may be liable for any damages found.
    - b. **Annual Inspection.** Annual inspections are required in accordance with reference (a). The Local Housing Office will set up a scheduled appointment with the resident. Residents who fail to show for scheduled inspections will be afforded the opportunity to reschedule an inspection. The Local Housing Office will complete an inspection without the residents when they fail to show for their second scheduled inspection. The service member should have a copy of their Check-In Inspection form (GRPHUMB-004) that was completed upon assignment to MFH. Generally, this form indicates what items the residents will not be responsible for correcting prior to termination of MFH.
    - c. **Preliminary Inspection.** Generally, a preliminary "pre-termination" (or pre-final) inspection will be conducted by the Housing Office and the service member (or designated representative) 30 days prior to the date of termination or within 2 days of receiving orders, whichever is greater. The purpose of the inspection is to determine the overall condition of the quarters (including exterior yard areas), set expectations and provide guidance for the final inspection. During this inspection, the Local Housing Office will issue a Preliminary Inspection Checklist, GRPHUMB-010. This checklist indicates specifically what items will be inspected during the final inspection.
    - d. **Final Inspection.** The final inspection is conducted on the date of termination. There shall be no personal household goods or items in the quarters during this inspection. The service member or legal
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**Chapter 2 – Family Housing Occupancy, Inspection and Termination of Quarters**

representative (in possession of a POA) must be present during the final inspection. To pass the final inspection, there must be no discrepancies other than those listed on the original GRPHUMB-004. When quarters are found acceptable, the service member will be cleared of government quarters and the Housing Office will notify the servicing PERSRU/SPO via e-mail and by completing and signing a CG-5267A to start the BAH (DoD members are responsible for reporting their vacating of MFH to their personnel office). Should the service member fail the final inspection, he/she will be expected to rectify the discrepancy on the spot or reimburse the government for damages or cleaning prior to clearing quarters.

- e. **Just Cause.** The Local Housing Officer (LHO) may inspect assigned quarters for due cause when necessary to ensure safety, health and welfare. Just Cause inspections are normally unannounced and may be conducted at any time by local housing representatives at the discretion of the LHO and may be accompanied by the resident’s Commanding Officer or the Group Commander (CGIS, the service member’s XO or command representative may also take part *if desired by the LHO*). The service member may or may not be present.
- f. **Grounds.** The Local Housing Office will frequently inspect exterior grounds of the housing area. If a discrepancy is noted and the resident has grounds responsibility, a Violation Notice will be issued, GRPHUMB-005. This notice will indicate what discrepancy exists and what type of corrective action a resident must take. The resident’s copy must be returned to the Housing Office by the date directed indicating the corrective action taken.

**G. Paying to Clean Quarters**

Should a resident desire to have their quarters cleaned by a professional contractor, it will be done entirely at the resident’s expense. The contract is between the resident and the contractor, not the Coast Guard. The responsibility for meeting termination standards and requirements is the service member’s, not the contractor’s. The Coast Guard will not settle disputes between residents and contracted cleaners.

**H. Terminating MFH Quarters**

1. Notification of Intent to Vacate. Notification of intent to vacate quarters shall be made upon receipt of orders or at least thirty **(30)** days prior to the estimated date of termination (departure) by submitting a Notice of Intent to Vacate form, GRPHUMB -003. Only the member may submit the intent to vacate unless a designee has a valid Power of Attorney. Notify the Local Housing Office immediately if official orders for a military directed move are received too late to allow 30 days notice. Your Household Goods (HHGs) pack out date should be set prior to the 30-day mark to allow for pick-up of your HHGs and cleaning of your quarters.
2. What Happens. The following steps shall be followed when a resident is preparing to terminate his/her government owned quarters:

**Chapter 2 – Family Housing Occupancy, Inspection, and Termination of Quarters**

Step	What Happens	
1	<b>Member</b> receives PCS, separation or authorized relocation orders.	
2	<b>Member</b> notifies Local Housing Office <b>30 days</b> in advance of termination/departure by submitting completed Notice Of Intent To Vacate Government Owned Or Leased Quarters Form, GRPHUMB - 003.	
3	<b>Local Housing Office</b> schedules pre-termination inspection time/date with sponsor.	
4	<b>Member</b> thoroughly cleans quarters IAW this manual and the Coast Guard Housing Preliminary Inspection Checklist, GRPHUMB -010.	
5	<b>Local Housing Office</b> and <b>Member</b> perform final inspection using Quarters Inspection Checklist, GRPHUMB-004.	
	<b>If</b>	<b>Then</b>
	<b>Passes</b> Inspection	<b>Local Housing Office</b> notifies servicing SPO via e-mail and a Notification of Assignment To And Termination Of Coast Guard Housing (CG-5267A) is signed and forwarded.
	<b>Fails</b> Inspection	<b>A</b>
<b>B</b>		<b>Member does not correct discrepancy.</b> Member reimburses the Coast Guard with cashier's check or money order or <b>Local Housing Office</b> submits a Pay Adjustment Authorization Form (DD 139) to charge the member for cleaning/damage and notifies servicing SPO via e-mail.

**I. Correcting a Discrepancy** Residents are responsible for correcting discrepancies noted on all inspection forms. A resident's Commanding Officer will be advised of any discrepancy that is not rectified in a reasonable amount of time. Furthermore, repeated and/or un-rectified discrepancies may lead to administrative/disciplinary action, involuntary deduction from pay for damages, and/or eviction.

**J. Damage to Coast Guard Quarters**

- Damage or Loss. The service member is responsible for damage to government quarters or loss of government property arising from intentional or unintentional acts of negligence caused by the service member, family members, visitor(s)/guest(s) and pet(s). The service member will be held financially responsible for the cost of repair/replacement/restoration in kind for damages. For determining liability, extent of damage and settlement procedures, contact your Local Housing Office.
- Pet and/or Smoke Damage. Residents will be held financially responsible for any pet damage and extermination of fleas if the quarters are not

## Chapter 2 – Family Housing Occupancy, Inspection and Termination of Quarters

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adequately exterminated upon vacating MFH. Residents can also be held financially responsible for required extermination and/or lingering pet/smoke odors that appear in the quarters within 60 days of the termination date.

3. Action Under the UCMJ. The Housing Office may recommend action under the UCMJ whenever damage beyond what can reasonably be termed “fair wear and tear” is negligently or willfully done to public quarters, equipment, furnishings or grounds by the service member, family members, guests, or pets.
  4. Denial of Future Quarters Assignment. Where restitution for damage to quarters remains unsettled upon transfer of a service member, the Housing Office shall notify the new command of all damage claims outstanding against the member. Military members may be denied government quarters (leased or owned) until outstanding claims have been resolved.
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### Chapter 3 – Family Housing Safety and Security

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Safety</b>	3-3
<b>B</b>	<b>Personal Security and Safety</b>	3-3
	1. Resident Responsibility	3-3
	2. Theft	3-3
	3. Call 911	3-3
	4. Prohibited Areas	3-3
<b>C</b>	<b>Reporting Emergencies</b>	3-3
<b>D</b>	<b>Fire Prevention</b>	3-4
	1. Call 911	3-4
	2. Fire Extinguishers	3-4
	3. Smoke Detectors	3-4
	4. Carbon Monoxide (CO) Detectors	3-4
<b>E</b>	<b>Fire Evacuation Planning</b>	3-4
	1. Spreading The Word	3-4
	2. Escape Plan	3-4
	3. Predetermined Meeting Place	3-4
	4. Exit Drill in the Home	3-4
<b>F</b>	<b>Fire Safety</b>	3-5
	1. Kitchen	3-5
	2. Living Areas	3-5
	3. Laundry Rooms	3-5
	4. Proper Storage	3-6
	5. Barbecues	3-6
	6. Flammable Liquids	3-6
	7. Garages/Storage Sheds	3-6
<b>G</b>	<b>Fireplace Safety</b>	3-6
<b>H</b>	<b>Construction Areas</b>	3-6
<b>I</b>	<b>Traffic Safety</b>	3-6
	1. Speeding	3-6
	2. Children	3-7
<b>J</b>	<b>Earthquakes and Natural Disasters</b>	3-7
	1. Supplies	3-7
	2. Getting Prepared	3-7
	3. Additional Information	3-7
	4. Local Authorities	3-7
<b>K</b>	<b>Quarters Security</b>	3-7
<b>L</b>	<b>Keys and Locks</b>	3-8
	1. Unit Keys	3-8
	2. Mail Keys	3-8
	3. Key Trouble	3-8
<b>M</b>	<b>Vandalism</b>	3-8
	1. General	3-8
	2. Coast Guard Policy on Vandalism	3-8
	a. Arrest	3-8
	b. Loss of Housing Privilege	3-8
<b>N</b>	<b>Thefts, Break-ins, Burglary</b>	3-8
<b>O</b>	<b>Firearms, Weapons and Explosives</b>	3-9
	1. Firearms Registration and Possession (CA State Law)	3-9
	2. Other Weapons	3-9

**Chapter 3 – Family Housing Safety and Security**

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>O</b> <b>(cont)</b>	3. Black Powder, Smokeless Powder or Pyrodex	3-9
	4. Misuse of Weapons	3-9
<b>P</b>	<b>Fireworks</b>	3-9
<b>Q</b>	<b>Joggers, Walkers, Bicyclists, Skaters and Scooters</b>	3-9
	1. Helmets	3-9
	2. Motorized Skate Boards, Mini Bikes and Scooters	3-9
<b>R</b>	<b>Violence, Family Violence and Resident Disputes</b>	3-10
<b>S</b>	<b>Fall Prevention</b>	3-10
<b>T</b>	<b>Compact Fluorescent Lamps (CFLs)</b>	3-10

## Chapter 3 – Family Housing Safety and Security

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- A. Safety** Personal security of all residents and their belongings is important. In addition, fires, injuries and natural disasters are unexpected and can happen at any time. Your safety is of the utmost importance to your Local Housing Staff. It is recommended that all residents and family members be involved in planning for the necessary actions that need to be taken for emergencies. The first step is to become familiar with the contents of this chapter. Remember, the safety and security of human life should always be the most important priority in any emergency.
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- B. Personal Security and Safety**
1. Resident Responsibility. Each Military Family Housing (MFH) resident is responsible for the security of their belongings. Your quarters should be properly locked when residents are absent. Group Humboldt Bay assumes no responsibility for lost or stolen items or money.
  2. Theft. If a resident believes their quarters has been inappropriately entered and/or determines that something has been stolen, immediately report the incident to the Police and Local Housing Office.
  3. Call 911. If a resident feels threatened, or has been assaulted, they should immediately call 911 and report the incident to the Local Housing Office and provide a copy of the police report.
  4. Prohibited Areas. Under no circumstance shall anyone climb over the perimeter fencing surrounding both of these housing areas. The other side of the perimeter fencing surrounding these housing complexes is private property. Anyone found trespassing in these areas are subject to arrest by local authorities, UCMJ charges and immediate loss of their housing privilege.
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- C. Reporting Emergencies** Residents should **call 911** for fire, medical and other emergencies. Maintenance emergencies should be called into the appropriate housing maintenance contractor for your site. Each Local Housing Office will provide you with these numbers upon your acceptance of your MFH unit. Post emergency numbers, especially those different from 911, by or on each telephone in your home. If you have children, practice dialing the numbers on a play phone or by holding down the receiver button while dialing on a real phone. Teach children that 911 is for emergencies only. **BE PREPARED!**
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## Chapter 3 – Family Housing Safety and Security

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### D. Fire Prevention

1. Call 911. Fire protection is provided by your local fire department. In the event of a fire call 911. For general fire department information call your local fire department as listed in the phone book.
  2. Fire Extinguishers. All government quarters are equipped with fire extinguishers. Residents should familiarize themselves with the operating instructions and periodically check the fire extinguisher(s) to ensure they are properly charged. If no fire extinguisher is provided, residents should immediately notify their Local Housing Office.
  3. Smoke Detectors. All housing units are equipped with smoke detectors to protect occupants from the threat of a fire. Take this alarm seriously whenever it goes off; get out of the house and call 911. Make sure you perform routine maintenance on the smoke detector (i.e. check it every time you set your clock for daylight savings time and replace the battery at that time) to ensure its effective operation. Maintenance procedures are listed in chapter 5.
  4. Carbon Monoxide (CO) Detectors. All housing units that use natural gas will be equipped with CO detectors on all levels, centrally located outside each separate sleeping area. The detector should not be placed near the furnace to avoid false readings. Take this alarm seriously whenever it goes off. Contact the housing maintenance contractor immediately to have the detector and/or the natural gas system checked.
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### E. Fire Evacuation Planning

1. Spreading The Word. Have a method of spreading the word to all members of the unit and even your neighbors if you're in a multi-dwelling unit.
  2. Escape Plan. Plan ahead! Each family member must know where to go and how to behave in case of fire. Draw a floor plan of your home indicating each family member's escape routes. This should include two escape routes from each bedroom. Some things to do:
    - a. Always keep escape routes free from obstruction.
    - b. Make your exit drills realistic. Pretend some exits are blocked by fire and practice alternative routes.
    - c. Pretend the lights are out (use blindfolds) and that some escape routes are filling with smoke.
    - d. Make sure you can unlock doors and windows quickly, even in the dark.
    - e. Sleep with bedroom doors closed to block out deadly heat and smoke, allowing additional time for your escape.
    - f. Test doors before opening them. If the door is hot, use another route.
    - g. If you are trapped, close all doors between you and the fire. Stuff the cracks around doors to keep out the smoke. Wait at a window and signal for help with a light-colored cloth or flashlight.
    - h. Practice your escape plan at least twice a year.
    - i. Remember, a fire drill is not a race. Get out quickly but carefully.
  3. Predetermined Meeting Place. Practice escaping to the outdoors and meeting at a point away from the house.
  4. Exit Drill In The Home. A pre-planning and practicing drill commonly referred to by the Fire Department as "Operation EDITH", is a nationally recognized fire safety program. Contact your local fire department for brochures and
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**Chapter 3 – Family Housing Safety and Security**

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further information.

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## Chapter 3 – Family Housing Safety and Security

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### F. Fire Safety

1. Kitchen. Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as 4 seconds, the amount of time it takes to answer the phone. Many fires occur when pans are left on burners to cool and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite. After placing the lid on the pan, carefully slide the pan off the burner to the stove surface. Keep baking soda or salt close by to apply to a fire. Most importantly, **never use flour or water**, or attempt to carry a burning pan outside. Many serious injuries occur to both the person carrying flaming pans and others who might be in the way.
  - On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward into the cabinet spaces and other parts of the home.
  - When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed or caught by clothing and pulled off the stove.
  - Electric cooking appliances (toasters, electric skillets, crock pots, waffle irons, etc.) should never be left on when you leave the house. Electric appliances should be stored unplugged. Even when not “on”, electric current flows through the power cords when plugged in and today’s plastic appliances can melt and catch fire.
  - If your stove is not working properly or appears to be overheating or arcing, place a call to your Local Housing Office immediately.
2. Living Areas. Electrical cords should never run under carpets or in areas where they may be damaged. Wall outlets should not be overloaded. The use of “octopuses” (outlet plugs designed to allow multiple appliances to be plugged into a single wall outlet) **is not allowed in government-owned housing**. Underwriters Laboratories (commonly listed as UL) approved electrical power strips with their own circuit breaker are allowed. Wall outlets that are broken (including the cover), arcing or not holding plugs securely should be reported to housing maintenance.

***The use of any oil, gas or other type of fuel space heaters are strictly forbidden in Government-Owned Housing, including the garage area.***

- Candles. Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as a bathroom too close to towels or left lit in other rooms when the resident goes to bed.
- Matches. Matches, lighters and other flame producing devices should be stored properly where they are not accessible to children.
- Outdoor Fireplaces, Smoking/Burn Pots. The use of outdoor fireplaces and smoking or burn pots (metal, ceramic or clay) is prohibited on decks, patios or anywhere which presents a fire hazard. Additionally, said devices shall not be used if smoke is able to enter any neighboring residence.

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3. Laundry Rooms. Dryer vents (interior and exterior) should be cleaned
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### Chapter 3 – Family Housing Safety and Security

regularly to prevent build up of lint, which can be a fire hazard. Contact your Local Housing Office to clean exterior dryer vents above ground level and interior vents, which may be too long for access.

4. Proper Storage. Don't store newspaper, cartons, old furniture or oil soaked rags in enclosed areas like the storage shed or closets. Keep all items at least three (3) feet away from the hot water heater. Dispose of them properly in a solid plastic or metal trash container. Empty daily. Do not store combustible or flammable liquids in the home.
5. Barbecues. Storage and use of barbecues on balconies is prohibited. Never use an outdoor barbecue indoors. Use outdoor barbecues at least five (5') feet from any structure and three (3') feet from the decks. Do not leave fires unattended and have an extinguishing agent nearby (water or a fire extinguisher).
6. Flammable Liquids. Gasoline and other flammable liquids like paint, kerosene, and alcohol vaporize easily and the vapor can ignite from a single spark. Never smoke near flammable liquids. Store flammable liquids in a cool ventilated area in commercially approved containers away from a potential ignition source.
7. Garages/Storage Sheds. Garage areas can become a severe fire hazard if not watched closely.
  - Storage of flammable liquid, such as gasoline, is restricted to 5 gallons.
  - Automotive repairs, bodywork (sanding and painting) and welding are prohibited in MFH.
  - Garages are not to be used for living spaces and may not be altered or modified for such use.
  - Do not block or barricade garage doors.
  - Do not store items near or block water heaters or furnaces.

#### G. Fireplace Safety

The burning of any material other than seasoned firewood or commercially purchased fire logs in fireplaces is prohibited. Do not burn household trash in a fireplace. Piling a mass of combustibles into a fireplace and igniting it can easily cause a chimney fire. Do not store newspapers and other combustibles close to the fireplace. Use a screen or glass door. Never leave a fire unattended.

#### H. Construction Areas

Residents must stay away from potential danger areas such as excavations, ditches, streets or other areas where construction or repair work is in progress. Parents must counsel their children to stay away from machinery and construction vehicles for their safety and respect the property of others. Service members are financially and legally responsible for damages to material and equipment caused by their children at construction sites.

***Look for and carefully read housing newsletters and special notices. In many cases these are distributed to warn of possible hazards in your area due to construction projects or maintenance work.***

#### I. Traffic Safety

1. Speeding. Residents must observe the posted speed limits and stop at all

### Chapter 3 – Family Housing Safety and Security

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stop signs when driving in the housing areas. Children may dart unexpectedly into the street. Be especially cautious in areas where deaf family members reside. There will be signs posted. Failure to adhere to posted speed limits and stop signs may result in the loss of housing privileges.

2. Children. Parents should constantly supervise small children and not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, this should be impressed upon the children. Stay with children when they cross the street until they are old enough to “Stop, Look and Listen” for traffic.
- 

#### J. Earthquakes and Natural Disasters

1. Supplies. The Coast Guard Housing Offices do not have any emergency supplies to support residents in an event of a natural disaster. Therefore, it is strongly recommended that each resident either obtains and/or creates his or her own Emergency Preparedness Kit.
  2. Getting Prepared. Enclosure (2) of this manual provides guidance on the preparation to take before, during and after an earthquake.
  3. Additional Information. Detailed instructions on what to do if an earthquake occurs can be found in the front of your local telephone book, on the internet or by contacting the American Red Cross.
  4. Local Authorities. In the event of an emergency, residents shall cooperate with local authorities (military or civilian).
- 

#### K. Quarters Security

Your respective local police department is available to respond to any emergency situation. Always report suspicious persons and questionable or dangerous actions to the proper authorities. Always close and lock all doors and windows when no one is home. Anytime your unit will be vacant for an extended period of time, residents should follow the below procedures before leaving:

- Cancel all daily deliveries (newspaper, mail, etc.) or arrange pickup.
  - You are required to notify the Local Housing Office if you're going to be absent for more than fourteen (14) days. We also recommend that you notify a neighbor.
  - Make arrangements to have your lawn cut if necessary.
  - Leave shades in normal position; not completely closed.
  - Leave a small light on using an automatic timer.
- 

#### L. Keys and Locks

1. Unit Keys. Upon check-in, the Housing Office will issue keys to the MFH unit. Residents are responsible for these keys and must return them upon check-out.
  2. Mail Keys. Upon check-in, the Housing Office will issue mailbox keys. Mailboxes are located in mailbox clusters near your MFH unit. Residents are responsible for the custody of these keys. Residents are responsible for any and all address changes.
  3. Key Trouble. No person shall cut, force or otherwise tamper with a government locking device or any locking device which is not his or her own personal property. Under no circumstances shall any individual have keys to
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### Chapter 3 – Family Housing Safety and Security

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government locking devices duplicated or change door locks. Problems with keys or locks shall be promptly reported to the Local Housing Office.

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#### M. Vandalism

1. General. Vandalism, malicious damage to government property and other such crimes will not be tolerated. Residents can assist in curtailing and preventing such acts by doing the following:
  - Reporting any incidents to the local police and the Local Housing Office.
  - Cooperating in investigations.
2. Coast Guard Policy on Vandalism.
  - a. **Arrest**. The respective local police department will be notified and is authorized to apprehend and prosecute anyone committing vandalism.
  - b. **Loss of Housing Privilege**. Residents caught vandalizing can be evicted from MFH. At a minimum, the service member will be issued a Letter of Warning for the commission of the offense by the service member, family member(s) or guests. Incidents can result in financial restitution to the government in addition to eviction. Major offenses may be cause for eviction after one occurrence.

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#### N. Thefts, Break-ins, Burglary

While most residents are conscious of the possibility of theft, a few feel immune to theft or vandalism because they live in MFH. Although the chances of burglary or vandalism may be lower, it is still a possibility. For your protection, be sure your home is locked and all personal items such as bicycles and toys are secured within your quarters. All personal property should always be insured for protection against possible loss. Report any theft or burglary to the police and Local Housing Office immediately. *Please provide a copy of the police report to your Local Housing Office.* Any resident/family members found to have committed theft or burglary will immediately be evicted. Service members are subject to UCMJ if found to be involved.

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#### O. Firearms, Weapons & Explosives

1. Firearms Registration and Possession (CA State Law). Personal firearms (rifles, pistols, shotguns, BB and pellet guns, air pistols and air rifles) are authorized in MFH providing the owner complies with all applicable Federal, State and Local laws, ordinances and regulations. Group Humboldt supports the Lautenberg Amendment (Enclosure 3), which states that it is a crime to possess a firearm if you have ever been convicted of domestic violence. Personal firearms may not be loaded or discharged in housing or housing areas. All firearms in your possession must be registered at the Housing Office using form GRPHUMB-011. Members submitting false information are subject to disciplinary actions.
  2. Other Weapons. The below list of weapons are potentially dangerous and their use in any government housing area is prohibited. If such weapons are maintained in housing they must be registered at the Housing Office using form GRPHUMB-011.
    - Bows and Arrows.
    - Spear Guns.
-

**Chapter 3 – Family Housing Safety and Security**

- Swords, Machetes, etc.
  - Marital arts weapons.
  - Paintball Guns.
3. Black Powder, Smokeless Powder or Pyrodex. Black powder, smokeless powder and pyrodex are prohibited in MFH.
  4. Misuse of Weapons. Misuse of a weapon, such as discharging or brandishing, (including air rifles, BB guns, handguns, rifles, shotguns, spear guns, swords, martial arts weapons or other similar weapons) within MFH will result in immediate eviction, UCMJ prosecution and possible arrest by civilian authorities.

**P. Fireworks**      The possession of explosives and illegal fireworks (for sale, storage or use) is prohibited in MFH. Storage of legal fireworks other than during the 4<sup>th</sup> of July holiday is prohibited.

**Q. Joggers, Walkers, Bicyclists, Skaters and Scooters**

1. Helmets. All residents (this includes children in bike seats) must wear an approved bicycle helmet while operating a bicycle or skating (this includes skate boards, in-line skates and scooters) in the Coast Guard Housing area. All residents shall observe the following rules:
  - Do not interfere with the normal traffic flow.
  - During evening or periods of low visibility, wear reflective tape on your clothing.
  - Joggers and walkers should use running paths and sidewalks.
  - Do not slide (grind) on handrails, stairs or any government property while using in-line skates, skateboards, bikes, skis, snowboards or scooters.
2. Motorized Skateboards, Mini-Bikes and Scooters. The use of motorized skateboards, mini-bikes and scooters in Coast Guard housing is strictly prohibited. *Only licensed motorized vehicles may be used in CG housing.*

**R. Violence, Family Violence & Resident Disputes**      Residents should try to resolve disputes by communicating their concerns with each other. However, in some situations this does not always happen. If a situation becomes violent (verbal or physical) residents shall call 911 and contact the Local Housing Office. Minor disputes can be reported by submitting a Resident Complaint Form GRPHUMB-002.

*Any acts of family violence **shall be immediately reported** to the local police and to the Coast Guard Work Life Staff in your area. A copy of the police report shall be submitted to the Local Housing Office.*

**S. Fall Prevention**      While there are many important safety measures to be taken in any home environment, falls from windows or falls from heights where injury could occur, are of particular concern. As such tenants shall contact the housing staff for assistance and permission prior to climbing onto 2<sup>nd</sup> story roofs. Additionally, children must be taught the dangers of playing near second story windows as they tend to be fearless when it comes to heights and are unaware of the

### Chapter 3 – Family Housing Safety and Security

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consequences of a fall from a high place. Please take the appropriate safety measures to avoid a falling accident in your home. The following tips are provided to assist you in creating a safe environment for your children:

- Do not put furniture, toy boxes or beds under a window or children may climb up and fall out of the window.
- Screens are meant to keep insects out. They are not a device to hold people in. A light push on a screen could make it fall out and the child may go with it if they are up high enough and off balance.
- If you must have the window open. Make sure it is secured so it cannot open more than 4 inches. Window locks for the tracks of sliding windows are available at any hardware store. Please contact the housing staff prior to installation.
- Consider that fire and rescue personnel will need access in an emergency.
- Never leave small children upstairs without adult supervision where they can gain access to an unsecured window.
- Inform and educate your children to avoid a falling accident.

Your Local Housing Office encourages you to take time out for safety. Please make sure you take measures to avoid a tragic accident in your home.

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#### **T. Compact Fluorescent Lamps (CFL's)**

Your home may contain Compact Fluorescent Lamps (CFLs). CFLs are an energy efficient and cost effective lighting alternative to regular incandescent light bulbs. They use approximately 75% less energy than a regular light bulb and can last up to 10 times longer. However, CFLs contain a very small amount of mercury sealed within their glass tubing. If a bulb breaks, follow the instructions below:

- a. Avoid the immediate area and immediately open windows and leave the room for 15 minutes.
- b. Using leather work gloves with an inner nitrile, rubber or non-latex glove, collect the fragments for appropriate disposal. Do not vacuum or sweep fragments, since the vacuum or broom may become contaminated with mercury powder. Use of sticky tape on carpet may collect some remaining powder. In cases where powder remains visible, carpeting may have to be cut out or replaced.
- c. Place fragments in a secondary containment (a 6 mil plastic bag is available) and wash your hands.

Under California Law you may not dispose of CFLs in the normal household trash. Seek disposal at the local household hazardous waste disposal point for proper disposal. Additional information may be found in enclosure (6) as well as on the web at:

[www.epa.gov](http://www.epa.gov)

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## Chapter 4 – Family Housing Neighborhood Regulations

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	4-3
<b>B</b>	<b>Pets</b>	4-3
	1. Discussion	4-3
	2. Pet Agreement	4-3
	3. Maximum Amount	4-3
	4. Control of Pets	4-3
	5. Abandonment	4-3
	6. Clean Up	4-3
	7. Removal By Authorities	4-3
	8. Registration/Inoculations	4-3
	9. Complaints	4-4
	10. Bites and Aggressive Acts	4-4
	11. Breeding	4-4
	12. Spaying/Neutering	4-4
	13. Animal Mistreatment	4-4
	14. Dead Animals	4-4
	15. Pets In Garages/On Balconies	4-4
	16. Pet Care During Family's Absence	4-4
	17. Pet Damage	4-4
	18. Flea Problem	4-5
	19. Lingering Pet Odors	4-5
	20. Random Pet Cleanliness Inspections	4-5
	21. Violations	4-5
<b>C</b>	<b>Businesses and Yard Sales</b>	4-5
	1. Home Businesses	4-5
	2. Yard Sales	4-5
<b>D</b>	<b>Operation of Family Day Care</b>	4-5
	1. Definition	4-5
	2. Policy	4-5
	3. 10 Hour Policy	4-6
	4. Authorization	4-6
<b>E</b>	<b>Child Supervision Standards</b>	4-7
<b>F</b>	<b>Occupant Relations</b>	4-7
	1. Definition	4-7
	2. Multiple or Recurring Complaints	4-7
	3. Who Can Make a Complaint	4-7
	4. How to Make a Complaint	4-7
<b>G</b>	<b>Motor Vehicles</b>	4-7
	1. Registration	4-7
	2. Speed Limits	4-7
	3. Road Use	4-8
	4. Parking	4-8
	a. Open Parking Spaces	4-8
	b. No Parking	4-8
	c. Unauthorized Vehicles	4-8
	d. Visitor Parking	4-8
	e. Long Term Parking	4-8
	5. Recreational Vehicles and Equipment Control	4-8
	6. Storage of Small Recreational Items	4-9
	7. Recreational Vehicle Storage Lot/ Long Term Parking	4-9
	8. Vehicle Maintenance	4-9
	9. Vehicle Washing	4-9

## Chapter 4 – Family Housing Neighborhood Regulations

<b>Table of Contents Continued</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>H</b>	<b>Courtesy Rules</b> 1. Golden Rule 2. Quiet Hours 3. Playgrounds 4. Curfew 5. Bands, DJs and Musical Instruments 6. Parties	4-10 4-10 4-10 4-10 4-10 4-10
<b>I</b>	<b>Waterbeds</b>	4-10
<b>J</b>	<b>Pools, Spas and Hot Tubs</b> 1. Pools 2. Spas and Hot Tubs	4-11 4-11 4-11
<b>K</b>	<b>Holiday Lighting and Decorations, Political Signage and Objectionable Material</b> 1. Christmas-Holiday Lighting and Decorations 2. Political and Other Signage	4-12 4-12 4-12 4-12
<b>L</b>	<b>Personally Owned Play Equipment</b> 1. Play Equipment 2. Approval 3. Insurance 4. Portable Play Equipment	4-12 4-12 4-12 4-12 4-12
<b>M</b>	<b>Guest Policy</b> 1. Definition 2. Guest Regulations	4-12 4-12 4-12
<b>N</b>	<b>Telephones &amp; Cable/Satellite Television</b> 1. Phones 2. Telephone Repair Responsibility 3. Government Responsibility For Telephone Jacks 4. Telephone Line Repairs 5. Cable and Satellite Television	4-13 4-13 4-13 4-13 4-13 4-13
<b>O</b>	<b>Live-In Aides</b>	4-13
<b>P</b>	<b>Prohibited Areas</b>	4-14
<b>Q</b>	<b>Noise Levels</b> 1. Excessive Noise 2. Complaints	4-14 4-14 4-14
<b>R</b>	<b>Shipboard Personnel, Deployments and Family Departures</b>	4-14
<b>S</b>	<b>Hazardous Material</b>	4-14
<b>T</b>	<b>Solicitation</b>	4-14
<b>U</b>	<b>Cleanliness and Grounds Maintenance</b> 1. General 2. Grounds Maintenance	4-14 4-14 4-15
<b>V</b>	<b>Smoking</b>	4-15

## Chapter 4 – Family Housing Neighborhood Regulations

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- A. Purpose** This chapter provides basic information on housing policies, regulations and procedures within the housing community.
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- B. Pets** Only domesticated animals such as dogs and cats, along with hamsters, gerbils, birds and fish are allowed in family housing. Barnyard (goats, chickens, pigs, etc) or exotic (snakes, lizards, etc.) species are typically prohibited—contact the Housing Officer for additional guidance.
1. Discussion. The keeping of pets is a conditional privilege extended to families who exhibit responsible behavior and control of their pets. Residents are financially and legally responsible for their pets. Pet owners (guardians) must control their animals at all times to maintain a safe and pleasant community for everyone.
  2. Pet Agreement. Residents who have or acquire a pet(s) must submit/have a signed Pet Agreement (GRPHUMB-009) on file with the Housing Office.
  3. Maximum Amount. The maximum typical number of dogs and cats that may be kept in a housing unit is two dogs or two cats or one of each. A reasonable number of other pets, such as caged birds, fish, hamsters and the like, may be maintained. The reasonable number will be determined by each Housing Office and will be based on factors such as: type and size of unit, number of family members, conditions at site, impact on neighbors, etc.
  4. Control of Pets. Pets, regardless of type, shall be under positive control at all times when outside of the tenant's residence. All animals must wear an identification tag and be licensed with the local animal authority as required by law. Animals without tags may be impounded by local animal control officers. Any animal found loose will result in the local animal control office being called to remove it from the housing area. Repeated complaints of animals left unsupervised or not under positive control may have their pet and/or housing privileges revoked.
  5. Abandonment. Abandonment of pets is prohibited.
  6. Clean Up. Areas where pets are kept (both indoors and outdoors) shall be maintained in a sanitary condition **at all times. It is mandatory** for pet owners to clean up after their pets, immediately, on-the-spot, anytime outside of the tenant's yard. Failure to do so will result in a violation notice and may result in revocation of the owner's privilege to keep pets or possible eviction from family housing.
  7. Removal By Authorities. Any loose pet(s) picked up repeatedly shall be removed from the housing area, and the pet owner will lose the privilege to have another pet while a resident in government quarters. In all cases, when a pet is picked up, owners are responsible for fines, kennel fees and any fee for emergency treatment.
  8. Registration/Inoculations. Residents shall supply a copy of pet registrations to the Housing Office within ten (10) days of the arrival of the pet. All animals over four months of age shall be inoculated in accordance with local laws. Inoculations shall be kept current. Registration or licensing of all pets will be in accordance with local animal control laws.

## Chapter 4 – Family Housing Neighborhood Regulations

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9. Complaints. No pet shall be a public hazard or nuisance. If you feel your rights are being infringed upon by another person's animal (by noise, the creation of unsanitary conditions, property damage or otherwise) and have been unable to arrive at a solution with the animal's owner, file a written complaint with the Housing Office.
  10. Bites and Aggressive Acts. Any animal that menaces or bites a person will be ordered by the Housing Office to be permanently removed from the housing area within five (5) days of the incident. Failure to remove an aggressive pet may result in the loss of the privilege to live in government quarters. Personnel who have been bitten by an animal should report for medical treatment and file a notice of the biting with local animal control authorities and the Housing Office.
  11. Breeding. Breeding/raising animals of any species in Coast Guard Housing is prohibited. Accidental litters must be removed from the housing area by age 10 weeks.
  12. Spaying/Neutering. It is recommended that all pets be spayed/neutered unless intended for breeding after termination of quarters. Contact the local animal control authorities for low-cost clinics.
  13. Animal Mistreatment. The tormenting or inhumane treatment of domestic or wild animals by residents will not be tolerated. If and when detected the violator(s) will be reported to the Housing Office and the local animal control authorities.
  14. Dead Animals. Dead animals will be disposed of in accordance with local animal control regulations (call local animal control authorities for guidance).
  15. Pets In Garages/On Balconies. Residents shall not keep their pets solely in the garage or on their balcony.
  16. Pet Care During Family's Absence. Pets are not to be left in your quarters or yard unattended while you are away, they will be properly cared for. Designating a pet guardian is acceptable. However, even though the family may have someone care for their pet(s) during their absence, the member will still be fully responsible for his/her pet(s) and their actions. The resident shall notify the Housing Office with the name and number of the pet guardian prior to departure.
  17. Pet Damage. Residents are responsible for all acts of their animal, including damage to Government or personal property, and clean up of feces deposited on property or streets. When the government is required to correct damages of this nature, the service member will be billed at current hourly labor and material costs. When damage caused by pets is found, the member is responsible for immediate restoration of the property and must indicate what measures will be taken to avoid further occurrences. Upon termination of quarters, established repairs to damaged quarters, unit and grounds, must be completed and ready for inspection.
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## Chapter 4 – Family Housing Neighborhood Regulations

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18. Flea Problem. It is the member's responsibility to exterminate fleas in their yard and unit. If at any time during occupancy a flea infestation is found, the member will be directed by the Housing Office, at the member's expense, to have the unit/yard treated for fleas. Proof of the treatment (a receipt from the pest control contractor) will be provided to the Housing Office. At the time of vacating their assigned quarters, the member will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, the member will be held financially responsible for an adequate extermination. The member will be held financially responsible to eliminate the problem of pest infestations detected within 60 days of their final inspection.
  19. Lingering Pet Odors. The member will be held financially responsible to eliminate the problem of lingering pet odors detected within 60 days of their final inspection.
  20. Random Pet Cleanliness Inspections. Each pet owner will have a random yearly pet/house cleanliness inspection performed by the Housing Office staff. In addition, "Just Cause" inspections may be conducted at any time.
  21. Violations. Violations of these regulations will result in the loss of the privilege to maintain pets and may result in financial restitution to the government. In addition, violations may also result in the loss of the privilege to live in government quarters.
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### C. Businesses & Yard Sales

1. Home Businesses. The Housing Office must approve all home-based businesses. Normal home enterprises such as Avon, Tupperware, cookware sales, jewelry sales/parties, etc. are acceptable. Computer websites are authorized providing they do not incur excessive utility charges, meet local, state, federal regulations and do not bring discredit to the Coast Guard or U.S Government. Residents are responsible for any costs, alterations, damages or repairs necessary to government property caused by or for this business.
  2. Yard Sales. Each housing site conducts a site-wide yard sale each summer. Residents are encouraged to take part in their respective sale. Additional yard sales beyond those stated above are limited to two (2) per year, limited to two consecutive days. Items are not to be left outside the residence overnight. Signs shall not be placed on road signs, telephone poles, mailboxes, etc.
- 

### D. Operation Of Family Day Care

1. Definition. A Family Day Care Home is defined as any private residence which receives children for temporary custody and care on a regular basis during part or all of the day. Uncertified childcare by adults who have not had background checks or specialized training (i.e., CPR, child abuse prevention, child health and sanitation) poses risks to children's safety and increases potential for injury, abuse and neglect.
  2. Policy. The Coast Guard does not regulate occasional child-care among families. Coast Guard policy only covers child-care that is provided by programs or individuals **more than 10 hours per week on a regular basis.** Frequently this policy is misunderstood and misinterpreted. There are reports that neighbors are afraid to care for a friend's child overnight fearing they may violate the "10 hour rule". Much of the confusion centers on
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## Chapter 4 – Family Housing Neighborhood Regulations

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conditions under which a person must become a Family Child Care (FCC) provider. Both the “10-hour” and the “regular basis” conditions must be met for this requirement to be applied.

**Example:** If a neighbor cares for a child one hour every day, every week, and on a regular basis, but not more than 10 hours per week, this person **would not** be required to become a FCC provider. If the neighbor cares for a child five hours every day, weekly, this constitutes more than 10 hours per week on a regular basis and this person **would** be required to be a FCC provider.

3. 10 Hour Policy. The Coast Guard must balance the ability of families to rely on one another to meet their short-term child care needs while protecting the safety and well-being of children. The “10-hour” policy is not an arbitrary decision but is the standard most frequently used by state, county and other comparable licensing agencies to determine when an individual providing child care should be monitored by an outside agency. This ten hour limitation:
  - is a reasonable “parameter” that differentiates between occasional neighborly “baby-sitting” and child care conducted as a business;
  - protects children from being in unregulated child care settings;
  - reduces the potential for neglectful accidents and child abuse; and
  - provides consistency in policy throughout the Coast Guard.

The “10 hour child care limit” is very flexible and accommodates most “occasional” or short-term child care needs. Raising the 10-hour limit would allow individuals to establish unmonitored part-day preschools and after-school programs in their government quarters. National studies strongly indicate that program oversight and adult training are key indicators of safe, quality child-care.

It is clearly not the intent to regulate, restrict or preclude occasional child-care among Coast Guard families. Short-term care by neighbors is a way to transition between spouses who work different shifts or for members required to work all day on weekends. In fact, “neighbors helping neighbors” is one solution to providing hourly care.

4. Authorization. Residents of Coast Guard owned housing may operate a “Family Day Care Home” provided they meet the above criteria and prior written authorization is received. If you **are** providing more than **10 hours a week child-care**, then the Coast Guard must certify you. Please contact the ISC Alameda Work Life Office at 510 437-3881, to request a FCC application packet or for any questions about the FCC program and policies.
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## Chapter 4 – Family Housing Neighborhood Regulations

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### E. Child Supervision Standards

Providing proper, timely supervision of a child's activity both inside and outside the home is the parent's and/or guardian's responsibility. Parents must assess the maturity and judgment of the child, his/her capacity for self-care in any given situation and accordingly set limits on the child's activity, whereabouts, whom he/she associates with and when he/she will return home. Failure to provide adequate supervision and protection of a child may result in an allegation of child neglect. Such parental or guardian behavior will be promptly addressed with appropriate action. Residents must be tolerant of children and recognize their natural enthusiasm and exuberance. However, parents shall ensure the actions of their children do not exceed the bounds of proper behavior. Parents should always know the location of their children. Children should be instructed in good safety practices, such as not playing in streets or misuse of play equipment. Parents are financially responsible for damages caused by their children.

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### F. Occupant Relations

1. Definition. A complaint is an allegation made by a resident or an official citing a violation of regulations or discontent against another resident or official. A complaint is normally defined as violations of Coast Guard Housing regulations, infractions of the UCMJ or a person's civil rights, and/or city, state, and federal ordinances, laws and regulations.
  2. Multiple or Recurring Complaints. Multiple or recurring complaints of the same nature can lead to the eviction of the member and their family. Normally, members will be given a warning prior to eviction, *however, if the situation warrants, the Area Housing Authority may evict any resident without prior complaints.*
  3. Who Can Make A Complaint:
    - Member.
    - Spouse of member.
    - Coast Guard active duty member, civilians and contracted employees.
    - Authorized visitor/guest.
    - Persons as determined by the Local Housing Officer.
  4. How To Make A Complaint. Prior to submitting a complaint to the Local Housing Office, residents are strongly encouraged to resolve problems and differences without formal involvement. If informal resolution cannot be reached, the complainant should fill out the Housing Complaint Form (GRPHUMB-002).
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### G. Motor Vehicles

1. Registration. All motor vehicles in Coast Guard housing areas must have valid state registration and carry liability insurance in accordance with state laws. Unregistered, abandoned, improperly parked, inoperable motor vehicles are not allowed in the housing area. Violators will be notified in writing to remove the vehicle. If the vehicle is not removed within the time directed by the Housing Office, it will be towed at the owner's expense.
2. Speed Limits. Posted speed limits **shall be** observed. Repeated speeding violations by residents or guests can lead to loss of driving privileges within Coast Guard Housing or eviction. Speed bumps have been installed in some areas to help control speeding. The Coast Guard will not be held responsible for any vehicle damage caused by the speed bumps.

## Chapter 4 – Family Housing Neighborhood Regulations

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3. **Road Use.** Residents in the housing area may use only licensed motorized vehicles. The use of go-carts, motorized scooters, mini bikes, motorized skateboards, off road motorcycles, ATVs, etc. are strictly prohibited.
4. **Parking.** Residents of the housing area may utilize designated parking spots. Parking in the housing sites is based on two cars per household, allowing one parked on the street, one in the driveway or garage. Tenants possessing more than two cars may be required to park additional vehicles a distance from their home so as not to block availability for neighboring tenants.
  - a. **Open Parking Spaces.** Open Spaces will be utilized on a “first-come-first-served basis”. However, cars must be moved on a regular basis and not parked in the same unmarked spaces habitually. To provide for the consideration of other residents and their guests, excess vehicles will be parked in an area not to cause congestion. Long-term parking is provided at the end of C.G. Street, in the Eureka Site, for those requiring it.
  - b. **No Parking.** Do not park closer than ten feet from any fire hydrant or crosswalk. Do not park on grass areas, dirt areas, sidewalks, or pedestrian walks. Vehicles shall not block driveways, crosswalks, alleys and mailboxes or obstruct traffic. There is no parking available for resident owned or operated commercial vehicles in the housing areas.
  - c. **Unauthorized Vehicles.** Vehicles habitually left parked and unmoved on the street and unregistered vehicles are subject to towing at the owner’s expense. Residents are not permitted to store vehicles for other people or grant permission to others to park in their housing areas.
  - d. **Visitor Parking.** Visitors should park on a not to interfere basis outside the sponsor’s home. Additional parking is available at the entrance to the housing sites and in front of the long term parking area within the Eureka site.
  - e. **Long Term Parking.** See *Recreational Vehicle Storage Lot* below.
5. **Recreational Vehicles and Equipment Control.** Boats, jet skies, trailers, “pop-up” campers, camper bodies, motor homes, utility trailers and the like may be parked in the housing area for no more than 72 hours, unless otherwise authorized by the Housing Office. This allows work prior to a trip, such as loading and unloading, to occur. If the resident has a garage with a garage door the vehicle may be parked in the garage if it allows the garage door to close properly. Guests may park such vehicles in the housing area for up to 72 hours. The Housing Office *may* authorize extensions.

**Rules.** Both residents and guests must park in accordance with the following regulations:

- Vehicle must not restrict normal vehicular traffic movement.
- Vehicle must be fully operational, have valid state registration and have liability insurance.
- Vehicle must not damage landscape.
- Vehicle must not be a safety hazard or eyesore.
- Vehicle must not be connected to any housing utilities.

## Chapter 4 – Family Housing Neighborhood Regulations

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- Flammables such as paints, thinners and gasoline may not be stored in vehicles.
6. Storage of Small Recreational Items. Un-trailerred small boats such as canoes, prams and rowboats may be kept in the housing area at the resident's quarters under the provisions listed above and must also comply with the following conditions:
- Must be stored in member's assigned fenced backyard or garage only.
  - Must be stored at least two feet above the ground (if outside).
7. Recreational Vehicle Storage Lot/Long Term Parking. Long-term parking/storage is provided at the end of Coast Guard Street in Eureka for all Group members. Priority is given to Eureka Tenants then other Group members in that order. Thus if all parking is occupied and assigned and a Eureka tenant requires space, the last non-tenant to occupy parking will be forced to find other storage facilities. Members desiring assignment to long-term parking should contact the Eureka Housing Office. Additional storage is available at Command discretion at both Station Humboldt Bay on Samoa and the Group in McKinnleyville.
8. Vehicle Maintenance. Minor repairs are permitted in garages and carports only. For safety reasons, cars are not to be left unattended on jacks, jack stands or ramps for any amount of time. Major repairs such as transmission repairs, engine overhauls and bodywork (including sanding and painting) are not permitted in the housing area.
9. Vehicle Washing. Providing there is no restriction on water usage, vehicles may be washed in the vicinity of a resident's quarters. Select a paved site that will drain readily to prevent an unsightly muddy area. Conserve water and be reasonable in the manner and frequency of your vehicle washing. Engine/drive train washing and degreasing is prohibited in the housing area, as water runoff flows to storm drains and into the local estuaries. Car wash facilities with oily water separators are available in the local area and should be used for these types of operations.
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## Chapter 4 – Family Housing Neighborhood Regulations

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### H. Courtesy Rules

1. Golden Rule. Use the Golden Rule, “Do unto others as you would have them do unto you,” with all residents in your housing community. Try to keep noise to a minimum, keep your unit and surrounding area clean and if you have a party, don’t let it get too loud or run too late.
2. Quiet Hours. Out of respect for your neighbors, TV and stereo (this includes car stereos) volume should be kept to a minimum as not to be overheard by your neighbors. Quiet hours are designated between 2200 through 0700 weekdays (Sunday – Thursday) and between 2300 through 0800 weekends (Friday, and Saturday) and proceeding day if a holiday. However, noise should be kept to a level so as not to disturb neighbors regardless of what time of day it is.
3. Playgrounds. Playground quiet hours are between 2100 through 0800. Basketball courts and other outdoor common areas will not be used during quiet hours. **Smoking is not authorized in playground areas.**
4. Curfew. Minors under age 18 shall not be loitering in the Coast Guard Housing area after 2400, unless they are accompanied by a legal guardian, and/or traveling to and/or from functions, i.e. job, movies, etc.
5. Bands, DJs and Musical Instruments. Bands (musical groups) and DJs are not authorized in the housing area. Personal musical instruments are to be kept to a low level and are not authorized to be amplified. Drums and drum sets shall not be used if their noise disrupts any adjacent resident.
6. Parties. Parties in a resident's home are permitted if they meet the guidelines listed below. Violation of these guidelines can be grounds for loss of your housing privilege.
  - Quiet Hours must be observed.
  - The rights of other residents shall not be violated.
  - No one under the age of 21 may consume alcohol.

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### I. Waterbeds

Waterbeds are authorized in government quarters. However, sponsors will be held responsible for any damage caused by the waterbed. Prior to installation you must obtain approval of the Housing Office and it is required that you obtain waterbed insurance. Submit a Housing Information and Notification form GRPHUMB-011.

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## Chapter 4 – Family Housing Neighborhood Regulations

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### J. Pools, Spas and Hot Tubs

1. Pools. “Kiddy” pools (small wading pools) are authorized in the housing areas providing they comply with the following regulations:
  - Pools must be supervised by an adult at all times when in use.
  - Water level must not exceed 12 inches in depth.
  - May not be left in yards or common areas when not in use and must be fully drained when not in use.
  - Pools may not be placed in common areas of buildings used by multiple residents (residents of multi-plex buildings).
  - Resident’s pools will not interfere with contractual mowing and trimming of common grounds.
  - Residents are fully responsible for any incidents involving pools, including replacing dead grass.

All other Swimming pools are not authorized in government-owned housing.

2. Spas and Hot Tubs. Spas and hot tubs are not authorized in government-owned housing. Exceptions will only be considered for medically documented special needs individuals on a case-by-case basis. Any medical exception granted would require appropriate insurance coverage at resident expense.
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## Chapter 4 – Family Housing Neighborhood Regulations

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### K. Holiday Lighting and Decorations, Political Signage and Objectionable Material

1. Holiday Lighting and Decorations. Holiday lighting is authorized from Thanksgiving Day until the second weekend in January. Lighting shall not be left on during daylight hours or when no one is home. Additionally lights shall be extinguished by 2300 to conserve electricity. Lights and decorations must be attached to the quarters without causing damage. Gutter clips are the preferred means of hanging lights. Residents will be held financially responsible for any damages to the housing unit from decorations. Canned “snow” must not be sprayed on siding, stucco or brick facades.
  2. Political and Other Signage. Political signage of any type is not allowed in Coast Guard housing. Other signage, flags or various materials considered objectionable or derogatory in nature, or not in the best interest of the Coast Guard or U.S. Government, is also prohibited.
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### L. Personally Owned Play Equipment

1. Play Equipment. All Family housing areas have age appropriate play areas for resident use. Therefore, the use of personally owned play equipment is discouraged. Resident owned play sets must be commercially purchased. The equipment shall not be anchored in cement. Home built play sets (swing sets, jungle gyms, playhouses, etc.), tree houses and tree swings are not permitted.
  2. Approval. The Local Housing Officer must authorize the use of personal play equipment. Permission must be requested using a Self-Help Project Work Order Request GRPHUMB-001. Approval will be granted only when space and safety are not an issue.
  3. Insurance. Residents choosing and approved to set up personal play equipment are required to have proof of liability insurance.
  4. Portable Play Equipment. Portable equipment such as basketball hoops and tetherball poles are permitted so long as they are stored within the resident’s yard and not in common areas, streets or cul-de-sacs.
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### M. Guest Policy

1. Definition. Guests are welcome in MFH. A guest is defined as a relative or friend who visits you for a few hours or perhaps a week or two.
  2. Guest Regulations: The following rules apply to guests:
    - Guests must comply with all regulations governing family housing. The member, as the sponsor, will be held accountable for the actions of guests.
    - Accepting rent from guests is strictly prohibited.
    - Guests visiting for more than 7 days are required to be registered at the Local Housing Office.
    - Guests normally may remain for no more than 30 days. Any request for guests beyond 30 days must be submitted in writing, through the member’s command, to the Local Housing Officer.
    - The Local Housing Officer retains the right to refuse permission for any guests to be in MFH. A prior history of problems with the member and/or guest(s) would be reason for this occurring.
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## Chapter 4 – Family Housing Neighborhood Regulations

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### N. Telephones & Cable/Satellite Television

1. Phones. Anyone desiring telephone service must make their own arrangements to have phone service installed and/or activated. The activation of phone service is solely the responsibility of the resident, who is liable for any charges incurred in the installation and use of their telephone. Additional telephone lines may be installed by the resident, at the resident's expense.
  2. Telephone Repair Responsibility. All wiring and telephone equipment from the phone panel in the utility room/side of building **out**, belongs to the phone company and it is their responsibility to maintain and repair. All existing wiring and jacks from the same location **in** to the unit, belongs to the government and the phone company should never perform any work on these items if it is going to result in a charge (this does not include additional jacks that the resident has requested to be installed at the resident's expense).
  3. Government Responsibility For Telephone Jacks. The government is only required to provide (2) operable phone jacks in each unit, (1) in the kitchen and (1) in the master bedroom. Any resident requesting additional outlets must fill out a "Self-Help" request form in the Housing Office and all expenses for the additional outlets will be the resident's responsibility.
  4. Telephone Line Repairs. If you have a phone problem, such as no dial tone, you should call the phone company to have them test your number. If the phone company states their lines are okay, call the housing maintenance contractor at your housing site to report the problem. (Inoperable phone lines are considered an emergency, **if** you only have one phone line. Secondary phone lines and lines for computers **are not** an emergency.)
  5. Cable and Satellite Television. Cable TV may be installed in your MFH unit. Satellite TV may also be installed with the permission of the Housing Office. Installation restrictions do apply and vary depending on site location. Satellite TV must be requested by submitting a Self-Help Project Work Order Request, GRPHUMB-001, to the Housing Office. The Housing Office will clarify any installation restrictions at that time. Residents who subscribe to Cable/Satellite TV service are solely responsible for any charges incurred in the installation, activation and operation of their service. Satellite posts may not be mounted directly to the home and must be placed on a post in an obscure location. All satellite receivers must be removed from the unit prior to vacating quarters. Depending on location, the post along with all wiring may be left for future use.
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### O. Live-in Aides

Permission for live-in aides and/or child care employees must be requested in writing substantiating the need for such an arrangement via the member's chain of command to the Local Housing Officer. Approval of live-in aides is predicated on specific child-care or health-care requirements, which can be shown to require full-time, live-in assistance; for example, a single parent attached to a deploying command. Approvals, if given, may not be for a complete length of tour but may only be for a specific timeframe when the hardship/need exists.

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## Chapter 4 – Family Housing Neighborhood Regulations

**P. Prohibited Areas**      Prohibited Areas. Any perimeter fencing separating MFH from private or other non-housing government property will not be climbed or damaged. Signs stating “**DO NOT CLIMB OVER THE FENCE**” “**PRIVATE PROPERTY**” etc. will be strictly adhered to. Members found trespassing are subject to arrest by local authorities, UCMJ action and immediate eviction.

**Q. Noise Levels**

1. Excessive noise. Loud music, loud televisions, etc., will not be tolerated in the MFH. Music and televisions shall be played at a reasonable level. Common sense and respect for fellow residents and neighboring families shall prevail when determining “reasonable levels” of noise. Noise shall be kept to an absolute minimum (refer to Section H).
2. Complaints. Complaints of excessive noise will be addressed by the Local Housing Office and can ultimately lead to a loss of housing privilege for repeated and/or severe offenses.

**R. Shipboard Personnel, Deployments And Family Departures**

Due to the unique operations and extensive deployment of Coast Guard Cutters, some families may leave their housing unit while the member is underway (refer to Chapter 2, Section B for absence from quarters procedures). Families shall ensure the following items/actions are taken prior to departing for an extended absence:

- Notify the Local Housing Office.
- Lights and power are secured.
- All garbage removed.
- All perishable food is removed from the unit and other food items are properly stowed.
- Newspapers and mail are stopped/held.

**S. Hazardous Material**      The storing or dumping of hazardous material in Coast Guard-owned housing is strictly prohibited.

**T. Solicitation**

Commercial door-to-door sales are permitted at the housing sites. City permits are required for door-to-door sales. Commercial advertising on Coast Guard housing bulletin boards is not authorized. The one exception is Coast Guard/Work Life approved in-home child care providers. Flyers or advertisements of any kind are not to be placed on mailboxes or mail box shelters. It is a federal offense to attach anything to mail boxes. Before scheduling sales representatives (such as consultants for product parties) to come into Coast Guard Housing, residents must advise them they are required to obtain written approval from the Local Housing Officer in order to demonstrate and/or sell their products.

**U. Cleanliness and Grounds Maintenance**

1. General. MFH units are expected to be kept clean, comfortable, appropriately furnished and to meet or exceed safety standards. Sanitary standards are essential and shall be strictly maintained at all times. The Housing Office will perform just cause inspections on any housing unit that is suspected of not adhering to a reasonable cleanliness standard.

**Chapter 4 – Family Housing Neighborhood Regulations**

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2. **Grounds Maintenance.** The Housing Office, upon check-in of the member, will detail the resident responsibilities regarding grounds care. The care and cleanliness of the grounds surrounding a MFH unit is the responsibility of the resident, i.e. picking up litter, taking out the trash on trash day, mowing the grass, etc. Some MFH locations may have assigned grass front and/or backyards. Residents will be responsible for maintaining the lawn immediately in front of the unit and in the fenced-in back yard area. Grass length will be allowed to three inches. The grounds maintenance contractor will maintain all shrubs and common area lawns. Lawn mowers are available from the Housing Office as a privilege. Ultimately it is the resident's responsibility to care for the grounds surrounding their home.
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**V. Smoking**

Smoking within the residence is prohibited. Residents who wish to smoke legal tobacco products shall do so in an area that does not cause issues to neighbors or allow significant amounts of smoke to enter the home. All cigarette butts shall be properly disposed of. Any lingering smoke odors left in the home will be the responsibility of the tenant to eliminate upon check-out. This may include but is not limited to: replacement of carpets/flooring, duct cleaning, re-painting and treatment with ozone or other abatement machines.

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## Chapter 5 – Family Housing Household Responsibilities

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	5-2
<b>B</b>	<b>Changes to Quarters or Grounds</b>	5-2
<b>C</b>	<b>Maintenance Personnel and Access</b>	5-2
	1. Access to Government Quarters	5-2
	2. House Locks	5-2
	3. Pest Control Access	5-2
	4. Missed Appointments	5-2
<b>D</b>	<b>Household Maintenance</b>	5-2
	1. Maintenance	5-2
	2. Minor Repairs	5-3
	3. Damages	5-3
	4. When to Call for Assistance	5-3
	5. Placing a Request for Maintenance Assistance	5-3
	6. Maintenance Request Status	5-3
	7. Scheduling Appointments for Routine Service Work	5-3
	8. Maintenance Request Priorities	5-4
<b>E</b>	<b>Alterations</b>	5-5
	1. Self Help Projects	5-5
	2. Conformance to Standards	5-5
	3. Cost	5-6
	4. Prohibited Items	5-6
	5. Who May Submit a Self Help Request	5-6
	6. Process	5-6
<b>F</b>	<b>Self Help Supplies</b>	5-7
	1. Self Help	5-7
	2. Responsibility	5-7
<b>G</b>	<b>Utilities and Energy Management</b>	5-7
	1. General	5-7
	2. Utility Abuse	5-7
<b>H</b>	<b>Practical Energy Saving Tips</b>	5-7
	1. Practical Energy Saving Tips	5-7
	2. Heating	5-7
	3. Electricity	5-8
	4. Gas	5-8
	5. Appliances	5-8
	6. Water	5-9
<b>I</b>	<b>Pest Control</b>	5-9
<b>J</b>	<b>Trash Collection</b>	5-9
<b>K</b>	<b>Trash Recycling</b>	5-9
<b>L</b>	<b>Grounds Care</b>	5-10

**Chapter 5 – Family Housing Household Responsibilities**

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<b>A. Purpose</b>	The purpose of this chapter is to provide basic information on Coast Guard Housing maintenance, self help projects, resident responsibilities and procedures. Further guidance is provided in Appendix B.
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<b>B. Changes to Quarters or Grounds</b>	Residents are not permitted to make <u>any</u> physical or structural changes to government quarters or to the grounds/landscape without prior approval of the Local Housing Office. Alteration, construction or tampering with electrical, plumbing, heating or other utility equipment or systems is strictly prohibited.
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<b>C. Maintenance Personnel and Access</b>	<ol style="list-style-type: none"> <li>1. <u>Access to Government Quarters.</u> Periodically, housing and/or maintenance personnel may need to enter government owned housing to perform contracted maintenance services/work orders or may need to enter the premises for health and safety concerns. Except for emergencies (i.e. flooding, fire, gas leak), every effort will be made to notify the resident at least 24 hours in advance of any scheduled and/or requested maintenance work. However, notification cannot be guaranteed and if an emergency exists, housing staff will enter government quarters to arrest the emergency. For non-emergency work, the resident or his/her representative should be present during time of access and must be at least 18 years old; or have acknowledged unaccompanied entry into the home during prior notification/submittal of the work request. In emergency situations, the Coast Guard and/or the contractor will not be responsible or liable for conditions, property, pets or damages due to an emergency.</li> <li>2. <u>House Locks.</u> Changing of house locks by the resident is prohibited. Residents who change entry locks will be assessed for any locksmith and/or damage charges and issued a Letter of Warning.</li> <li>3. <u>Pest Control Access.</u> Routine exterior pest control will be performed without prior notice.</li> <li>4. <u>Missed Appointments.</u> Work requests will be automatically cancelled if a resident misses two scheduled service call appointments. Furthermore, the sponsor's Commanding Officer will be notified of the sponsor's failure to be present during a scheduled maintenance appointment. Residents may be held liable for any cost the government incurs from a contractor for missed appointments.</li> </ol>
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<b>D. Household Maintenance</b>	<ol style="list-style-type: none"> <li>1. <u>Maintenance.</u> Coast Guard policy calls for a continuing program of cost reductions in the maintenance of housing. It is equally important that the value of the Coast Guard's investment not diminish because of poor maintenance. Housing Office personnel are dedicated to providing clean, livable quarters for all residents. We strive to assign units in "shipshape" condition – but we need your help. In order to provide you a good, clean unit, we need to receive the unit in that condition from the previous occupant. Likewise, we expect to receive the quarters back in that same condition when you leave, ordinary wear and tear are expected. You are responsible for the quarters and equipment assigned to you, which means proper housekeeping, performing minor repairs, performing grounds</li> </ol>
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## Chapter 5 – Family Housing Household Responsibilities

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maintenance and reporting items which require maintenance and repair that you cannot accomplish. ***Treat your military housing as if you owned it.***

2. Minor Repairs. While in quarters you are responsible for minor maintenance and repairs. You are expected to make minor household repairs which do not require a skilled repair person, such as replacing light bulbs and broken cover plates, replacing faucet washers, clearing minor plumbing stoppages, replacing door stops, tightening loose screws and pest control. The “Maintenance Responsibility Handout” (Appendix B) included with this manual outlines specific resident and government responsibilities.
3. Damages. Residents are responsible for the acts of themselves, all guests and any pets. It is the resident’s responsibility to make certain any loss or damage caused by abuse or negligence is corrected or the government is reimbursed. For instance, if the child next door throws a rock through your window, you are responsible for replacing the window or paying for it. Even though it wasn’t your child, it is your window. The child’s parents should be responsible to you, but you are responsible to the government. If a rock hits the window while you are mowing the lawn or you damage a door while trying to open and close it, again you are responsible. This would be the case if you lived in a civilian rental property. Renter’s insurance will sometimes pay a portion of the repairs.
4. When To Call for Assistance. If repairs required are beyond your expertise, you need to call the housing maintenance contractor for your site. After hours, only call for maintenance assistance if the problem is other than routine or urgent (paragraph 8 below should be used as a rule of thumb). Emergency maintenance service is available 24-hours a day. However, in some instances you may need to leave a voice mail or call a pager. *Please be patient, someone will call you as soon as possible.* Regardless of the circumstances do not hesitate to call if there is any question as to whether it should be addressed immediately or not.
5. Placing a Request For Maintenance Assistance. The housing maintenance chief is responsible for receiving and scheduling requests for repair to government quarters and grounds. When you call the housing office, please be prepared to give your name, address nature of problem and a phone number where you can be reached.
6. Maintenance Request Status. Each service request is assigned a work order number. You may check on the status of your request by calling the housing office during normal working hours.
7. Scheduling Appointments For Routine Service Work. Residents may schedule appointments for routine service work. Appointments will typically only be made for Monday-Friday and within a four-hour window. The staff will not typically schedule a specific time for routine work.
8. Maintenance Request Priorities. Use the following grid listing common problems to help determine the priority of service calls:

**Chapter 5 – Family Housing Household Responsibilities**

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<b><u>Emergency</u></b>	<b><u>Routine</u></b>
<ul style="list-style-type: none"><li>• Loss of heat, water, electricity, hot water.</li><li>• Gas interruptions (smelling gas).</li><li>• Faulty wiring/fuse.</li><li>• To report fire hazards.</li><li>• Major plumbing problems (all drains plugged/flooding).</li><li>• Exposed/damaged asbestos containing materials in the interior of the home.</li><li>• Calls to prevent damage occurring.</li><li>• Failure of government furnished refrigerator.</li></ul>	<ul style="list-style-type: none"><li>• Inoperative garbage disposal.</li><li>• Clogged drains or toilets (<i>Resident must attempt to unclog first. Emergency if only one toilet exists</i>)</li><li>• Failure of government furnished stove or dishwasher.</li><li>• Missing/damaged window screens.</li><li>• Minor plumbing problems (i.e. dripping faucet, running toilet).</li></ul>

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## Chapter 5 – Family Housing Household Responsibilities

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### E. Alterations

1. Self Help Projects. Self help is defined as “Any project or improvement to a Government housing unit that will improve the standard of living or enhance the appearance of the unit but, is not essentially necessary to the habitability, safety or health and hygiene of the occupants”. Self help projects are considered luxury items which are not required to meet the definition of Operationally Essential Housing or Housing Adequacy in accordance with COMDTINST M11101.13E Chapter 6.C and 6.D. Residents must receive written approval from the Local Housing Officer or Housing CPO prior to starting any “Self Help” or “do-it-yourself” improvements to quarters or grounds/landscaping, using Self Help Project Work Order Request, GRPHUMB-001. The Self Help projects listed below are typical projects which may be accomplished (or contracted) by a resident:
    - Fences Modification
    - Gardens (See paragraph 2.h. and 2.i)
    - Interior Painting
    - Telephone Installation
    - Decks or landscaping Improvements
    - Cable TV and Satellite Dish Installation (TV antennas are not allowed)
  
  2. Conformance to Standards. Only the Local Housing Officer or CPO can approve Self Help projects. This is to ensure that each proposal is compatible with existing material and/or construction, utility systems will not be affected, fire regulations and access to buildings are not compromised, common areas will not be encroached, the appearance of the area is not adversely affected, and the government's long-term investment is protected. When you submit a Self Help request, you agree to the following:
    - a. The Self Help project will conform to this publication and standard construction principles.
    - b. You are committed to the financial investment if necessary.
    - c. You have the available time to accomplish all work.
    - d. You have the ability to do the work.
    - e. The workmanship will reflect a high degree of professionalism.
    - f. The Local Housing Officer or CPO will inspect the finished project. If the work does not pass inspection, changes will be made, at the resident's expense, to comply.
    - g. At termination of housing, the quarters will be returned to the original configuration unless previously authorized by the Local Housing Office in writing. Failure to return the unit to its original condition may result in financial restitution being made to the government.
    - h. All flowers, gardens and vegetation will be planted a minimum of 18” from the leading edge of the exterior siding.
    - i. Flower and Shrub must be of the perennial type planted in accordance with standards set forth in paragraph (h), with a cost limitation set by housing and based on Group Housing budgetary considerations.
    - j. Decks, French drains and stowage units will not exceed 10% of the total square feet of the backyard and, will be considered on a case by case basis. Cost limitations will also be subject to Group Housing budgetary considerations and structure design.
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## Chapter 5 – Family Housing Household Responsibilities

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3. Cost. The area housing office operates on a limited budget; all units are allotted a predetermined annual amount for maintenance and repairs. At the conclusion of the fiscal year any un-resolved self help projects will be considered depending funding and budget. The Housing officer will have final approval of large items i.e. decks and stowage units etc.
4. Prohibited Items. Any items that are a hazard to the personnel, dwelling, environment, are irreversible without substantial cost incurred by resident or Coast Guard or any changes that may be perceived as offensive, give a negative perception to the general public or other residents are prohibited. Also any item that may be in violation of any Coast Guard, Group Humboldt or UCMJ regulations or may bring discredit upon the Coast Guard or housing residents. The following is a list of prohibited items:
  - a. Any item that may compromise the safety and welfare of the residents.
  - b. Any item that may compromise the structural integrity of the unit.
  - c. Any and all improvements that may require a propellant or accelerant (not to include ANSI certified out door grills)
  - d. Fire pits that are not ANSI, CSA or AGA certified.
  - e. Trees or plants with an aggressive root base.
  - f. Any item the Housing Officer or CPO deems cosmetically inappropriate or not in accordance with housing standardization.
  - g. Permanently fixed recreational equipment i.e. basketball hoops, swing ropes from trees etc.
  - h. Any improvements not authorized by the Housing officer or CPO.
5. Who May Submit a Self Help Request. Residents may submit and complete a Self Help project, with the understanding they are fully responsible for the project unless otherwise stated on form GRPHUM-001, that they must comply with the provisions of this section and will be financially liable for restitution if necessary. Personnel also acknowledge that failure to restore assigned unit back to it's original or better condition could effect future assignments to government housing, favorable recommendation for privately owned rentals or financial entitlements in accordance with COMINST 11101.13E.
6. Process. The following steps shall be followed prior to getting started on any Self Help project:
  - a. Resident requests a Self Help Project Work Order Request (GRPHUMB-001) from their Local Housing Office and meets with a local housing representative for specific requirements (*each housing site is unique*).
  - b. Local Housing Officer (or designee) approves/disapproves request. If disapproved, a reason must be provided.
  - c. Resident upon departure, returns government property to original condition (unless they have prior approval on the GRPHUMB -001 to leave project in place, i.e. telephone/cable television lines/Flowers/Shrubs etc. Any questions concerning self help projects should be addressed during the thirty day pre check out inspection.

## Chapter 5 – Family Housing Household Responsibilities

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### F. Self Help Supplies

1. Self Help. Self help supplies are located at all housing sites and are considered 'privilege items'. These supplies are geared to assist residents in performing routine grounds maintenance responsibilities. Examples of materials/equipment that are available at the Self Help lockers are: lawnmowers, weed eaters, shovels, rakes, grass seed, top soil and fertilizer. These items are available on a first-come, first serve basis. Contact your Local Housing Office for items provided and availability.
  2. Responsibility. Residents are fully responsible for any item/equipment they checkout. All residents will be required to make financial restitution for equipment/items that are stolen, lost, broken and/or misused. Items are typically expected to be returned within 24hrs. Please discuss the matter with the staff if you need the item for a longer period of time.
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### G. Utilities & Energy Management

1. General. The utilities you use are paid for by the U.S. Government and are *your tax dollars*. So, please keep in mind the continued success of our housing program is largely dependent upon **YOUR** sensible use of utilities. Energy conservation is a national concern. Excessive energy consumption drains natural resources and housing funding that could be used on other projects. It is necessary that everyone in Coast Guard owned housing take steps to ensure that our Coast Guard Housing program is not reduced or jeopardized because of excessive utility consumption
  2. Utility Abuse. Abuse will not be tolerated. The Housing Office will issue Warning Letters to residents who are caught abusing utilities. Eviction can occur after one warning. Furthermore, the member may be required to reimburse the government for excessive utility costs.
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### H. Practical Energy Saving Tips

1. Practical Energy Saving Tips. Energy conservation is not reduced comfort, it is taking steps to ensure that energy is not wasted or abused.
  2. Heating.
    - Maintain inside temperatures in the 65-70 degree range when home.
    - Turn down your thermostat(s) at night before going to bed or when the house is unoccupied to at least 65 degrees. When you leave for an extended vacation you can turn your thermostats down to 60 degrees or less, but don't turn your heat off because this could cause your pipes to freeze and burst if extreme weather occurs.
    - Humidifiers used during the winter enable you to lower the temperature and remain just as comfortable. They put moisture in the air and improve the comfort level.
    - Don't keep bathroom or stove ventilation fans running when not needed. These fans vent out heated air and draw cold outdoor air into your home.
    - Pull down your shades, close your blinds, and draw your drapes at night. Open them during daylight hours.
    - Extreme cold weather in the Humboldt Bay area is rare, but if it would occur (temperatures below 32 degrees) and you will be gone for an extended period of time, you should let the faucets drip slightly.
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## Chapter 5 – Family Housing Household Responsibilities

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3. Electricity. Reduce consumption of electricity during peak demand periods from 11:00 AM to 5:00 PM and observe the following conservation methods:
    - Avoid the use of washers and dryers during the peak use period.
    - Lighting intensities shall not exceed “UL” wattage recommendation for installed fixtures. This practice is also a fire safety precaution (ex. Incandescent fixtures in housing should not have bulbs over 60W).
    - Turn off lights when you leave a room.
    - Refrigerator coils must be kept clean and at least two inches from wall. If there is an energy saver switch, use it.
    - Stereos and Televisions should be turned off when no one is home.
    - Consider replacing your regular light bulbs with fluorescent light bulbs. Fluorescent lights use less energy and you don't have to change them as often.
    - Use table or desk lamps verses overhead lighting.
    - Reducing the light bulb wattage will save energy.
    - Turn off appliances when not in use.
  
  4. Gas.
    - Report all gas leaks immediately.
    - Gas furnaces and ranges should burn with a blue flame. The presence of a yellow flame could indicate an improperly functioning system, incomplete combustion and consequently a release of Carbon Monoxide, an odorless, colorless, deadly gas. If your stove or furnace has a “pilot” light, and it goes out, call Housing Maintenance to re-ignite. Do not attempt to re-light it yourself.
    - Do not use your range or oven to heat your quarters.
  
  5. Appliances.
    - Appliances not working properly can contribute greatly to high-energy bills. Hot water heaters, furnaces, etc. that seem to not be functioning properly should be serviced. If your furnace or range needs repair or adjustment contact the maintenance contractor.
    - Hang clothes in bathroom/laundry room to dry.
    - Wash clothes in cold water whenever possible.
    - Don't overload the dryer. You must have adequate air flow for the clothes to dry properly.
    - Check the dryer exhaust hose for clogging or crimping.
    - Clear the dryer lint screen after each use.
    - Check the outside dryer vent exhaust. Make sure the flap is attached and working properly (it should be shut when the dryer is not running).
    - Clean dust off of cooling vents on refrigerators. The older models have cooling vents on the back, while the newer ones have them in the front, on the bottom.
    - Check the gaskets around the door of the refrigerator and make sure there is a tight fit when the door is shut.
    - Your freezer works more efficiently when it's full. You can put bags of ice in your freezer to keep it fuller. Do not block the freezer vents since this will cause the freezer to run constantly.
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## Chapter 5 – Family Housing Household Responsibilities

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- Heating units and intake vents contain filters that should be inspected routinely and replaced if clogged.
- Avoid using the dishwasher unless you have a full load.

### 6. Water.

- A slow leaking faucet can waste between 50-75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is your responsibility to report leaks immediately.
  - Water shall be conserved when bathing, laundering and doing dishes, etc. Do not remove water saving devices that are installed.
  - Over watering your lawn is wasteful. 10 to 15 minutes in any one spot is sufficient. To reduce evaporation, the most effective time for watering is before 0800, or after 1800. Care should be exercised to ensure that sprinklers water the lawn, not the sidewalk or street.
  - If car washing is permitted, use a pail when washing cars. Do not turn on your hose and leave it running. Use a shut off for the end of the hose to ensure conservation of water.
  - A poorly seated flapper valve or improperly adjusted tank float generally causes continuously running toilets. Report running toilets to the Housing Maintenance Department immediately.
  - Immediately report any water leaks that you can't repair. Exterior leaks may occur around meters, sprinkler heads, water cutoff boxes and exterior water faucets.
  - When you turn on your shower check the lower spigot to ensure no hot water is going directly down the drain. If this is the case, have the leaky part tightened or replaced.
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### I. Pest Control

Residents are expected to resolve minor pest control problems. Costs to the government need to be controlled and the responsibility for routine household pest control needs to be focused on the resident. Residents can control many varieties of pests with minimum expense and effort. Products are available at your local grocery, drug and home improvement stores. If you feel you have an infestation, a housing inspector will visually inspect your quarters to validate the presence of the infestation. This is required before any government funded pest control work will be done.

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### J. Trash Collection

You were provided a trash pickup schedule when you checked into quarters and will be notified of any changes. Your trash cans must be at the curb before 0500 on the scheduled pick-up days and must be returned to proper storage by the end of pick-up day. When not out for collection, the cans must be properly stored. The size and amount of trash which can be placed at the curb for pick-up varies with each trash collection contract at each site (contact your Local Housing Office for additional information). Using plastic trash bags, keeping trash containers covered, and routinely washing trash containers and recycling bins with soap and water will minimize odor and pest control problems.

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### K. Trash Recycling

Trash recycling is mandatory for military housing residents. Information regarding recycling in your area was provided to you at your check-in

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## Chapter 5 – Family Housing Household Responsibilities

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inspection. Additional information is listed in enclosure (4), or may be obtained by contacting your Local Housing Office.

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- L. Grounds Care** The Housing Office, upon check-in of the member, will detail the resident responsibilities regarding grounds care. The care and cleanliness of the grounds surrounding a unit is the responsibility of the resident, i.e. picking up litter, taking out the trash on trash day, mowing the grass, etc. Residents will be responsible for maintaining the lawn immediately in front of the unit and in the fenced-in back yard area (Note: Some locations may not have grounds care responsibilities). Grass length will be allowed to three inches. The grounds maintenance contractor will maintain all trees and common area lawns. Lawn mowers are available from the Housing Office.
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## Appendix A

### Housing Organization

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<b>AHA</b>	<b><u>Area Housing Authority.</u></b> The Commanding Officer of ISC Alameda is the AHA for Northern California and is responsible for administration of the housing program for all units within ISC Alameda's area of responsibility.
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<b>AHO</b>	<b><u>Area Housing Officer.</u></b> The AHO is a representative of ISC Alameda's Commanding Officer and reports to the Engineering Officer. Responsibilities include providing administrative guidance to, and assisting housing officers within their area of jurisdiction.
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<b>AHMO</b>	<b><u>Area Housing Maintenance Officer.</u></b> The AHMO is a representative of ISC Alameda's Commanding Officer and reports to the Area Housing Officer. Responsibilities include providing guidance to, and assisting, housing officers with maintenance of owned housing within their area of jurisdiction.
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<b>LHO</b>	<b><u>Local Housing Officer.</u></b> The Group Humboldt Bay LHO is a representative of the ISC Alameda Commanding Officer and reports to the AHO.
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<b>LHR</b>	<b><u>Local Housing Representative.</u></b> The LHR is a representative of the LHO and is responsible for the duties as assigned by the LHO. This consists of all members of the housing staff and any additional personnel working within the housing division.
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<b>MAA</b>	<b><u>Master at Arms.</u></b> The MAA is a representative of the LHO and is responsible for the overall management of the Barracks facility on on-board Group/Air Station Humboldt Bay.
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## Appendix B Maintenance Responsibility Handout

**Purpose** This handout outlines both the resident and government maintenance responsibilities for all Group Humboldt Bay government owned housing. Local Housing Representatives shall provide a copy to all new residents upon check-in.

<b>Responsibilities</b>			
<b>Description of Maintenance Item</b>	<b>Who's Responsible</b>		
	Resident	Government	Note
Carbon Monoxide Detectors	X	X	1
Carpet	X		2
Dishwasher	X	X	3
Door Care (Interior)	X	X	4
Driveways, Garages, Catch Basins, and Storm Drains	X		5
Electrical Service		X	6
Fire Extinguishers	X	X	7
Fireplace Use and Firewood Storage	X		8
Floor Maintenance	X		9
Gardens	X		10
Grass Mowing/Lawn Care	X		11
Grounds Care	X		12
Heater Filter Replacement	X	X	13
Keys and Electric Garage Door Openers	X	X	14
Lighting/Light fixtures	X		15
Painting	X	X	16
Pest Control	X	X	17
Plumbing	X	X	18
Refrigerator	X	X	19
Refuse Removal and Recycling		X	20
Smoke Detectors	X		21
Street Maintenance		X	22
Stove/Range	X	X	23
Telephone / Cable and Satellite TV Service	X		24
Walls, Cabinets, and Trim Care	X		25
Window Screens	X		26
Window Shades/Mini Blinds	X		27
Window Cleaning and Replacement	X		28

## Appendix B Maintenance Responsibility Handout

Note 1	<b>Carbon Monoxide (CO) Detector</b>	
	<b>General:</b> CO detectors are government property and the resident will be charged for replacement if found missing.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Test unit or check battery every month and replace battery as necessary.</p> <p>Do not remove from installed location, alter, cover up, make inoperable, or remove battery.</p>	<p>Install CO detectors in quarters as appropriate; replace if inoperative.</p> <p>Test during all inspections.</p>

Note 2	<b>Carpet</b>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Vacuum carpet as needed. Spot clean/deodorize carpet with water when possible (never use bleach). Commercial cleaners can be used for stain removal.</p> <p>Steam clean all carpets as necessary during occupancy and prior to time of check-out.</p>	<p>Replace as scheduled in the CG Housing Manual, and/or when deemed necessary.</p> <p>Charge resident for repair/replacement if damage is beyond normal wear and tear.</p>

Note 3	<b>Dishwasher</b>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Routinely clean inside and out. If inoperative, contact Housing Maintenance.	Perform maintenance as necessary.

Note 4	<b>Door Care (Interior)</b>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Wipe down interior doors with mild household cleaner as necessary.</p> <p>Normally, interior doors are hollow-core and covered with veneer plywood. Care should be exercised so as not to puncture, scratch or otherwise damage the veneer on these doors. Damage considered in excess of normal wear and tear will require resident repair/replacement or reimbursement.</p>	<p>Repair/replace as necessary.</p> <p>Charge resident for repair/replacement if damage is beyond normal wear and tear.</p>

## Appendix B Maintenance Responsibility Handout

Note 5	Driveways, Garages, Catch Basins and Storm Drains	
<b>General:</b> Residents are responsible for cleaning garages and driveways.		
<b>Resident Shall:</b>		<b>Government Shall:</b>
Pick up and/or clean any auto fluid/oil spots on driveways and/or garage floor.  Keep debris such as rubbish, leaves, grass cuttings, paper, rags, wood, etc. from getting into storm drains and catch basins.		Check during all inspections.  Perform maintenance as necessary.

Note 6	Electrical Service	
<b>Resident Shall:</b>		<b>Government Shall:</b>
Use electric service responsibly.  Reset breakers as necessary.  Notify Housing Maintenance of power outages, and/or persistent electrical problems.  Purchase surge suppressors to protect electronic equipment (i.e. computers TV, VCR, Stereo, etc).		Provide electric service.  Provide troubleshooting when appropriate.  Repair electrical systems as necessary.
<p><b>Resetting a Circuit Breaker:</b> Circuit breakers or fuses in the electrical distribution panel protect electric circuits. An electrical short will trip the circuit breaker or burn out the fuse, causing an outage. Usually, a short or an electric overload causes the outage. Disconnecting an appliance(s) and resetting the circuit breaker (it works like a light switch) will normally restore the electrical power. Switch the tripped circuit breaker from the neutral position to the "off" position, wait 5 seconds, then reset to "on". If the circuit breaker or fuse trips a second time, do not reset it. Call housing maintenance staff.</p>		

## Appendix B Maintenance Responsibility Handout

Note 7	Fire Extinguishers	
<p><b>General:</b> Fire extinguishers are government property, usually installed under the kitchen sink, and will be replaced by the resident if missing.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Check charge on a monthly basis.</p> <p>Familiarize yourself and your family members on the proper use of the fire extinguisher. Operating instructions can be found on the extinguisher.</p> <p>Notify the Local Housing Office if extinguisher needs servicing.</p>		<p>Replace or recharge spent or faulty fire extinguishers.</p> <p>Check during all inspections.</p>

Note 8	Fireplace Use and Firewood Storage	
<p><b>General:</b> Special care should be taken whenever you use your fireplace.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Always ensure the fireplace flue is in the open position before starting a fire.</p> <p>Always have a screen in front of the fireplace to prevent embers from falling out and causing a fire. Never burn plastics or anything other than dry, hard wood. Never burn pressure treated - creosol coated lumber.</p> <p>Keep the fireplace free of excess ashes and debris by utilizing the ash dump door. Clean ash dump area.</p> <p>For safety reasons, stow firewood in an orderly fashion on either the side or to the rear of the building. To reduce termite problems, do not allow the wood to touch the exterior walls, It should be stacked no higher than 48" at a minimum of 12 inches from the home.</p> <p>Residents are responsible for any pest removal stemming from fire wood storage (i.e. bees, rats, mice, etc.)</p> <p>Have no more than one cord of wood on the premises (the dimensions of a cord of wood are 4ft X 4ft X 8ft).</p>		<p>Inspect and clean fireplaces at least once a year and during change of occupancy.</p> <p>Repair as necessary.</p>

## Appendix B Maintenance Responsibility Handout

Note 9	Floor Maintenance	
	<p><b>General:</b> In any house, the floors receive the greatest wear. Thus, it is important to frequently and properly clean and take care of carpet, and resilient (sheet vinyl or tile) floors in your unit. Keep in mind that excessive water spillage on resilient floors may cause severe damage.</p>	
	<p><b>Resident Shall:</b></p> <p><u>If Sheet Vinyl/Laminate floors exist:</u></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop daily. Periodically damp mop as necessary.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Keep wet cleaning frequencies to a minimum.</li> <li>• Do not wax flooring as recommended by the manufacturer.</li> </ul> <p><u>If Ceramic Tile floors exist:</u></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop daily. Periodically damp mop as necessary.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Never wax tile floors.</li> </ul> <p><u>If Vinyl Tile floors exist:</u></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop daily. Periodically damp mop.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Do not wax flooring as recommended by the manufacturer.</li> </ul>	<p><b>Government Shall:</b></p> <p>Repair and replace flooring as necessary.</p> <p>Charge resident for any damage beyond normal wear and tear.</p>

## Appendix B Maintenance Responsibility Handout

Note 10	Gardens	
	<p><b>General:</b> All gardens are considered 'self help' projects. Residents are encouraged, where permitted, to plant flowers (bulbs, plants) to beautify and brighten up the landscape. Colorful perennials are easy to acquire, plant, and maintain.</p>	
	<p><b>Resident Shall:</b></p> <p>Receive approval from the Local Housing Office prior to planting any garden.</p> <p>Purchase all garden supplies.</p> <p>Not remove existing topsoil or grass from around the foundation without prior approval. Removal of the grass and topsoil prevents drainage away from the house foundation.</p>	<p><b>Government Shall:</b></p> <p>Maintain common area gardens, shrubs, etc.</p>

Note 11	Grass Mowing/Lawn Care	
	<p><b>General:</b> All residents are required to mow their grass lawns as needed. The grounds maintenance contractor performs common area lawn maintenance. Lawn mowers and edgers may be available at your Local Housing Office.</p>	
	<p><b>Resident Shall:</b></p> <p>Ensure that grass height does not exceed three inches. Edge half inch from all sidewalks and driveways with no grass or weeds growing up through any cracks or crevices.</p>	<p><b>Government Shall:</b></p> <p>Maintain all common area lawns.</p> <p>Provide safe and operable lawn mowers and edgers in the Self Help Locker when feasible.</p>

## Appendix B Maintenance Responsibility Handout

Note 12	Grounds Care	
<p><b>General:</b> All residents are responsible for maintaining the exterior grounds around their quarters in a neat and orderly fashion. Residents will be held financially responsible for any grounds maintenance costs where their personal property restricts the maintenance contractor's ability to do their job.</p>		
<p><b>Resident Shall:</b></p> <p>Pick up all litter/yard debris in their yard, walks, parking and/or driveway areas.</p> <p>Keep personal yard gear such as picnic tables, swing sets, and lawn chairs off common areas when not in use. All personal items shall be in safe working order so they present a neat and clean appearance.</p> <p>When not in use, neatly stow all toys and bicycles in the back yard area or garage. Bicycles and other toys <b>shall not</b> be left in the street, common areas, walkways, parking areas, or front yards.</p>		<p><b>Government Shall:</b></p> <p>Periodically inspect all exterior grounds and notify Residents of deficiencies by issuing a Violation Notice, GRPHUMB-005.</p> <p>Maintain all common area grounds.</p>

Note 13	Heater Filter Replacement	
<p><b>General:</b> Degraded and clogged filters decrease heating efficiency and increase associated utility usage and cost.</p>		
<p><b>Resident Shall:</b></p> <p>Inspect filter at a minimum every three months. Residents with animals or who otherwise create a lot of dust/airborne particles shall inspect on a more frequent basis.</p> <p>Replace filter as necessary.</p>		<p><b>Government Shall:</b></p> <p>Provide filters as requested.</p> <p>Inspect filters during annual inspections.</p>

## Appendix B Maintenance Responsibility Handout

Note 14	Keys	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Purchase and replace any lost keys after consulting the Housing Office.	Provide trouble shooting services and repairs.

Note 15	Lighting/Light Fixtures	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Purchase and replace burned-out incandescent or fluorescent light bulbs.	Perform troubleshooting as necessary.
	Frequently remove and wash light fixture covers (shades, reflectors, and globes) with water and mild detergent. Dry thoroughly, and reinstall.	Provide light covers and specialty bulbs as necessary.

Note 16	Painting	
	<p><b>General:</b> Normally, all painting is accomplished by government contract.</p> <p><u>Interior Painting:</u> Most units will be painted during change of occupancy maintenance, however, under normal living conditions interior painting may only be done once every five years. Painting does not need to be done if the walls, ceiling, and other surfaces can be restored to a satisfactory appearance by cleaning and touchup. Residents <u>may</u> be authorized to paint interior walls/ceilings if they so desire.</p> <p style="text-align: center;"><b><i>Residents may be required to restore any self painted area to the original color prior to vacating. Some examples would be, the color used is different from the original, the application itself is unsatisfactory (streaking, insufficient coverage), etc. The requirement to restore the painted area prior to departure will be addressed by the Housing Office on the Self Help Request or at the pre-termination inspection.</i></b></p> <p><u>Exterior Painting:</u> Accomplished by the government as needed in order to maintain water tightness and to prevent metal and wood surfaces from deterioration.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Receive approval from the Local Housing Office using a Self Help Work Order Request (GRPHUMB-001) prior to starting any project.</p> <p>Reimburse the government for any and all damage to painted surfaces if determined to be beyond normal wear and tear.</p> <p>Report any paint failure to Housing Maintenance.</p>	<p>Perform all scheduled interior and exterior painting as necessary or programmed.</p>

## Appendix B Maintenance Responsibility Handout

Note 17	Pest Control	
	<p><b>General:</b> The resident is responsible for routine pest control, with the exception of termites and rats. Routine pest control means controlling normal household pests (including mice), along with keeping pets free of fleas and ticks. The use of non-residual insecticides for safe application by the general public, such as household spray insecticides, is expected of the resident. The housing staff as a government agency is restricted in what types of chemicals we are able to purchase and apply.</p> <p>Residents can control many varieties of pests with minimum expense and effort. Products are available at your local grocery or drug store, home improvement store or nursery. While the government may, on a scheduled basis during the year, perform exterior pest control, it is still each resident's responsibility to ensure their home is free of pests.</p> <p>Unless bats are located within a wall and causing the resident problems, bats will not be considered pests, and are to be left alone.</p> <p>If you feel you have an infestation beyond your capabilities and require professional control measures, contact your local housing office and a housing inspector will visually inspect your quarters to validate the presence of the infestation. This is required before any government funded pest control work will be performed.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Use safe pesticides and traps that are available in local stores.</p> <p>Carefully follow all instructions for pesticides and traps. Avoid exposing children and pets to any fumes from pesticides.</p> <p>Contact the Housing Office to schedule treatment that is beyond resident capabilities and requires professional control measures.</p> <p>Keep backyard accessible for scheduled exterior pest control. Residents will normally be notified of these appointments 48 hours in advance.</p> <p>Reimburse the government for all pest control costs due to neglect or poor housekeeping practices.</p>	<p>Perform periodic and routine external and internal pest control.</p> <p>Inspect for severe infestation during all inspections. If neglect can be determined charge resident for all pest control costs.</p> <p>Exterminate termites and rats.</p>

## Appendix B Maintenance Responsibility Handout

Note 17  
continued

**Infestation Cases:** The resident shall advise the Housing Office in cases where normal pest control measures have not been effective. If infested quarters are a part of a multi-unit building, it may be necessary to inspect and commercially treat the entire building.

**Termination of Quarters:** When terminating quarters, a Housing Representative will check for severe insect/pest problems. If significant infestation is discovered (i.e. fleas, ants), and the housing official determines the insect/pest problem is a result of poor housekeeping or neglect, the resident will be ordered to have the quarters treated professionally by a contractor. The resident must show proof of treatment before passing their final inspection. If the resident is unable to have the treatment performed due to time constraints, they will be charged the government's cost for such treatment.

**Termites:** Termites are small, ant-like insects that feed on and live in wood. They are very destructive to the wood found in housing structures. If detected, the Housing Office will take immediate action.

- **Evidence of:** Large numbers of winged termites emerging or swarming from the soil or wood may be the first indication of the presence of a termite colony. Even if the actual flight of the termites is not observed, the presence of discarded wings is very good evidence of a well-established colony nearby. The presence of thin, flattened tubes over the surface of foundation walls is another sign of termite infestation. Call Housing Maintenance if you suspect a termite infestation.
- **Treatment:** If termites are found, treatment will be completed under government contract. Residents will be advised of their responsibilities and treatment schedule. Every reasonable effort will be made to give residents as much advance notice as possible before entering the quarters. However, once prior notice is given, a member of the housing staff will escort the pest control technician into the quarters if no one is at home when the extermination is scheduled.
- **Fumigation:** The Housing Office will notify all affected residents if it is necessary to fumigate a housing unit or entire building.

## Appendix B Maintenance Responsibility Handout

Note 18	Plumbing	
<p><b>General:</b> You can prevent most plumbing stoppages by using your own good judgment. If you have a leak or overflow try to secure the water to prevent further damage. Most garbage disposal problems occur from residents putting rice, bones, bottle caps and broken glass into the disposal.</p>		
<p><b>Resident Shall:</b></p> <ul style="list-style-type: none"> <li>• Routinely remove hair and other debris from sink, bathtub, and shower drain traps.</li> <li>• Do not wash anything down the drains such as, petroleum products, paint, cooking oil, rice, bones, insecticides, etc.</li> <li>• Use a plunger or a liquid drain product if a drain is clogged. Follow all instructions on the liquid drain product container.</li> <li>• Have a sink and toilet plunger on hand to assist in reducing sluggishness in drains.</li> <li>• Purchase, install, and maintain shower curtain(s) on all showers that require them. Always have your shower curtain inside the tub when showering; this will avoid floor and other structural damage that may be charged to you.</li> <li>• Contact Housing Maintenance for any leaks, or plumbing problems that you cannot repair.</li> <li>• Clean up overflows using mop, wet/dry vacuum.</li> </ul>		<p><b>Government Shall:</b></p> <p>Provide troubleshooting assistance and repairs as needed.</p>

Note 19	Refrigerator	
<p><b>General:</b> Proper cleaning and care will assure care free operation of this kitchen appliance for many years. Government furnished refrigerators are considered installed property and will <u>NOT</u> be replaced with personal refrigerators.</p>		
<p><b>Resident Shall:</b></p> <p>Clean the refrigerator and freezer sections at least twice a year. Do not use abrasives. Use warm water and 1 tablespoon of baking soda to a quart of water. Rinse thoroughly with water and wipe dry. Wash ice trays in lukewarm water only. The water evaporation pan located under the refrigerator should be cleaned periodically.</p>		<p><b>Government Shall:</b></p> <p>Provide troubleshooting and repair.</p>

## Appendix B Maintenance Responsibility Handout

Note 20	Refuse Removal and Recycling	
<p><b>General:</b> Contact your Local Housing Office for trash service schedules and the location and availability, if any, of a dumpster for disposal of excess yard waste. New residents are responsible for disposing of empty packing boxes/materials if the mover does not take them.</p>		
<p><b>Resident Shall:</b></p> <p>Use only the trashcans and recycling bins that were provided to you by the Housing Office.</p> <p>Report contractor failure to empty your container(s) on the scheduled date of pickup to your Local Housing Office.</p> <p>Clean garbage cans and recycling containers regularly to prevent pest infestation and odor.</p> <p>Keep lids secured at all times.</p> <p>Keep your cans in your garage or trash area until waste pickup day. Trashcans and recycling bins should be placed at the curb on pickup day, and then they should be stored within 24 hours of waste pickup.</p>		<p><b>Government Shall:</b></p> <p>Provide refuse and recycling service and containers.</p>

Note 21	Smoke Detectors	
<p><b>Resident Shall:</b></p> <p>Test the smoke detector monthly to ensure batteries do not need replacing. Follow the instructions below.</p> <p>Purchase and replace batteries as necessary. <i>(Good practice is to replace the batteries in the fall and spring when the time changes)</i></p> <p>Do not remove smoke detectors.</p>		<p><b>Government Shall:</b></p> <p>Install smoke detectors in quarters as appropriate; replace if inoperative.</p> <p>Test during all inspections.</p>
<p><b>Resident Inspection Instructions:</b> Monthly inspections shall be performed by pushing the test button on the detector. If the detector does not make a sound, replace the batteries. If the battery power is low, the detector will produce an audible click or beep every few seconds for about seven (7) days. Also, you should test the smoke detector often by blowing smoke from a match into the side vents until the alarm sounds. To clear the alarm, gently blow or fan the smoke out of the vents until the alarm stops. Clean the detector once a year by holding the nozzle of a vacuum cleaner to the side slot openings.</p>		

## Appendix B Maintenance Responsibility Handout

Note 22	Street Maintenance	
	<b>General:</b> The maintenance and repair of streets within the housing areas is the government's responsibility.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	During road maintenance residents are required to remove all vehicles from the street. Instructions will be issued prior to any parking restrictions.	Provide street maintenance.  Issue resident instructions.

Note 23	Stove/Range	
	<b>General:</b> With proper cleaning and care you will guarantee care-free operation of this kitchen appliance.	
	<b>Pilotless Ignition:</b> Gas ranges installed after mid-1978 have pilotless ignition. The ticking sound you hear when you turn the top burner(s) to the light position is normal. This is the electronic igniter, and will make this sound until you turn the knob to another position after the burner flame comes on.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Report malfunctions to Housing Maintenance.  <u>Cleaning Guidelines:</u> Clean the range on a frequent basis. Remove all dirt, grease and spills promptly. If allowed to remain on the finish, grease or spills on parts of the range subjected to high heat will turn to hard carbon and be difficult to remove. Immediately, wipe up any acidic food (vinegar, fruit juices, tomato, milk, fruit pie filling) spilled on porcelain to avoid permanent stains. Clean enamel parts using warm soapy water or cleaning powder that will not scratch the surface. Keep burner head ports clean for proper ignition and efficient use of the burners. To be sure the ports are kept open, use a soft brush to clean away loose soil. If there is still soil in the ports, clean them with a thin wire or hairpin.  <u>Moving/Cleaning Behind the Range:</u> Upon quarters termination, and when necessary, ranges and adjoining areas must be thoroughly cleaned. Please follow these guidelines before moving your range:	Perform troubleshooting services and repairs.

## Appendix B Maintenance Responsibility Handout

Note 23  
continued

<ul style="list-style-type: none"> <li>• Ranges connected to the gas supply with <b>semi-rigid flexible tubing</b> may be moved up to 6 inches by the resident. However, care must be exercised to insure the hose, connections, and flooring is not damaged.</li>   <li>• Gas ranges needing to be moved more than 6 inches, or connected with <b>rigid piping</b>, must be disconnected by housing maintenance. <u>Call Housing Maintenance at least 48 hours in advance for disconnection.</u> <b>Do Not Attempt to Disconnect YOURSELF!</b></li> </ul>	<p>Conduct significant (greater than 6 inches) moving of gas ranges that are installed with flex piping. Move gas ranges that are installed using rigid piping.</p>
--	---

Note 24	Telephone/Cable and Satellite TV Service	
	<p><b>General:</b> Telephone and Cable TV service is the responsibility of the resident.</p> <p>The Coast Guard is required to provide (2) operable phone jacks in each unit; (1) in the kitchen and (1) in the master bedroom. Any additional outlets installed beyond the two mentioned above would be at the expense of the resident. In addition, the resident is responsible for all costs associated with their initial activation.</p> <p><b>Phone Problems:</b> If a resident has a phone problem, the first step is to call the phone company to have them test their number(s). If the phone company informs the resident their lines are good then the resident needs to contact the local maintenance office to have the wiring inside the unit checked for proper operation.</p> <ul style="list-style-type: none"> <li>• All wiring and telephone equipment from the phone panel in the utility room/side of the housing unit <b>out</b>, belongs to the phone company and it is their responsibility to maintain and repair.</li>   <li>• All existing wiring and jacks from the same location <b>into the unit</b>, belongs to the government and <b><u>the phone company should never be allowed to perform any repair work on these items if it will result in a charge.</u></b> Residents are responsible for all costs and will not be reimbursed for expenses incurred if they allow the phone company to fix problems inside the housing unit.</li>   <li>• Complete failure of your phone service is considered an emergency. If the phone company has determined the failure is inside your unit, call your housing maintenance provider.</li> </ul>	
	<p><b>Resident Shall:</b></p> <p>Arrange and pay for any installation of telephone and cable/satellite TV and pay monthly service charges.</p> <p>Submit a Self-Help Work Order Form for additional telephone or cable/satellite television installations prior to work commencing.</p>	<p><b>Government Shall:</b></p> <p>Provide 2 operable phone jacks (kitchen and master bedroom). Approve all additional installations.</p> <p>Repair all phone wiring/jack problems inside the unit.</p>

## Appendix B Maintenance Responsibility Handout

Note 25	Walls, Cabinet, and Trim Care	
<p><b>General:</b> A fully washable paint has been used to paint walls, cabinets, and trim surfaces. Follow the instructions below for cleaning.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Clean all kitchen/bathroom walls, trim and cabinets as needed. All walls must be cleaned prior to termination, even if quarters are scheduled for repainting. Washing is necessary to ensure a proper bond, texture, and color when repainted.</p>		<p>Check for cleanliness during all inspections.</p>
<p><b>Cleaning Instructions:</b></p> <p>Never use any harsh cleansers, abrasives, automotive/marine/aircraft degreasers or steel wool. Test compatibility of cleaning agents in an inconspicuous place.</p> <p>Wash walls and cabinets using a mild detergent applied with a sponge or soft cloth. After washing, rinse with a sponge and clean water. <b><u>Do not overuse water.</u></b></p>		

Note 26	Window Screens	
<p><b>General:</b> Unless you're cleaning a window or the screen, window screens should remain in place at all times.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Carefully remove screens and use a mild detergent and water to spray clean.</p> <p>Repair, replace, or reimburse the government for any damaged window screens.</p>		<p>Determine if Resident is responsible for repair/replacement of screens.</p> <p>Repair/replace worn out screens as necessary.</p>

## Appendix B Maintenance Responsibility Handout

Note 27	Window Shades/Mini Blinds	
<p><b>General:</b> Shades/mini blinds have an expected life of several years. Shades/mini blinds that become unusable through abuse or are missing after check-in inspection will be replaced at the resident's expense.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Periodically clean all window shades and mini blinds.</p> <p>Repair, replace, or reimburse the government for, any damaged window shades or mini blinds.</p>		<p>Determine if Resident is responsible for repair/replacement of shades/blinds.</p> <p>Repair/replace worn out shades/blinds as necessary.</p>

Note 28	Window Cleaning & Replacement	
<p><b>General:</b> Residents are responsible for cleaning all windows inside and out and replacing glass if broken through negligence or misuse.</p>		
<p><b>Resident Shall:</b></p>		<p><b>Government Shall:</b></p>
<p>Periodically clean all windows inside and out. <i>Contact the Local Housing Office for instructions on how to remove certain types of windows.</i></p> <p>Notify Housing Maintenance within 24 hours of a broken or cracked window (including storms).</p> <p>Temporarily seal window breaks or cracks with suitable material such as heavy cardboard, vinyl sheeting or wood until repairs are made.</p> <p>If the break or crack was caused by the resident/guest/pet due to misuse or negligence, reimburse the government for labor and material costs to repair/replace broken or cracked window or door glass. The Housing Office will instruct the resident of replacement procedures.</p>		<p>Determine responsibility of broken/cracked windows and charge the resident if appropriate.</p> <p>Replace/repair broken windows.</p> <p>Determine if the resident is responsible for replacement.</p>

**Appendix C**  
**Group Humboldt Bay Housing Forms**

**Forms Initiated by the Tenant are Italicized in Bold,**  
**Forms Initiated by the Housing Office are Underlined**  
**Forms Applicable to Tenants and Housing are Underlined in Bold Italics**  
**Contact Your Local Housing Office for Applicable Forms**

<b>Form Number</b>	<b>Form Name</b>	<b>Ver</b>
GRPHUMB-000	<u>Assignment Procedures Checklist</u>	01/08
GRPHUMB-001	<i><b>Self Help Project Work Order Request</b></i>	01/08
GRPHUMB-002	<i><b>Housing Complaint Form</b></i>	01/08
GRPHUMB-003	<i><b>Notice of Intent to Vacate</b></i>	01/08
GRPHUMB-004	<u>Quarters Inspection Checklist</u>	01/08
GRPHUMB-005	<u>Violation Notice</u>	01/08
GRPHUMB-006	<u>UPH Inspection Checklist (Used for normal inspections, not check-ins)</u>	01/08
GRPHUMB-007	<u>Barracks Inspection Checklist</u>	01/08
GRPHUMB-008	<u>Barracks Check-in Sheet</u>	01/08
GRPHUMB-009	<i><b><u>Pet Agreement</u></b></i>	01/08
GRPHUMB-010	<i><b>Preliminary Inspection Check-Off Sheet</b></i>	01/08
GRPHUMB-011	<i><b><u>Weapon and Vehicle Registration Form</u></b></i>	01/08
GRPHUMB-012	<i><b><u>Long Term Parking Request/Agreement</u></b></i>	01/08
GRPHUMB-013	<u>Insurance Facts For Residents</u>	01/08
GRPHUMB-014	<i><b>Guest Authorization Request</b></i>	01/08
GRPHUMB-015	<u>Occupancy Agreement</u>	01/08
GRPHUMB-016	<u>Acceptance of One Less Bedroom Entitlement</u>	01/08
GRPHUMB-017	<u>Assignment and Acceptance of Government Quarters</u>	01/08
GRPHUMB-018	<u>Carbon Monoxide (CO) Alarm Custody Form</u>	01/08
GRPHUMB-019	<u>Occupant Responsibilities</u>	01/08
GRPHUMB-020	<i><b><u>Resident Charges/Damages Worksheet</u></b></i>	01/08
GRPHUMB-021	<u>Record of Housing Investigation</u>	01/08
GRPHUMB-022	<i><b><u>Release From Mandatory Assignment to UPH</u></b></i>	01/08

**Appendix C**  
**Group Humboldt Bay Housing Forms**

GRPHUMB-023	UPH Furniture Agreement ( <b>Not currently used, ensure annotation on GRPHUMB-004 QUARTERS INSPECTION CHECKLIST</b> )	01/08
GRPHUMB-024	Environmental Health Disclosure Letter For Asbestos and Lead Paint ( <b>Not Currently Used, ensure completion of CG-6093 HAZMAT DISCLOSURE LETTER</b> )	01/08
GRPHUMB-025	<b><i>Home Business Request</i></b>	01/08
GRPHUMB-026	Environmental Health Disclosure Letter For PAHs and Benzene ( <b>Not Currently used-adopted from ISC Alameda Housing Office</b> )	01/08
GRPHUMB-027	<b><i><u>Self Help Equipment Issue</u></i></b>	01/08
GRPHUMB-028	<b><i><u>Waterbed Authorization</u></i></b>	01/08
GRPHUMB-029	<b><i>Absence From Quarters</i></b>	01/08
GRPHUMB-030	<u>Termination Procedures Checklist</u>	01/08
GRPHUMB-031	<u>Work Order Quality Assurance Survey</u>	01/08
GRPHUMB-032	<b><i><u>Member Contact Information</u></i></b>	01/08
GRPHUMB-033	<u>Relocation Procedures Checklist</u>	01/08
GRPHUMB-034	<b><i>Request For Release From Mandatory Assignment to MFH to Receive BAH</i></b>	01/08
GRPHUMB-035	<b><i>Barracks Berthing Request and Availability/Non-Availability Form</i></b>	01/08
MLCPAC(ph)-001	<b><i><u>Bedroom Requirement Waiver</u></i></b>	03/03
CG-6093	<u>Disclosure of Environmental Health Hazards in Coast Guard Housing</u>	06/06
	<u>Compact Fluorescent Bulb Addendum to Occupancy Agreement</u>	12/08

# HOUSING ASSIGNMENT PROCEDURAL CHECKLIST

*Instructions:* Complete this form while "In-Processing" new residents. Once all items are complete file this form in the resident's folder.

## Section I - General Information

Service Member's Name (Last, First, MI):		Quarters Assigned	Date Assigned:
<i>Housing Area:</i>	<i>Quarters Type:</i>	Branch of Service	Command
<input type="radio"/> Eureka <input type="radio"/> Fort Bragg	<input type="radio"/> 2 bdrm <input type="radio"/> 3 bdrm <input type="radio"/> 4 bdrm <input type="radio"/> UPH		Rotation Date

## Section II – Action Items    *All steps are necessary, however highlighted steps are critical*

Step	Action	Date Completed	Initials
1.	Received complete Housing Application, CG-5267 or DOD form 1746 and: ➤ Orders? <input type="radio"/> Yes <input type="radio"/> No, if no why ➤ BAH Dependency Form (CG-4170A, Navy Page 2, DEERS)? <input type="radio"/> Yes <input type="radio"/> No, if no why		
2.	Add Applicant to Waiting List ➤ Any "Special Needs" Family Members? <input type="radio"/> Yes <input type="radio"/> No Are they relocating from another MFH Area? <input type="radio"/> Yes <input type="radio"/> No   If yes, where? _____		
3.	Issue Assignment and Acceptance of Government Quarters (Form GRPHUMB-017)		
4.	Issue Notification of Assignment to Coast Guard Housing Feeder Sheet (Form CG-5267A)		
5.	Issue Member Contact Information (Form GRPHUMB-032)		
6.	Schedule Check-In inspection (Form GRPHUMB-004) Date/Time :		
7.	Issue Occupancy Agreement (Form GRPHUMB-015) & CFL Addendum		
8.	Issue copy Group Humboldt Bay's Housing Manual		
9.	Issue Insurance Facts For Residents (Form GRPHUMB-013)		
10.	Issue Environmental Hazard Letter and Information Booklets (CG6093 Hazmat Disclosure); advise tenant of location of Environmental Risk Assessment for site.		
11.	Issue Occupant Responsibilities (Form GRPHUMB-019)		
12.	Issue Pet Agreement (Form GRPHUMB-009) if applicable		
13.	Issue Acceptance of One Less Bedroom Entitlement (Form GRPHUMB-016) if applicable		
14.	Issue Waterbed Authorization (Form GRPHUMB-028) if applicable		
15.	Issue Vehicle/Firearms Registration (Form GRPHUMB-011)		
16.	Issue Long Term Parking Agreement and Key (Form GRPHUMB-012) if applicable.		
17.	Issue Carbon Monoxide Alarm Custody (Form GRPHUMB-018)		
18.	For DOD Members: Issue Copy of Inter-Support Agreement (ISA) for branch of service to member		
19.	<b>Stop BAH</b> , notify Servicing PERSRU by E-MAIL, carbon copy Housing CPO & LHO ➤ For DOD: Inform member to notify parent service using feeder sheet from step 4		
20.	Issue keys ➤ House and Mail Box <input type="radio"/> Yes <input type="radio"/> No ➤ Garage Door ( <i>where applicable</i> ) <input type="radio"/> Yes <input type="radio"/> No		
21.	Add Service Member to HMIS <u>To Include ERA information</u>		
22.	Add member information to Housing Matrix & Status board		
23.	Perform Check-In inspection ➤ Use GRPHUMB-006 (file original in resident's folder, copy to resident)		

Completed by: (*Housing Rep. Signature*)

Verified by LHO or LHM (*Initial and Date*)





Department of Homeland Security U.S. Coast Guard GRPHUMB-003 (Rev. 01/08)		<b>NOTICE OF INTENT TO VACATE GOVERNMENT OWNED OR LEASED QUARTERS</b>	
USE OF FORM: This form shall be submitted to the Local Housing Office at least 45 days in advance of your anticipated vacate date. Work orders will not be processed 45 days prior to termination of quarters unless an emergency exists. Please print legibly and complete all blocks.			
Name <i>(last, first, MI)</i>		Branch of Service	Rank
Current Quarters Address and Phone Number:		Bedroom Size:	Housing Type: <input type="radio"/> Government Owned Family Quarters <input type="radio"/> Unaccompanied Personnel Housing (UPH)
Current Duty Station and Phone Number:		New Duty Station:	
Departure Date:	Reason for Vacating: <input type="radio"/> PCS Transfer <input type="radio"/> Discharge/RELAD <input type="radio"/> Retirement		
Pack out Date:	<input type="radio"/> Other:		
	<input type="radio"/> Permissive relocation move to:		
Resident's Signature:			Date:

**Note: Residents are required to provide a copy of their Permanent Change of Station (PCS)/Retirement/Discharge orders with their date of detachment stipulated. Residents are not entitled to remain in quarters beyond their date of detachment. The Housing Office must receive any requests for an exception to this policy at least 60 days prior to detachment.**

<b>Inspection Dates:</b> The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit at the dates and times indicated below. Any change to these dates must be cleared through the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or discharge date.	
Pre-Check Out Inspection Time and Date:	Final Inspection Time and Date:
Resident Signature:	Date:
Housing Representative Signature:	Date:

# RESIDENT RESPONSIBILITIES

I have received a copy of the Preliminary Inspection Check-Off Sheet. It is my responsibility to comply with all cleaning requirements. Failure to comply may result in delaying my departure or my being charged for custodial services.

I am responsible for damages or missing equipment in my unit. I understand my financial obligations to resolve such situations prior to my departure. There are three options for repairing/replacing damaged/missing items:

1. I may repair/replace the item(s) myself.
2. I may hire a contractor to accomplish the repair/replacement.
3. I may pay the U.S. Coast Guard for the repair/replacement.

If I choose options 1 or 2, I understand the repair/replacement must pass the government's inspection. If I choose option 3, payment can be in the form of either a cashier's check or money order made payable to the "**United States Coast Guard**", or I can choose a voluntary deduction from my pay using DD Form 139. Cash or personal checks are not accepted.

If I am a pet owner, I understand it is my responsibility to exterminate fleas in my yard and unit. At the time of vacating, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I will be held financially responsible for an adequate extermination. ***I am aware if any lingering pet odors or pest infestations caused by my pet(s) are detected within 60 days of my final inspection, I may be held financially responsible for eliminating the problem(s).***

Termination of quarters is completed when I have met all the cleaning requirements and all damages (if applicable) are resolved.

---

## IMPORTANT NOTES TO REMEMBER

1. Allow yourself at least three (3) days after your movers leave to clean your quarters.
2. All personal items must be removed from your quarters before the final inspection. This includes any self-help equipment borrowed.
3. All trash, boxes, garbage and hazardous waste materials must be removed before your final inspection.
4. All carpets must be steamed cleaned. If carpeted areas are excessively dirty, a professional cleaner should be hired. ***Final inspections will not be done on wet carpets.*** It is your responsibility to plan ahead. Please note: It is sometimes difficult to determine at the pre-inspection whether carpet stains will come out. Many factors determine how well carpets will come clean, what was spilled, how long has it been there, etc. The Housing Office cannot answer these questions or decide for you what may work best. The decision whether to have stained carpets cleaned first, to see if the stain(s) would come out, is yours only. Having the carpet cleaned ***will not*** absolve you from any possible monetary charges, if at the final inspection stains

## RESIDENT RESPONSIBILITIES (continued)

4. cont.) are still apparent. No deductions or “credit” for labor, or money spent, will be removed from any bill the government assesses. It is very important to find out from the Housing Inspector at the pre-inspection how much stained carpet may need to be replaced in order to match the surrounding area. This should assist you in making your decision.
5. Have all keys to the quarters and mailbox available to give to the Housing Inspector. Any missing keys could result in a monetary charge.
6. Have cleaning materials on hand for your final inspection to include mop, broom, brush, degreaser, glass cleaner, paper towels, scrub pads, rags or sponges. These items will come in handy if you do not pass your first inspection. It is the responsibility of the Resident to acquire the necessary equipment and cleaning items needed for their Final Inspection.
7. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office cannot mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you.
8. Equipment for lawn care and other self-help items are available on a “first come, first served” basis. Please plan ahead and don’t rely on self-help for services.
9. Do not allow movers to drive onto grass during your pack out. Damages to grounds by movers will be your responsibility.
10. You are required to be present at the final inspection. A Power-of-Attorney will be required for spouses who stand in for service members unavailable due to emergency situations.
11. If something comes up and you cannot make the final inspection date, please contact your Local Housing Office immediately. Remember your entitlement to BAH is dependent on a successful and complete Final Inspection.

I have read the above and fully understand my obligations.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FAMILY/ UPH QUARTERS INSPECTION CHECKLIST

CG GROUP Humboldt Bay

Name & Rank of Service Member:	Command:	Date of Inspection:
Quarters Address & Phone Number:	Type of Inspection:	No. of Bedrooms:
	<input type="radio"/> Check-In <input type="radio"/> Annual <input type="radio"/> Pre-Final <input type="radio"/> Just Cause <input type="radio"/> Final <input type="radio"/> Fire/Safety	1 2 3 4
		<input type="radio"/> Eureka <input type="radio"/> Fort Bragg

**Items to be Inspected:** *Instructions: All rooms are designated in clock-wise direction, upon entering at the front door on 1<sup>st</sup> floor, standing at the top of stairs on a 2<sup>nd</sup> floor. Use condition codes at bottom of form. Use Remarks Block for additional comments.*

GARAGE/SHED		LAUNDRY ROOM		KITCHEN/ DINING ROOM		BEDROOM	Condition Bedroom Number			
Item	Con- dition	Item	Con- dition	Item	Con- dition	Item	1	2	3	4
Ceiling		Washer (UPH)		Dining Table (UPH)		Bed (UPH)				
Walls		Dryer (UPH)		Dining Chairs (UPH)		Nightstand (UPH)				
Shelving		Ceiling		Floor Lamp (UPH)		Table Lamp (UPH)				
Concrete Floors		Walls		Microwave (UPH)		Desk/ Armoire (UPH)				
Windows		Baseboards		Ceiling		Ceiling				
Screens		Floors		Walls		Walls				
Blinds		Windows		Baseboards		Baseboards				
Light Fixtures		Screens		Floors		Floors				
Electric Outlets		Blinds		Windows		Windows				
Doors		Light Fixtures		Screens		Screens				
Garage Door		Electric Outlets		Blinds		Blinds				
Trash Can		Plumbing Fixtures		Cabinets		Light Fixtures				
Recycling Bins		Lint build-up		Counter Tops		Electric Outlets				
Other:		Door		Range / Oven		Ceiling Fan				
		Other:		Vent/Fan		Closets				
				Refrigerator		Doors				
HEATER SPACE		LIVING ROOM				BATHROOM	Condition Bathroom Number			
Wiped Down?		Chair (UPH)		Sink Area/garbage disposal		Item	1	2	3	
Fire Hazards?		Couch (UPH)		Dishwasher		Ceiling				
Other:		Loveseat (UPH)		Light Fixtures		Walls				
		End Table (UPH)		Electric Outlets		Baseboards				
EXTERIOR AREA/MISC.		Coffee Table (UPH)		Doors		Floors				
Entry Door		Ceiling		Fire Extinguisher		Windows				
Door Bell		Walls		HALLWAY/STAIRS		Screens				
Exterior Lights		Baseboards		Item	1	2				
Siding		Floors		Ceiling			Blinds			
Patio/Yard		Windows		Walls			Light Fixtures			
Balcony		Screens		Baseboards			Electric Outlets			
Exterior Woodwork		Blinds		Floors			Commode			
Unit Keys		Traverse Rods		Windows			Tub/Shower			
Mailbox Keys		Light Fixtures		Screens			Medicine Cabinet			
Garage Door Opener		Electric Outlets		Blinds			Sink Area			
Housing Manual		Doors		Light Fixtures			Cabinets			
CO Detector(s):		Fireplace		Electric Outlets			Towel Rods			
Escape Ladder		Other		Doors			Soap Dish			
Smoke Detector				Stairs/Railings			Vent / Fan			



Department of Homeland Security  
U.S. Coast Guard  
GRPHUMB-005  
(Rev. 01/08)

# VIOLATION NOTICE

## CG Group Humboldt Bay Housing Office

All residents are required to abide by the regulations outlined in the Coast Guard Housing Manual and Group Humboldt Bay ORG Manual. This form is being issued to notify you of a violation to housing policy.

Service Member's Name <i>(last, first, MI)</i>	Command:	Date:
--	----------	-------

Quarters Address:	Area: <input type="radio"/> Front Yard <input type="radio"/> Front Porch <input type="radio"/> Back Yard <input type="radio"/> Patio Area <input type="radio"/> Driveway <input type="radio"/> Side Yard <input type="radio"/> Other:
-------------------	--

### NOTICE TO RESIDENT OF VIOLATION

An inspection of your housing area was conducted today. The following item(s) were found to be a violation of our housing policy. To assist us in maintaining the housing areas in a satisfactory condition for everyone, it is requested you complete this form by specifying the actions you have taken to correct the described violation.

**Sign the bottom of this form and return it to the Housing Office no later than:**

[   ]	[   ]	[   ]
<b>Day</b>	<b>Month</b>	<b>Year</b>

Should your response not be received at the Housing Office by the date specified, a second violation notice will be sent to you at your command via your Commanding Officer

- |   |   |
|---|---|
| <input type="radio"/> Clean up trash enclosure area<br><input type="radio"/> Mow/edge grass <input type="radio"/> Water grass<br><input type="radio"/> Trim hedges/bushes<br><input type="radio"/> Clean up animal feces<br><input type="radio"/> Dispose of packing/crating material<br><input type="radio"/> Promptly place waste receptacles in proper area within 24hrs of trash pickup | <input type="radio"/> Improperly stored personal items <i>(i.e. toys/patio furniture)</i><br><input type="radio"/> Vehicle parked in unauthorized area<br><input type="radio"/> Vehicle not registered/licensed - <b>Remove from housing</b><br><input type="radio"/> Remove boat/trailer/camper/RV from Housing area<br><input type="radio"/> Other: |
|---|---|

Your cooperation in maintaining the Housing Area is greatly appreciated. You may contact a Housing Representative if you have questions regarding this violation notice.

Housing Representative's Signature:	Date:
-------------------------------------	-------

### -Resident's Declaration of Action Taken

Service Member's Signature:	Date:
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### Housing Office Use Only

Unit Re-inspected by (Housing Representative's Signature):	Date:
--	-------

Action taken: <input type="radio"/> Violation rectified <input type="radio"/> Violation not rectified – Notify LHO	Comments:
---	-----------

## UPH INSPECTION CHECKLIST

Unit Address:

Time/Date/Type of Inspection:

- Weekly     Check -In     Just Cause  
 Monthly     Check-Out     Re-Inspect

Rank & Name of Resident:

1

Rank & Name of Resident:

2

Rank & Name of Resident:

3

Rank & Name of Resident:

4

*Instructions:* Complete Section I & Common Areas in Section II for routine inspections. Indicate resident by corresponding number, normally the Master Bedroom is No 1. If inspection result is 'Fail' or 'Action', the inspector shall leave copy of report in UPH. Resident(s) must rectify all discrepancies within one workday.

### Section I –Room Inspection

#### Resident 1

No	Inspection Item	Good	Fail	Action
A.	Vacuum Carpet			
B.	Empty Trash			
C.	Clean furniture			
D.	Clean all surfaces			
E.	Clean Desk			
F.	Properly stow gear			
G.	Clean doors			
H.	Clean window			
I.	Clean trash can			
J.	Use trash can liner			
K.	Make rack			
L.	Other (See Remarks)			

#### Resident 2

No	Inspection Item	Good	Fail	Action
A.	Vacuum Carpet			
B.	Empty Trash			
C.	Clean furniture			
D.	Clean all surfaces			
E.	Clean Desk			
F.	Properly stow gear			
G.	Clean doors			
H.	Clean window			
I.	Clean trash can			
J.	Use trash can liner			
K.	Make rack			
L.	Other (See Remarks)			

#### Resident 3

No	Inspection Item	Good	Fail	Action
A.	Vacuum Carpet			
B.	Empty Trash			
C.	Clean furniture			
D.	Clean all surfaces			
E.	Clean Desk			
F.	Properly stow gear			
G.	Clean doors			
H.	Clean window			
I.	Clean trash can			
J.	Use trash can liner			
K.	Make rack			
L.	Other (See Remarks)			

#### Resident 4

No	Inspection Item	Good	Fail	Action
A.	Vacuum Carpet			
B.	Empty Trash			
C.	Clean furniture			
D.	Clean all surfaces			
E.	Clean Desk			
F.	Properly stow gear			
G.	Clean doors			
H.	Clean window			
I.	Clean trash can			
J.	Use trash can liner			
K.	Make rack			
L.	Other (See Remarks)			

### Special Instructions (Check appropriate block)

**Action**

Mandatory meeting with the MAA/LHO/LHR. *Indicate time, date & place:*

Re-inspection scheduled. *Indicate time and date:*

Mandatory meeting with Member's Supervisor/Command representative. *Indicate date, time and place:*

**Section II** Applicable to all Residents. Use condition codes at bottom of form. Use Remarks Block for additional comments, i.e. N1", N2, C3, D4.

GARAGE / SHED		LAUNDRY ROOM		KITCHEN / DINING ROOM		BEDROOM Check-in/out only	Condition Bedroom #							
Item	Con- dition	Item	Con- dition	Item	Con- dition	Item	1	2	3	4				
Ceiling		Ceiling		Ceiling		Ceiling								
Walls		Walls		Walls		Walls								
Shelving		Baseboards		Baseboards		Baseboards								
Concrete Floors		Floors		Floors		Floors								
Windows		Windows		Windows		Windows								
Screens		Screens		Screens		Screens								
Blinds		Blinds		Blinds		Blinds								
Light Fixtures		Light Fixtures		Cabinets		Light Fixtures								
Electric Outlets		Electric Outlets		Counter Tops		Electric Outlets								
Doors		Plumbing Fixtures		Range / Oven		Smoke/Fire Alarm								
Garage Door		Lint build-up		Vent / Fan		Closets								
Trash Can		Doors		Refrigerator		Doors								
Recycling Bins		Washer		Sink Area		<b>BATHROOM</b> 1 is the Master Bath	<b>Condition</b> Bathroom #							
<b>HEATER SPACE</b>		Dryer		Dishwasher										
Wiped Down?		Other		Light Fixtures		Item	1	2	3					
Fire Hazards?		<b>LIVING ROOM</b>		Electric Outlets		Walls								
<b>EXTERIOR AREA / MISC.</b>		Ceiling		Doors		Baseboards								
Entry Door		Walls		Fire Extinguisher		Floors								
Door Bell		Baseboards		Table		Windows								
Exterior Lights		Floors		Chairs		Screens								
Siding Glass Door		Windows		<b>HALLWAY / STAIRS</b>		Light Fixtures								
Patio / Balcony		Screens		Ceiling		Electric Outlets								
Exterior Woodwork		Blinds		Walls		Blinds								
Lawn		Traverse Rods		Baseboards		Cabinets								
Debris		Light Fixtures		Floors		Vent / Fan								
Other:		Electric Outlets		Windows		Commode								
		Doors		Screens		Tub/Shower								
<b>Bedroom Furniture</b>		<b>Living Room Furniture</b>		Blinds θ Shades θ		Medicine Cabinet								
Bed		Couch		Light Fixtures		Sink Area								
Dresser		Chairs		Electric Outlets		Towel Rods								
Desk		Table		Doors		Soap Dish								
Lamp		TV		Stairs/Railings		Doors								
Trash Can				Smoke Alarm		Ceiling								
				Other:		Other:								
<b>Condition Codes:</b>	<b>WT</b> Wear/Tear	<b>G</b> Good	<b>D</b> Dirty	<b>CH</b> Chipped	<b>SR</b> See Remarks	<b>B</b> Burned	<b>N</b> Needs	<b>IO</b> Inoperative	<b>R</b> Repair	<b>P</b> Paint	<b>T</b> Torn	<b>NA</b> Not Applicable	<b>C</b> Clean	<b>S</b> Stain
Remarks														
Inspector Signature:							Resident Signature (check-in/out only):							

## BARRACKS INSPECTION CHECKLIST

*Group Barracks*

Rank & Name of Resident:	Room No.	Time/Date:
Rank & Name of Resident:	Type of Inspection	
	<input type="radio"/> Scheduled <input type="radio"/> Check -In <input type="radio"/> Just Cause <input type="radio"/> Other: <input type="radio"/> Check-Out <input type="radio"/> Re-Inspect	

**Instructions:** Complete this form for all inspections. For Check-In/Out inspections complete Section II & BEQ/UPH Check-In/Out form, GRPHUMB - 008. If inspecting a two-resident room indicate resident by corresponding number. If inspection result is 'Fail' or 'Other', leave copy of report in resident's room. Resident(s) must rectify all discrepancies within one workday.

### Section I - Inspection Items

Resident 1					Resident 2				
No	Inspection Item	Good	Fail	Action	No	Inspection Item	Good	Fail	Action
A.	Vacuum Carpet				A.	Vacuum Carpet			
B.	Empty Trash				B.	Empty Trash			
C.	Clean furniture				C.	Clean furniture			
D.	Clean all surfaces				D.	Clean all surfaces			
E.	Clean refrigerator				E.	Clean refrigerator			
F.	Properly stow gear				F.	Properly stow gear			
G.	Clean doors				G.	Clean doors			
H.	Clean window				H.	Clean window			
I.	Clean trash can				I.	Clean trash can			
J.	Use trash can liner				J.	Use trash can liner			
K.	Make rack				K.	Make rack			
L.	Clean microwave				L.	Clean microwave			
M.	Other (See Remarks)				M.	Other (See Remarks)			

**Special Instructions** (Check appropriate block)

1	2	Action
		Mandatory meeting with the MAA? <i>Indicate time, date &amp; place:</i>
		Re-inspection scheduled. <i>Indicate time and date:</i>
		Mandatory meeting with Member's Supervisor? <i>Indicate time, date and place:</i>
		To find location of cleaning gear contact the MAA
		If check-in/out inspection has BEQ Check-In/Out form, GRPHUMB -008 been completed? <input type="radio"/> Yes <input type="radio"/> No

### Section II – Check- In and Out Only

Resident		Resident		Condition Codes:			
Item	Condition	Item	Condition	WT	Wear/Tear	T	Torn
Locker		Locker		IO	Inoperative	C	Clean
Desk		Desk		G	Good	S	Stain
Trash Can		Trash Can		R	Repair	B	Burned
Refrigerator		Refrigerator		D	Dirty	N	Needs
Bed		Bed		P	Paint	SR	See Remarks
Dresser		Dresser		CH	Chipped	NA	Not Applicable

**Remarks**

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Inspectors Signature:	<i>Resident's Signature (Check-in/Out Only)</i>
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## BARRACKS CHECK-IN/OUT FORM

<b>Type</b>	<input type="radio"/> <b>Check-In</b> Complete Parts I, II, III, VI	<input type="radio"/> <b>Check-Out</b> Complete Parts IV, VI	<b>Part I - Quarters Assigned / Departing</b>	
	<input type="radio"/> <b>TEMP/TAD</b> Complete Parts I thru VI <small>*indicates not applicable</small>		Barracks	BEQ Room # Assigned:

### Part II - Personal /Command Data

Name (Last, first, MI):	Rank	Emplid	Duty Station
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### Part III - Check-In

Date Assigned to Barracks:	Rotation/Departure Date:	Date of Birth (DD/MM/YY):	Inspector Name:
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Item	Action	Yes	No
Σ	Linen Issued: 1-Blanket o; 1-Pillow case o; 2-Sheets o; 1-Bed Spread o		
	Barracks Room key # Issued:		
	Barracks Instruction Issued		
<input checked="" type="checkbox"/>	Barracks Inspection Checklist GRPHUMB-007 Done?		
λ	Extra storage needed?		
\$	PERSRU notified to stop/change BAH?		

### Part IV - Check-Out

Date Departed:	New Unit/Forwarding Address:
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Item	Action	Yes	No
Σ	Linen Returned: 1-Blanket o; 1-Pillow case o; 2-Sheets o; 1-Bed Spread o		
	Barracks Room key # Returned: UPH key # Returned:		
	Barracks Instruction, Returned?*		
λ	Extra storage areas cleared?*		
	Change of Address Card completed?*		
	Phone & TV Service terminated?*		
<input checked="" type="checkbox"/>	Barracks Inspection Checklist GRPHUMB-007 Done?		
\$	Charge for Damages?		
\$	PERSRU notified to start BAH?		

### Part V - Temp Check-In/Out (Barracks BEQ Only)

Type of TAD: o-Medical o-Legal/Discipline o-Discharge o-School o-Awaiting Ship o-Afloat o-Reserve o-Aux	
Estimated Departure Date:	Amplifying info on Reverse? o-Yes o-No

### Part VI - MAA/HR and Resident's Signature

<i>Check-In</i>	MAA/HR Signature/date:	Resident's Signature/date:
<i>Check-Out</i>	MAA/HR Signature/date:	Resident's Signature/date:

# PET AGREEMENT

*CG Group Humboldt Bay*

<b>Section I</b> Resident Information	1. Resident's Name ( <i>Last, First, MI</i> ):	2. Rank:	3. Resident's Permanent Duty Station	
	4. Housing Area ( <i>check one</i> ): <input type="radio"/> Eureka <input type="radio"/> Fort Bragg	5. Resident's Address ( <i>No. Street/Apt No, Home Phone</i> ):		

<b>Section II</b> Type of Pet	6. Type of Pet ( <i>i.e. Dog, Black Lab / Cat, brown/white mix</i> )	7. Animal's Name	8. License/Exp Date	9. Sex	10. Age
	1.				
	2.				
	Other Animals:				

### Section III – Terms and Conditions

By submitting this document I am requesting permission to maintain the above described pet(s) in my assigned government quarters. I have read and agree to abide by the pet regulations stipulated in the Group Humboldt Housing Manual, and any additional regulations listed below.

1. I am allowed a maximum of two dogs, **or** two cats, **or one of each**, which I have identified in Section II above.
2. I am allowed a **reasonable** number of other pets, such as caged birds, fish, hamsters, and the like, maintained in my home. The reasonable number will be determined by each Housing Office and will be based on factors such as: type and size of unit, number of family members, conditions at site, impact on neighbors, etc.
3. I understand that pets, regardless of type, shall be under positive control at all times when outside of my residence.
4. I will ensure that all my animals will wear an identification tag and be licensed with the local animal authority as required by law. I understand that animals without tags may be impounded by local animal control officers, and that any animal found loose will result in the local animal control office being called to remove it from the housing area.
5. I understand that repeated complaints of my animals left unsupervised, or not under positive control, may result in my pet and/or housing privileges being revoked.
6. I will maintain the areas where my pets are kept (both indoors and outdoors) in a sanitary condition **at all times**. **It is mandatory** for me to clean up after my pets, immediately, on-the-spot, anytime outside of my yard. I realize that failure to do so may result in my pet and/or housing privileges being revoked.
7. I will ensure my pet(s) shall not be a public hazard or nuisance and will be under control at all times. I understand if my animal bites or menaces a person, I will be ordered to permanently remove my pet from the housing area within five days and I may lose my pet privilege.
8. I understand the breeding/raising of animals of any species is prohibited. I am aware accidental litters, which would exceed the total number of two (2) pets, must be removed by the age of 10 weeks.
9. I understand my pets are not to be left in my quarters or fenced yard unattended while I am away. I understand that even though I may have someone care for my pet(s) in my absence, I am still fully responsible for my pet(s) and their actions. I understand I am required to notify the Housing Office with the name and phone number of the pet guardian prior to my departure.
10. I understand it is my responsibility to exterminate fleas in my yard and in my unit. At the time I vacate my assigned quarters, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I understand I will be held financially responsible for an adequate extermination. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.
11. I understand a random yearly pet/house cleanliness inspection will be performed at my quarters by the Housing Office staff. I also understand "just cause" inspections may be conducted at any time.

### Section IV – Agreement/Acknowledgement

Should any damage occur as a result of my pet's actions, the Housing Authority has my permission to restore my quarters and charge me the costs incurred. I agree to immediately pay these costs and in the event I fail to do so, the Housing Authority has my permission to place a pay adjustment authorization against my pay for the restoration cost. By signing this document I agree to abide by all regulations stipulated. I understand the Housing Authority reserves the right to revoke my pet privilege or my privilege to reside in government quarters for failing to abide by any of these regulations.

Resident's Signature:	Date:
Housing Office Representative's Signature	Date:

**HOUSING PRELIMINARY INSPECTION CHECK-OFF SHEET**  
*GROUP HUMBOLDT BAY*

*Instructions.* The items contained on this sheet must be accomplished prior to your final inspection. For your convenience, a space has been provided for your use to check off each item as you complete it. Personnel assigned to UPH/UPLH should contact their Housing Representative regarding items on this list that may need to be modified.

**Section I - General Information**

Resident Name:	Pre-Check Out Inspection Date:	Check Out Inspection Date
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	<i>Item</i>	<i>Action</i>	<i>Done</i>
<b>KITCHEN AREA</b>	<i>Cabinets/ Drawers</i>	Clean all cabinets and drawers thoroughly, inside and out. Remove all fingerprints, grease and sticky substances. Clean shelving, removing all dust, food crumbs, litter, etc. Remove all personal paper liners from drawers and shelves. Remove shelf paper.	
	<i>Counter Tops and Sink</i>	Remove all fingerprints, grease and sticky substances. Remove soap residue from sink. Polish all chrome fixtures with a SOS scouring pad (or equal). Make sure garbage disposal does not have remains of food in it. Remove all stains.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out. Hood should be completely free of grease. Disconnect or turn off the power switch to the fan in order to clean fan blades. Replace bulb if burned out. Do not use oven cleaner on hood or any aluminum parts as it will damage the enamel paint finish and ruin the parts. Clean all vents.	
	<i>Gas Range &amp; Electric Range</i>	Clean sides and back of range, sides of cabinets and floor under range. Care must be taken not to pull range out too far to prevent damage to the gas line, electrical cord or floor. Remove all top burner grills, drip-pans, oven racks and broiler pans and clean. Lift the range top and clean outside edges, top, underside and bottom, removing all burned matter and grease. <b>STOVE MUST BE COMPLETELY GREASE FREE.</b> Clean boiler pan, or replace. Clean drawer.	
	<i>Refrigerator</i>	Carefully move the refrigerator away from the wall to clean the exterior of the unit, including top, and floor below. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all trays and racks in warm water and detergent. Clean all interior surfaces, including rubber gasket, removing all trapped food particles, spills or mildew. Pull out drain pan and empty/clean. Suggest baking soda be placed in refrigerator/ freezer. <b>LEAVE REFRIGERATOR PLUGGED IN AND ON SETTING #2.</b>	
	<i>Dishwasher</i>	Clean entire unit inside and out including rubber door gasket and louvers. Remove all food particles and soap residue. Remove plate from bottom of dishwasher, clean out, and replace.	
	<i>Microwave (if furnished)</i>	Thoroughly clean inside and outside of microwave to remove grease and stains. Clean screens behind louvers.	
<b>BATHROOM(S)</b>	<i>Tubs, Tiles &amp; Showers</i>	Clean bathtub, tiles, and shower doors & tracks. No soap film, mildew, sediment or stains can be left in tub, on walls or shower doors. Do not use abrasive cleaner if you have a fiberglass tub. Polish all chrome fixtures with a SOS scouring pad (or equal). Remove scale, old caulking. Re-caulk around tub (seek Housing assistance if necessary).	
	<i>Exhaust Fan(s)</i>	Turn off main power to fan at circuit breaker box. Remove fan cover and clean blades, frame and housing. Use extreme caution to prevent water or cleaner from entering motor. Replace cover. <b>DO NOT DISASSEMBLE.</b>	
	<i>Sinks, Mirrors &amp; Counter Tops</i>	Remove all fingerprints, stains and soap residue. Polish all chrome fixtures with a SOS scouring pad (or equal). Clean out sink(s). There should be no stains on counter top or in sink. Mirrors should be clean and spot free.	
	<i>Medicine Cabinet</i>	Clean and disinfect inside and outside frame. Remove shelves, wash and reinstall. Clean mirror front to remove all stains, water spots and streaks.	
	<i>Toilets</i>	Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Clean toilet seat, lid and underneath rim. Remove all additives from water. Tighten toilet seat.	
	<i>Heat Lamp (if applicable)</i>	If heat lamp is burned out, it must be replaced with another heat lamp NOT a regular light bulb.	

*(Continued on Page 2)*

	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>ALL INTERIOR ROOMS</b>	Floors	<b>Sheet Vinyl/Floor Tiles:</b> Remove all dirt, wax and scuff marks (strong TSP solution works good). Pay special attention to corners and along metal strips. Do not use excessive amount of water on floors. DO NOT WAX. Clean baseboards and all trim. <b>Carpets:</b> All carpets must be steamed cleaned. <b>If carpeted areas are excessively dirty, a professional cleaner should be hired. Final inspections will not be done on wet carpets.</b> It is the responsibility of the resident to plan ahead. <b>Hardwood Floors:</b> Sweep & remove any marks as directed. Don't use water on floors.	
	Walls and Ceilings	Walls and ceilings must be washed in preparation for painting. Pay particular attention to the kitchen and bathroom walls. TSP or ammonia/water mixture is effective. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse/wash walls thoroughly. Special attention to kitchen walls must be paid; remove all grease and food spatters. Remove all nails, picture hangers and hooks from walls. Do not remove plastic anchors from walls. You will be advised whether or not to patch. Remove all marks, handprints and cobwebs from walls and ceilings. If the walls are excessively dirty beyond normal wear and tear the resident will be required to repaint entire room with matching color and type of paint. Thoroughly clean all electrical plate covers, baseboards and all trim. Fill all nail holes. Return wall color to original CG White.	
	Woodwork	Clean all doors and door frames and woodwork throughout unit. All grease, sticky substances and fingerprints must be removed from cabinets, drawers, doors and hand railings. Remove all nails/tacks. Clean door tracks of sliding closet doors.	
	Windows	Wash all windows, inside and out, ledges, casings and window tracks. Some windows can be removed to clean both sides (ask your inspector). Opposite windows can be washed down with a squeegee. Remove and wash both sides of window screens and vertical/mini-blinds and reinstall. All windows should be free of streaks.	
	Decals and Tape	All decals, tape and sticky residue must be removed. Rubber decals in bathtubs and shower stalls must also be removed.	
	Light Fixtures	Remove, clean and re-install all light covers. Clean light fixtures to remove dust, dirt and marks. Replace any missing or burned out light bulbs with a maximum wattage of 60W. It is the responsibility of the resident to purchase light bulbs.	
	Patio Doors	Clean glass and screen door, doorframe and door track. All areas should be free of dirt, including the corners. Any damage done by pets to the glass or screen door is subject to a monetary charge.	
	Furnace & Hot Water Heaters and Vents	Clean furnace and hot water heater area. Replace the air return filters throughout the unit. All vents must be dust free. Vent covers can be removed and run through the dishwasher. Clean outside dryer vent (if accessible). If dryers are furnished, clean along the edges and around the lids of both. Clean filter in dryer. Remove/replace furnace filter.	
	Detectors	Clean and test smoke and CO detectors. Replace batteries if needed.	
	Fireplace	Remove ashes and clean. Brush down walls with stiff brush and remove soot. Polish any fireplace equipment.	
<b>EXTERIOR</b> (if applicable)	Garbage Cans, Recycle Bins, & Garbage	Garbage cans and recycling bins must be cleaned, washed out with a disinfectant and placed in storage area/garage. All trash and garbage must be removed from premises prior to final inspection. Bags, boxes, and discarded items are not to be left in garage, carport, or common areas. Remove all haz-mat (i.e. electronics, paints, chemicals).	
	Lawn/Garden Areas	Lawns must be watered, mowed, weeded, edged and policed for paper or debris (including pet feces). Garden areas and flowerbeds must be cultivated and weeds removed. All weeds/grass must be removed from patio/garbage enclosure areas. Water lawn sufficiently so grass is green. Cultivate and re-seed all bare areas and fill all holes. Pet damage to grounds is the responsibility of the resident. Driveways, sidewalks and curbs must also be weeded. Trim all shrubs and bushes if required. Remove old satellite dish if present. Leave post and any wiring.	
	Garage, Stalls & Driveways	Garages, driveways and parking stalls must be free of any fresh oil stains and all debris. Wash down all concrete walkways.	
	Walls, Doors and Light Fixtures	Wash down all exterior walls and doors, front and back, including doorframes. Clean fingerprints and remove cobwebs. Clean outside light covers & replace burnt out bulbs.	
	Storage Sheds	Outside storage sheds must be emptied, swept and washed out. Clean exterior.	
Personal Structures and Additions	Any structure or addition you have installed, or placed on the premises, must be removed prior to the final inspection, unless prior approval is received (i.e. metal storage sheds, fences, awnings, etc.). Restore any damaged grounds as required.		

(Continued on Page 3)

	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>OTHER INFORMATION</b>	<i>Residents With Pets</i>	It is the responsibility of any pet owner to exterminate fleas in their yard and unit. At the time of vacating, you will ensure there is no flea infestation. <b><u>If fleas are not properly/adequately exterminated, you will be held financially responsible for an adequate extermination. Any lingering pet odors or pest infestations detected within 60 days of your final inspection may result in monetary charges against you to eliminate the problem(s).</u></b>	
	<i>Keys/Garage Door Opener</i>	All keys and garage door openers must be turned in to the Inspector at final inspection.	
	<i>Communicate</i>	Call attention to any repair work that has not been completed by the Housing Maintenance Contractor. Alert the Housing Representative to any problems you may be aware of either in the unit or the neighborhood.	
	<i>To Do's</i>	<ul style="list-style-type: none"> <li>o Change of Address To Postal Service? <span style="float: right;">o Stop Newspaper Delivery?</span></li> <li>o Turn off Telephone Service?</li> <li>o Turn off Cable TV Service?</li> </ul>	
	<i>The Final Inspection</i>	<ol style="list-style-type: none"> <li>1. Allow yourself at least three (3) days to clean your quarters after you pack out.</li> <li>2. All personal items must be removed from quarters before final inspection.</li> <li>3. All trash, boxes, garbage and hazardous waste materials must be removed before final inspection.</li> <li>4. Have cleaning materials on hand for your final inspection to include mop, broom, brush, degreaser, glass cleaner, paper towels, rags or sponges. These items will come in handy if you do not pass your first inspection.</li> <li>5. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office can not mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you.</li> <li>6. Equipment for lawn care and other self-help items are available on a "first come, first served" basis. Please plan ahead and don't rely on self-help for services.</li> <li>7. <b>Do not allow movers to drive onto grass during your pack out.</b></li> <li>8. The service member is required to be present at the final inspection. Power-of-Attorney will be required for spouses who stand in for service members unavailable due to emergency situations.</li> <li>9. If something comes up and you can not make the final inspection date, please contact your Local Housing Office immediately. Remember, your entitlement to BAH depends on a successful and complete Final Inspection.</li> </ol>	

# WEAPON AND VEHICLE REGISTRATION FORM

*Instructions:* This form is used to register vehicles and weapons with the Local Housing Office. Please complete Section I-III, providing all requested information.

## Section I - General Information

Service Member's Name (Last, First, MI):	Rank	Command
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Quarters Type: <input type="radio"/> Family <input type="radio"/> UPH/BEQ	Quarters Assigned (Street, Apt #, Home Phone Number)
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## Notification/Authorization for Weapons/Firearms(s) in Coast Guard Housing (Negative Replies Are Required)

	Type/Brand	Gauge/Caliber	Model #	Serial #	Permit # w/ State
Section II					

**Certification:** It is mandatory all housing residents register their weapons with the Housing Office during their occupancy in government quarters. Weapons are defined as (but not limited to): Firearms, BB and pellet guns, paintball guns, hunting knives, switchblade knives, swords, bows and arrows. You swear that the weapons listed above are the only weapons in your residence. If you have listed "NONE", you swear there are no weapons in your residence. If your weapon status changes, you will notify the Housing Office in writing immediately upon acquiring the weapon(s). You understand that by submitting false information, you are subject to administrative and/or judicial punishment. It is understood if you, or your family members, are found guilty of discharging any firearm within or near government owned/leased housing you will be subject to eviction. You will ensure that your firearm/weapon is stored in accordance with California laws while in government quarters. You understand you are required to comply with all applicable Federal, State and local laws, including Group Humboldt Bay SOP. This includes the Lautenberg Amendment. (LA) (Enclosure 3), which will be fully enforced by Group Humboldt Bay Command. In accordance with the LA you hereby certify that you have never been convicted of a misdemeanor crime of domestic violence.

## Vehicle Registration (Includes Boats, Recreation Vehicles and Campers) (Negative Replies Are Required)

	Make/Model	Year	Color	Decal Number/Expiration Date/Issuing Command	License & State
Section III					

**Certification:** All vehicles owned by residents must have a valid state registration. **Unregistered, abandoned, improperly parked and inoperable vehicles are not allowed in the housing area.** All residents are required to follow established command/housing procedures for correctly using, stowing, and protecting privately owned vehicles.

Signature of Service Member:	Date:
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Housing Representative Signature:	Date:
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# LONG TERM PARKING REGISTRATION FORM

*Instructions:* This form is used to register vehicles and weapons with the Local Housing Office. Please complete Section I-III, providing all requested information.

## Section I - General Information

Service Member's Name (Last, First, MI):		Rank	Command
Quarters Type: <input type="radio"/> Gov't <input type="radio"/> Economy	Home Address(Street, Apt #, Home Phone Number)		

## Section II Vehicle Registration

Spot	Make/Model	Year	Color	Decal Number/Expiration Date/Issuing Command	License & State

**Certification:** All vehicles parked in long term parking must have a valid state registration. Unregistered, abandoned, improperly parked and inoperable vehicles are not allowed in the housing area. All residents are required to follow established command/housing procedures for correctly using, stowing, and protecting privately owned vehicles.

Signature of Service Member:	Date:
Housing Representative Signature:	Date:

## INSURANCE FACTS FOR RESIDENTS

### Section I Service Member Information: Please print.

Service Member's Name (*last, first, MI*):

Rank/Rate:

Permanent Duty Station (*Include Work Phone #*):

Quarters Assigned (*Street, Apt #, City, State, Zip, Home Phone*):

**Section II** The purpose of this form is to provide information to you concerning insurance coverage so you can protect yourself against loss and to help prevent misunderstanding about the U.S. Government insurance coverage. It is not an effort by the U.S. Government to change responsibilities that are authorized by legislature.

1. Generally, except under special circumstances, the U.S. Government and/or the U.S. Coast Guard is NOT legally responsible for loss to the resident's personal property, possessions or personal liability and the U.S. Government/U.S. Coast Guard will not cover such losses or damages.
2. If damages or injury to U.S. Government property is caused by the resident, the resident's guest(s) or child (children), the U.S. Government will have the right to recover payments made to resolve such damages or injury.
3. Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be legally responsible for:
  - a. Neighborhood children play street hockey and break your vehicle's windshield.
  - b. Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property and/or the personal property of others.
  - c. A friend, or a handyman you hire, is injured, when he slips on the floor you have just waxed.
  - d. You forget the bath water is running and it floods and damages your unit.
  - e. Your locked car is broken into and your personal property, and that of a friend, is stolen.
  - f. A burglar breaks your front door, storage room and/or garage lock and steals your valuables or personal property.
4. If you desire to protect yourself and your property against loss, damage, or liability, the U.S. Government strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, and other perils. The cost is reasonable considering the peace of mind, the protection, and the financial security that you get if you are adequately protected by insurance.

Service Member's Signature:

Date:

### Section III:

Housing Representative's Signature:

Date:

## GUEST AUTHORIZATION REQUEST

**Section I** Service Member Information: Please print.

Service Member's Name ( <i>last, first, MI</i> ):		Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Assigned ( <i>Street, Apt #, City, State, Zip, Home Phone</i> ):	

**Section II** This request is valid for up to 30 days. If you anticipate your guest(s) will remain beyond 30 days, a written request must be submitted to the Local Housing Officer, via your Commanding Officer, and must be approved prior to the expiration of this request.

### GUEST INFORMATION

Name (First, M. I., Last)	Age	Relationship to Resident	Arrival Date	Departure Date

**CERTIFICATION:** Jointly and individually, we hereby certify that no financial consideration is being paid to the resident or any member of this family by the guest(s) as rental for occupancy of the premises. Additionally, the assigned member is responsible for the conduct of his/her guests.

Guest Signature:	Date:
Service Member's Signature:	Date:

### **Section III: AUTHORIZATION**

<input type="radio"/> -Approved <input type="radio"/> -Disapproved	Local Housing Officer Signature:	Date
---	----------------------------------	------

Remarks

## OCCUPANCY AGREEMENT

**Section I Service Member Information:** Please print. This agreement to occupy the premises indicated is issued by the United States Government, acting through the United States Coast Guard, and the Service Member identified below. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified.

Service Member's Name ( <i>Last, First, MI</i> ):	EMPLID:	Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Assigned ( <i>Street, Apt #, City, State, Zip, Home Phone</i> ):	

### Section II PROVISIONS OF OCCUPANCY

You as the military member will use the premises as a private residence for you and your family, and you will not assign this agreement, nor sublet any part or portion of the premises to any person not a member in your family nor allow any other person or persons to reside on the premises without the prior written approval of the Local Housing Officer.

You as the military member have viewed and signed all Housing forms and application documents pertaining to acceptances of military housing.

You as the military member will not do or permit anything to be done on the premises, or bring or keep anything thereon, which will in any way constitute a fire hazard, or violate any regulations prescribed by the Government relating to fire prevention, or do or permit to be done on the premises, any immoral, illegal or criminal act.

You as the military member will conduct yourself in a proper manner as a resident with due regard for the rights of other residents of the housing site.

You as the military member have read the Coast Guard Housing Manual and Group Humboldt Bay Organizational Manual and all supplements thereto and will comply with the provisions of these instructions and maintain the structure and grounds in accordance with the standards prescribed for the housing site.

You as the military member, upon vacating, recognize you are financially liable for loss or damage to Government property due to negligence, wrongdoing, or other similar causes.

That upon receipt of orders or loss of eligibility to occupy the Government quarters, you will immediately notify the Local Housing Officer of the effective date by submission of a 45 day notice of intent to vacate.

I hereby acknowledge, by my signature below, it is my responsibility to notify my Personnel Payroll Office immediately upon assignment to housing. If any overpayment of BAH occurs, I understand I am responsible for repayment. I understand if I knowingly accept payment of BAH when not authorized, I am subject to administrative and disciplinary action in accordance with the UCMJ.

### Section III APPLIANCE AND EQUIPMENT INVENTORY RECEIPT

Inventory	Qty	Inventory	Qty	Inventory	Qty
Dishwasher	1	UPH Furniture <small>(See Inspection Sheet for Inventory)</small>		Mailbox Key	
Refrigerator	1	Clothes Washer		Garage Door Key	
Range	1	Clothes Drier		Garbage Can	
Microwave		Door Key			

### Section IV EXECUTION OF AGREEMENT

The administration of this agreement will be under the supervision and control of the Coast Guard Group Humboldt Bay Housing Office.

Housing Representative Signature:	Date:
Service Member's Signature:	Date:

Department of Homeland Security  
U.S. Coast Guard

## ADDENDUM TO RESIDENT OCCUPANCY AGREEMENT

**Section I Service Member Information:** Please print. This agreement to occupy the premises indicated is issued by the United States Government, acting through the United States Coast Guard, and the Service Member identified below. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified and those contained in the Coast Guard Housing Manual, COMDTINST M11101.13 (series)

Service Member's Name (Last, First, MI):

EMPLID:

Rank/Rate:

Permanent Duty Station (Include Work Phone #):

Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone):

### Section II PROVISIONS OF OCCUPANCY

**Please read each statement and acknowledge by initialing in the block.**

- |     |   |
|-----|---|
| (1) | I have read P.L. 110-140, Section 522 and understand the requirements placed on the Coast Guard.  |
| (2) | I understand the disposal requirements if I use a CFL in place of an incandescent bulb.   |
| (3) | I understand the EPA recommended clean-up procedures if a CFL is broken in my home.   |
| (4) | I understand the requirement to notify the Housing Office if a CFL is broken and I will not attempt to remove any flooring or CG-owned fixture from the home as a result of a broken CFL. |
| (5) | I have received a copy of P.L. 110-140, EPA's "Frequently Asked Questions: Information on CFLs and Mercury", EPA's "How to Choose" table, and the USCG disclosure letter on mercury.      |

### Section III EXECUTION OF AGREEMENT

I have received a copy of the required enclosures and will read and abide by all of the regulations.

Service Member's Signature:

Date:

Housing Representative's Signature:

Date:

## ACCEPTANCE OF ONE LESS BEDROOM ENTITLEMENT

### Section I Service Member Information:

Service Member's Name ( <i>last, first, MI</i> ):		Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Being Assigned ( <i>Street, Apt #, City, State, Zip, Home Phone</i> ):	# of Bedrooms

### Section II

I the undersigned, hereby voluntarily accept the military family housing unit listed above, which is one bedroom less than that to which I am entitled. I fully understand I am not authorized to request adjustment of housing to a larger unit at a later date based on my current family size.

### Section III:

Service Member's Signature:	Date Offered/Assigned:
Housing Representative's Signature:	Date Offered/Assigned:



## CARBON MONOXIDE (CO) ALARM CUSTODY FORM

I, the undersigned resident of Military Family Housing,

...accept custody of **1** or **2** or **3** Carbon Monoxide Alarms,  
(Circle One)

...understand if the Carbon Monoxide Alarm is damaged or missing during my residency or when I vacate quarters, I will be responsible for the replacement cost of approximately \$62 per alarm. The User's Guide should be kept with/near the alarm,

...will educate myself and my family members on how to monitor the alarm and what actions to take in the event the alarm sounds,

...will regularly test the alarm and perform maintenance when required in accordance with the Owners Manual

Printed Service Member's Name (*last, first, MI*):

Assigned Quarters:

Resident Signature:

Date:

Housing Representative Signature:

Date:

## OCCUPANT RESPONSIBILITIES

*Please read each statement and acknowledge by initialing in the preceding block.*

	I understand my requirement to keep personnel at the Coast Guard Housing Office informed of any eligibility changes, i.e. marital status, pay grade, rotation date, family composition.
	I understand my eligibility for Coast Guard housing ceases upon my transfer from the immediate Humboldt Bay Area. (Coast Guard Housing Manual)
	I understand that I am required to provide a Notice of Intent to Vacate. Failure to provide 30-day notice may result in forfeiture of BAH for the full 30-day period. I understand that I must schedule pre and final inspections.
	I understand I am required to register all weapons upon assignment to quarters or immediately after the purchase of new or additional weapons. (GRBHUMB-011)
	Coast Guard Family Housing is government property yet the local law enforcement/fire department maintains jurisdiction. Therefore, in the event of an emergency I am directed to contact my local PD/FD. (Call 911 for emergency matters and contact the local housing office @ 707-442-1473 Eureka)
	I have reviewed the "Group Humboldt Bay Housing Appendix," and will ensure my family members and guests follow the regulations.
	I understand authorized personnel can inspect my quarters at any time. Reasonable notification will be given when appropriate (1-5 days), however, unannounced inspections for major violations (i.e. housekeeping violations, etc.) will receive no advanced notification. (In accordance with the Coast Guard Housing Manual)
	I understand I am financially responsible for all damages due to negligence, unauthorized alterations and damaged or missing government property.
	It is strongly encouraged that I carry renter's insurance. If I own a waterbed or play structure I <b>am required</b> to carry liability insurance. (Play structure ownership is limited). Trampolines and swimming pools are prohibited.
	I understand that an Absence from Quarters form must be submitted when quarters are to be vacant more than 7 days. (The Housing Office must approve any absence of 60 days or more, with the maximum time allowed for both the sponsor and family members to be away at 20 weeks. An exception to policy must be submitted, in advance, for periods exceeding 20 weeks.)
	I understand I am required to register all guests who remain for more than 72 hours. (Guests may remain no longer than 30 days. Any exception requests due to hardship must be submitted, in advance, for periods exceeding 30 days.)
	I understand the pet policy for my housing site. Any damage to quarters or flea infestation caused by my pet(s) will be my financial responsibility. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection. (GRUHUMB-009)
	I understand I am responsible for the performance of routine maintenance (replacing light bulbs, repairing leaking faucets, broken electrical cover plates, loose door knobs, etc), housekeeping and, where appropriate, grounds care. I understand electrical repairs are restricted to changing of light bulbs, cover plates, and these types of minor repairs. No rewiring or repairing of circuits, switches, etc. is allowed. I am aware I must call my local Housing Office for emergency and routine services.
	I understand there is zero tolerance concerning drugs in family housing. Any incident with drugs is cause for an immediate eviction.

Continued on Page 2

*Please read each statement and acknowledge by initialing in the preceding block.*

	I understand parking is restricted to streets, private driveways, garages, marked parking spaces and parking lots. Parking is on a first come, first served basis in all unassigned spaces. No vehicles may be parked on grass/landscaped areas or in alleyways at any time. Recreational vehicles such as, trailers, campers, boats, jet skis, etc. are not permitted to be stored/parked in the streets or driveways in any housing site. Any recreational vehicle that fits inside a garage is allowed with the approval of the Housing Office. All vehicles must be licensed/registered and in operative condition (or are subject to towing).
	I am aware pest control in my quarters is my responsibility. Sanitation is the most effective means for controlling many household pests, and it is my responsibility to properly clean and maintain my assigned quarters. If an infestation of pests is evident, I must contact personnel at the Housing Office for assistance.
	It is my responsibility to conserve our natural resources. I understand utility and water conservation is required. Repeated violations of excess utility usage could be the basis for termination of my assignment.
	In the event a family member is locked out of my quarters, I understand I may come to the Housing Office to borrow a key if during regular working hours. I understand I will be provided front key(s) and mail box key(s) for my use and in some locations a garage door key(s) I understand I may not duplicate any keys and I can be charged for any lost keys. Additionally, at my final vacate inspection, I must return all keys checked out to the quarters or I may be charged for re-keying the quarters and mailbox. (# of key(s) issued ___ Doors ___ Mailbox ___ Garage)
	Should problems arise with my neighbors, we will attempt resolve our differences privately and courteously.
	I will ensure my children under 6 years of age will have adequate supervision when outdoors. My children under 18 years of age will follow curfew laws as they may apply for my housing site.
	I have received a Lead Based Paint and/or Asbestos disclosure, if applicable to my site.(GRUMHUMB-024)
	I understand it is my responsibility to dispose of all packing materials/boxes.
	I understand the unit assigned to me will have a "Check-In" inspection performed, with me present, by a government representative. The pre-existing condition of the unit will be noted on my "Quarters Inspection Checklist" form GRPHUMB-004. I understand any further pre-existing conditions found after the Check-In inspection must be submitted to the Housing Office within two weeks of my move in or they will not be allowed.
	I understand I am responsible for practicing good housekeeping and for keeping my quarters in a clean and sanitary condition.
	I understand I must get prior written approval from the Housing Office before making any modifications to my quarters. This includes any planting, painting or installation of a satellite dish. I further understand that upon termination of assignment to quarters I must return my unit to the original, or an approved, condition at my own expense. (In accordance with the Housing Manual)
	I understand I must obey all traffic regulations throughout all housing areas. I further understand repeated violations of traffic regulations can be the basis for termination of my assignment.

Continued on Page 3

*Please read each statement and acknowledge by initialing in the preceding block.*

	I understand I am responsible for the care of my yards, which includes watering, and cutting of grass, small bush trimming and trimming of trees up to 6ft. (Since many of the units have different size yards and configurations, my responsibility will be stated to me upon my assignment.)
	I understand that auto maintenance is restricted to minor adjustments such as tire changes and changing of wiper blades. I understand the changing of motor oil, other automotive fluids and battery replacement is strictly prohibited. I will also be responsible for any oil or grease damage. I further understand I will be charged for any cleaning/restoration of government property. I also understand any work that causes a nuisance or safety hazard to neighbors is prohibited. Under no circumstances is commercial work or repairs allowed.
	I understand that the use of spray on oven cleaners and contact paper on shelving is prohibited. All stoves should be cleaned with only a mild detergent of my choice.
	I understand that use of an alternative phone company provider, must have prior approval from the Housing Office to ensure proper wiring practices and responsibilities.
	I understand I am to use <u>only</u> automatic dishwasher detergent in my dishwasher.
	<i>For UPH Residents Only:</i> I understand I am required to follow the manufacturer's instructions regarding the use of my government provided washer/dryer. I understand I am not to overload either of these appliances and will not exceed instructed detergent amounts.
	Comments:

Service Member's Signature	Date
Housing Representative's Signature	Date

Department of Homeland Security U.S. Coast Guard GRPHUMB-020 (Rev. 01/08)	<b>RESIDENT CHARGES/DAMAGES WORKSHEET</b>
Service Member's Name	Address

The following charges have been determined to be the responsibility of the member named above.

ITEM	QTY	COST	PRO RATED DEDUCTION	COMMENTS	FINAL COST
<b>TOTAL</b>					

**OPTIONS:** 1. You may repair the damages yourself.  
2. You may hire an outside vendor to repair the damages.  
3. You may pay for the charges as indicated to the U.S. COAST GUARD.

**NOTE:** IF YOU CHOOSE ITEM 1 OR 2, REPAIRS MUST BE TO THE SATISFACTION OF THE HOUSING OFFICE.

**CHARGES ON PRE-INSPECTION:**  YES  NO **INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHARGES ON FINAL INSPECTION:**  YES  NO **INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I understand these damages must be corrected or paid prior to my final clearance from government quarters. If I elect to pay for the charges, I understand I must report to the Housing Office with a cashier's check or money order, payable to the "United States Coast Guard" for the amount indicated above prior to my final clearance from quarters. If I do not have sufficient funds at the time of my final clearance date to cover the amount, I understand a "DD Form 139 Pay Authorization Adjustment" will be submitted to liquidate the debt.

SIGNATURE OF INSPECTOR	DATE	SIGNATURE OF RESIDENT	DATE
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Department of Homeland Security U.S. Coast Guard GRPHUMB-021 (Rev. 01/08)		<b>RECORD OF HOUSING INVESTIGATION</b>	
<b>PRIVACY ACT STATEMENT</b>			
PERSONAL information from the individual is solicited. As required by the Privacy Act of 1974, we advise: <u>AUTHORITY</u> : 10 USC 2775, COMDTINST M11101.13D <u>PRINCIPAL PURPOSE</u> : To report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of family housing or bachelor quarters/UPH property, or for the failure to clean a family housing unit satisfactorily. <u>ROUTINE USES</u> : To report and/or initiate inquiries of liability in cases of loss, damage, or destruction to housing property, or failure to clean a family housing unit satisfactorily, and record the findings and actions taken. <u>DISCLOSURE IS VOLUNTARILY</u> : Refusal to explain the circumstances under which the property was lost, damaged, destroyed or not cleaned satisfactorily, may be considered with other factors in determining if an individual will be held pecuniary liable.			
1. INVESTIGATION NUMBER		2. DATE INITIATED	
3. TYPE (X appropriate blocks)			
a. <input type="checkbox"/> <input type="checkbox"/>		b. <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> REPAIR <input type="checkbox"/>	
4. STOCK NO.	5. ITEM DESCRIPTION	6. COST	
7. RECORD OF DISCOVERY OR REPORT OF LOSS/DAMAGE/CLEANING REQUIREMENT			
a. STATEMENT			
b. NAME AND SIGNATURE OF PERSON INITIATING REPORT			c. DATE
8. COST AND RECOMMENDED CHARGE			
a. TOTAL COST		b. RECOMMENDATION	
9. LOCAL HOUSING MANAGER/OFFICER			
a. SIGNATURE		c. DATE	d. PHONE

10. INVESTIGATING OFFICER FINDINGS AND RECOMMENDATIONS (USE ADDITIONAL SHEETS, IF NECESSARY)	
11. INVESTIGATING OFFICER	
12. INDIVIDUAL CHARGED. I HAVE EXAMINED THIS REPORT AND:	
a. <input type="checkbox"/> SUBMIT THE ATTACHED LETTER OF OBJECTION <input type="checkbox"/>	b. AM AWARE OF MY RIGHTS TO (1) RECEIVE LEGAL ADVICE, (2) APPEAL, AND (3) REQUEST WAIVER OF INDEBTEDNESS IF PEUNIARY CHARGES ARE ASSESSED.
c. SIGNATURE	d. DATE
13. a. RECOMMENDATIONS	b. SIGNATURE AND DATE
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
14. INSTALLATION COMMANDER (IF BLANK, SEE BLOCK 15)	
a. ORGANIZATION ADDRESS	b. RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
	c. SIGNATURE AND DATE
15. APPROVING OFFICIAL	
a. ORGANIZATION ADDRESS  Group Humboldt Bay 1001 Lycoming Way McKinleyville, CA 95519-9309	b. FINAL ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	c. AMOUNT CHARGED
	d. SIGNATURE AND DATE

## REQUEST FOR RELEASE FROM CURRENT UNACCOMPANIED PERSONNEL HOUSING (UPH) ASSIGNMENT

**Section I** Please fill in **all data** requested completely. Failure to do so will delay the processing of your request. Forward your request through your proper chain of command. The Local Housing Officer will only consider requests that have been completely filled out and approved. Approval must be by the member's Commanding Officer, or designee, with signature.

Service Member's Name ( <i>last, first, MI</i> ):		Rank/Rate:	SSN (last 4)	Command
Current Berthing Address	Male/Female	Tour Rotation Date	Commanding Officer's Recommendation/Signature	

### Section II

I, the undersigned, understand I am requesting permission for a release from my current assignment to Unaccompanied Personnel Housing (UPH). I also understand the conditions set forth below, which I have initialed.

Please initial next to each line.

(     ) I understand by electing to receive my BAH I will not be able to seek or return to government quarters for the remainder of my current tour.

(     ) I understand by receiving BAH I am prohibited from residing overnight in any government quarters, including on any ship, while in homeport unless required to do so (such as in port duty days or underway periods).

(     ) I understand I am required to submit an Intent To Vacate Form with the housing office at least 45 days prior to my departure. I also understand my BAH will not start until I have successfully cleared my UPH quarters. I further understand I am not entitled to Dislocation Allowance (DLA) or a government funded household goods move.

Service Member's Signature	Date Submitted
Local Housing Representative's Signature	Date Received

### Section III: Area Housing Officer Decision on Release From Current Assignment To Unaccompanied Personnel Housing.

The following determination has been made regarding the above request for a release from the current housing assignment to UPH quarters. Any appeal of a negative decision must be submitted in writing, via the proper chain of command, to the Area Housing Officer.

<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; margin-right: 10px;"></div> Approved (LHO initials)	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; margin-right: 10px;"></div> Disapproved (LHO initials) Added to Wait List ___ Yes ___ No
Housing Officer's Signature:	Date:

## UPH FURNITURE AGREEMENT

**Section I Service Member Information:** Please print. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified.

Service Member's Name ( <i>last, first, MI</i> ):		Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Assigned ( <i>Street, Apt #, City, State, Zip, Home Phone</i> ):	

### Section II FURNITURE INVENTORY RECEIPT

You as the military member will be held responsible for the government furniture assigned to your bedroom. By signing this agreement you understand any damage or loss of any item may result in monetary charges being assessed to you to reimburse the U.S. Coast Guard.

THE FIRST 5 NUMBERS OF THE ADDRESS MAKE UP THE FIRST 5 NUMBERS OF THE SERIAL NUMBER. THE MEMBER OCCUPYING THE MASTER BEDROOM SHALL BE INDICATED BY THE #1, THE MEMBER OCCUPYING THE GUEST BEDROOM SHALL BE INDICATED BY THE #2. FOR EXAMPLE THE SERIAL# FOR THE BED IN THE GUEST BEDROOM AT 3063-B KANSAS CITY DRIVE WOULD BE: 3063B2BD1

	ITEM	SERIAL#	QTY	CONDITION OF THE ITEM
1	Bed		1	
2	Night stand		1	
3	Chair		1	
4	Armoire/Desk		1	
5	Table lamp		1	
6	Dinning Table		1	
7	Dining Chair		2	
8	Couch		1	
8	Coffee table		1	
9	Love seat		1	
10	Washer		1	
11	Dryer		1	
12	Floor lamp		1	
13	End table		1	

### Section III EXECUTION OF AGREEMENT

The administration of this agreement will be under the supervision and control of the Local Housing Office.

Government Representative Signature:	Date:
Service Member's Signature:	Date:

## U.S. COAST GUARD ENVIRONMENTAL HEALTH HAZARDS DISCLOSURE LETTER

### Lead Warning

Housing built before 1981 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children under age seven and pregnant woman. The Coast Guard must disclose the presence of known lead based paint and/or lead-based paint hazards in the dwelling before assigning personnel to pre-1981 housing. Personnel assigned to pre-1981 housing must also receive a Federally-approved pamphlet on lead poisoning prevention.

### Coast Guard Housing Disclosure

**(a) Presence of lead-based paint hazards (check (1) or (2) below):**

(1)\_\_\_\_ The Housing unit at \_\_\_\_\_ **HAS** been assessed for environmental health risks and known lead-based paint and/or lead-based paint hazards are present in the housing unit (explain). List all other known environmental health risks (i.e. asbestos and radon) in ERA report, include common areas (e.g. playground equipment, lead in soil, etc.)

Environment Risk Assessment Reports #54 & 26 has identified the following components containing lead-based paint; (attach list if needed) Include past and future planned remediation efforts and give specific dates of remediation, if known.

SEE ATTACHED SHEETS FOR THE LOCATION OF ALL COMPONENTS LEAD-BASED PAINT, ASBESTOS CONTAINING MATERIAL, LEAD IN SOIL, AND COMMON AREAS THAT CONTAIN LEAD IN SOIL.

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If any of the components listed above become damaged or disrupted contact the Group Housing Office at (707) 442-1473 or (707) 786-9851.

(2)\_\_\_\_ The unit at \_\_\_\_\_, built in 19\_\_ **HAS NOT** been assessed for environmental health risks. No lead-based paint and/or lead based paint hazards are known but their presence is suspect in the housing unit (explain). Housing unit scheduled to be assessed in FY\_\_\_\_

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**(b) Records and reports available to housing residents: (Cross out either (1) or (2) marked "HAS" or "HAS NOT")**

The Housing Office HAS or Does not have available records and reports, pertaining to lead-based paint and/or lead-based paint hazards in the housing unit, for your review

**(c) Residents Acknowledgement (initial)**

(1) \_\_\_\_\_ Resident has received a copy of this Disclosure Letter (signed) and the list of components described in paragraph (a) (1) above.

(2) \_\_\_\_\_ Resident has received the EPA approved pamphlet: "*Protect Your Family from Lead in Your Home.*"

**(d) Certification of Accuracy**

The following parties have reviewed the information and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOME BUSINESS REQUEST

**Section I Service Member Information:** Please print. This agreement to operate a home business is issued by the Local Housing Officer, ISC Alameda, and granted to the Service Member identified below. By execution of this agreement, the Service Member agrees to comply with all terms, conditions and provisions specified.

Service Member's Name ( <i>last, first, MI</i> ):	Branch of Service:	Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Assigned ( <i>Street, Apt #, City, State, Zip, Home Phone</i> ):	

### Section II PROVISIONS OF HOME BUSINESS APPROVAL

This approval is granting the Service Member named herein the approval to conduct a private business to sell, or attempt to sell, goods and/or services including but not limited to computer services, cosmetics, household products, cleaning products, tailoring, jewelry sales/parties, tax preparation, dressmaking, etc.

This approval becomes null and void if the Coast Guard, as a result of this home business, incurs excessive utility charges.

Computer websites must meet local, state and federal guidelines and must not bring discredit to the Coast Guard or U.S. Government.

The Service Member is responsible for any costs, whether they are for alterations, damages or repairs, necessary to repair government property caused by or for this business.

Any alterations to the quarters as a result of this approval must be requested prior to beginning work. Such requests must be submitted via a Self Help Project Work Order Request GRPHUMB-001, to the Housing Office. All alterations and subsequent restoration will be at the Service Member's expense. External alterations and advertising are prohibited.

The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

### Section III TYPE OF HOME BUSINESS

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### Section IV EXECUTION OF AGREEMENT

The administration of this agreement will be under the supervision and control of a Housing Representative.

Government Representative Signature:	Date:
Resident's Signature:	Date:

# SELF HELP EQUIPMENT ISSUE

**Section I Resident Information:** DA Family Member must be at least 18 years of age.

Service Member's Name ( <i>Last, First, MI</i> ):	Rank/Rate:	<input type="checkbox"/> Service Member <input type="checkbox"/> Family Member
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**Section II Equipment checked out.** If any equipment is in worn or dirty condition please make notes.

ITEM	QTY	TAG #

**Certification:** I understand and agree I am to return equipment within 24 hours, unless that day happens to be a weekend or holiday, in which case I will return the day after the weekend/holiday. I also agree to return the above equipment in a clean and good condition. **Failure to return item in time, or dirty, or damaged, could result in loss of Self Help equipment privileges.** Should I damage or lose this equipment I understand I may be charged for repair/replacement. I am aware of the hazards associated with this equipment. I also am aware that personal protective equipment such as hearing and eye protection devices, closed toed shoes and long pants are required to use this equipment.

Resident's Signature:	Date:
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**Section III: Housing Approval**

Approving Official Signature:	Date:
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**Section IV: Equipment Returned:** All equipment returned in good and clean condition except as noted in Section II.

Approving Official Signature:	Date:
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## WATERBED AUTHORIZATION

**Section I** Service Member Information: Please print.

Service Member's Name (*last, first, MI*):

Rank/Rate:

Permanent Duty Station (*Include Work Phone #*):

Quarters Assigned (*Street, Apt #, City, State, Zip, Home Phone*):

**Section II** A copy of my waterbed insurance coverage. I will submit proof of renewal or a new policy prior to the expiration date of my current insurance policy or I will immediately remove the waterbed(s) from my quarters. I understand I am accountable for any damage caused by my waterbed(s) and the Local Housing Officer has my permission to check my pay for any damage if my insurance coverage lapses or does not sufficiently cover all damages.

Name of Insurance Company:

Policy Number:

Policy Effective Date(s)

*From:*

*To:*

Service Member's Signature:

Date:

**Section III:**

Housing Representative's Signature:

Date:

# ABSENCE FROM QUARTERS

*Instructions:* This Form is used to notify the Housing Office of any absence from your quarters per the Coast Guard Housing Manual. Please provide all requested information.

## Section I - General Information

Service Member's Name (Last, First, MI):	Rank	Command
--	------	---------

Quarters Type: <input type="radio"/> Family <input type="radio"/> UPH/BEQ	Quarters Assigned (Street, Apt #, Home Phone Number)
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## Section II - Absence from Quarters

Absence applies to:  Entire Family       Family of Member Only

Date of Absence :      *From:*      *To:*  
*(continue in Remarks if necessary)*

Address while Absent in case of emergency (full mailing address & Phone #):

Name & Phone # of Caretaker (if applicable):

Caretaker will reside in quarters during my absence (YES / NO):

**Certification:** During this absence the above named caretaker (if applicable) will adequately care for my government quarters and grounds. I understand I must request in advance, and receive prior written approval, for any absence in excess of sixty (60) days. I understand it is against regulations to rent or sublease my government quarters during my absence. My spouse or I will notify the Housing Office immediately after we return. I understand the Housing Office will enter my quarters in case of emergency. I understand I am responsible for the conduct of any caretaker while in my assigned quarters. I will notify the Housing Office if my absence exceeds the date above.

Remarks:

Signature of Service Member:

Date:

## Section III - Housing Office Approval

Approved  Disapproved

Signature Of Local Housing Officer:

Date:

Signature of Area Housing Officer *(if applicable):*

Date:

# HOUSING TERMINATION PROCEDURAL CHECKLIST

*Instructions:* Complete this form while "Out-Processing" new residents.

## Section I - General Information

Service Member's Name (Last, First, MI):	Quarters Vacating	Date Terminated:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><i>Housing Area:</i></td> <td style="width: 25%;"><i>Quarters Type:</i></td> <td style="width: 50%;">Command</td> </tr> <tr> <td> <input type="radio"/> Ft Bragg  <input type="radio"/> Eureka                 </td> <td> <input type="radio"/> 2 bdrm   <input type="radio"/> 3 bdrm  <input type="radio"/> 4 bdrm   <input type="radio"/> Other                 </td> <td></td> </tr> </table>		<i>Housing Area:</i>	<i>Quarters Type:</i>	Command	<input type="radio"/> Ft Bragg <input type="radio"/> Eureka	<input type="radio"/> 2 bdrm <input type="radio"/> 3 bdrm <input type="radio"/> 4 bdrm <input type="radio"/> Other		
<i>Housing Area:</i>	<i>Quarters Type:</i>	Command						
<input type="radio"/> Ft Bragg <input type="radio"/> Eureka	<input type="radio"/> 2 bdrm <input type="radio"/> 3 bdrm <input type="radio"/> 4 bdrm <input type="radio"/> Other							

## Section II – Action Items *All steps are necessary, unless inapplicable*

Step	Action	Date Completed	Initials
1.	Received completed Intent to Vacate (Form GRPHUMB-003) <ul style="list-style-type: none"> <li>➤ Received copy of member's orders.</li> <li>➤ Record Inspection dates in appointment book.</li> <li>➤ Resident reads and signs "Resident Responsibilities" portion of form.</li> </ul>		
2.	Conduct Pre-Final Inspection <ul style="list-style-type: none"> <li>➤ Provide resident a copy of Preliminary Inspection Check-Off Sheet (Form GRPHUMB-010)</li> </ul>		
3.	Conduct Final Inspection <ul style="list-style-type: none"> <li>➤ GRPHUMB-004 (copy to resident)</li> </ul>		
4.	Collect keys <ul style="list-style-type: none"> <li>➤ House and Mailbox   <input type="radio"/> Yes   <input type="radio"/> No</li> <li>➤ Garage Door (<i>where applicable</i>)   <input type="radio"/> Yes   <input type="radio"/> No</li> <li>➤ Verify All Of Quarter's Extra Keys In Housing Office Work</li> </ul>		
5.	Place Keys in housing key box.		
6.	Lock unit, securing doors, windows, lights, water & gas.		
7.	Collect Trash Cans and return to Housing Office		
8.	Process Government Damages ( <i>where applicable</i> ) <ul style="list-style-type: none"> <li>➤ CG Maintenance Personnel prepare Resident Charges/Damages Worksheet (Form GRPHUMB-020)</li> <li>➤ Housing CPO or LHO prepare Record of Housing Investigation (Form GRPHUMB-021)</li> </ul>		
9.	Collect Damage Funds (one of the following methods): <ul style="list-style-type: none"> <li>➤ Complete Pay Adjustment Authorization (Form DD-139)</li> <li>➤ Cashier's Check or Money Order</li> </ul>		
10.	Issue Notification of Termination from Coast Guard Housing Feeder Sheet (Form CG-5267A)		
11.	<b>Start BAH</b> , notify Servicing PERSRU by E-MAIL <ul style="list-style-type: none"> <li>➤ For DOD: Inform member to notify parent service using feeder sheet from step 4</li> </ul>		
12.	Add any maintenance items to the Work Order Matrix		
13.	Remove Service Member from HMIS		
14.	Remove Service Member from Occupancy Matrix		

Completed by: (*Housing Rep. Signature*)

Verified by LHO or LHM (*Initial and Date*)

## QUALITY ASSURANCE SURVEY

**Section I** Service Request Information: Please print.

Resident's Name:	Address & Phone Number:
Service Request Date:	Date Work Performed:
Technician's Name:	Work Performed:

**Section II** Service Request Evaluation Contact resident via phone or in person to evaluate.

5. Excellent    4. Good    3. Satisfactory    2. Marginal    1. Poor

Evaluation conducted via phone <input type="checkbox"/>					
Evaluation conducted in person <input type="checkbox"/>					
	1	2	3	4	5
Phone call to Maintenance Contractor was answered promptly.	<input type="checkbox"/>				
Maintenance Contractor dispatcher scheduled non-emergency service request in a 4-hour window or arrived within ½ hour for an emergency.	<input type="checkbox"/>				
Technician arrived at the scheduled time.	<input type="checkbox"/>				
Work was completed in a timely manner.	<input type="checkbox"/>				
Technician was courteous and polite.	<input type="checkbox"/>				
Technician cleaned up after himself.	<input type="checkbox"/>				
Overall satisfaction with Contractors service.	<input type="checkbox"/>				

**Section III** Comments

Surveyer signature:	Date:
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## MEMBER CONTACT INFORMATION

*Instructions: Complete this form while "In-Processing" new residents. Once all items are complete file this form in the resident's folder.*

### Section I - General Information

Service Member's Name (Last, First, MI):		Quarters Assigned		Date Assigned:	
<i>Housing Area:</i>		<i>Quarters Type:</i>		Branch of Service	Rotation Date
<input type="radio"/> Eureka <input type="radio"/> Fort Bragg		<input type="radio"/> 2 bdrm <input type="radio"/> 3 bdrm <input type="radio"/> 4 bdrm <input type="radio"/> Other			Command/Unit:

### Section II – Action Items *Complete all sections below*

Step	Required Information
1.	Phone Number: <ul style="list-style-type: none"> <li>Work:</li> <li>Home:</li> <li>Cell:</li> <li>Spouse:</li> <li>Alternate/Emergency</li> </ul>
2.	E-mail Address: <ul style="list-style-type: none"> <li>Work:</li> <li>Home/alternate:</li> </ul>
3.	Pets: <ul style="list-style-type: none"> <li>Dogs:</li> <li>Cats:</li> <li>Other:</li> </ul>
4.	Long Term Parking: <ul style="list-style-type: none"> <li>Description of items:</li>      <li>Spot Assigned:</li> </ul>

# HOUSING RELOCATION PROCEDURAL CHECKLIST

*Instructions:* Complete this form while "In-Processing" residents relocating. Once all items are complete file this form in the resident's folder.

## Section I - General Information

Service Member's Name (Last, First, MI):		Current Quarters Assigned	Date Assigned to Current Quarters:
<i>Housing Area:</i>	<i>Quarters Type:</i>	Branch of Service:	Command
<input type="radio"/> Fort Bragg <input type="radio"/> Eureka	<input type="radio"/> 2 bdrm <input type="radio"/> 3 bdrm <input type="radio"/> 4 bdrm <input type="radio"/> UPH		Rotation Date

## Section II – Action Items *All steps are necessary, however highlighted steps are critical*

Step	Action	Date Completed	Initials
1.	Member requests relocation via signed letter to LHO at site where currently living. (Only member can ask for relocation. Spouses, even with power of attorney, are not allowed to ask for relocation.)		
2.	LHO approves/disapproves, in writing, member's relocation (If disapproved, all further actions stop here). Copy of approval letter is sent to gaining site.		
3.	Gaining site receives complete new Housing Application, CG-5267 or DOD form 1746 and: <ul style="list-style-type: none"> <li>➤ Orders (if changed from what is in file)?   <input type="radio"/> Yes   <input type="radio"/> No, if no why</li> <li>➤ BAH Dependency Form (CG-4170A, Navy Page 2, DEERS)?   <input type="radio"/> Yes   <input type="radio"/> No, if no why</li> </ul>		
4.	Gaining site adds applicant to Relocation Waiting List ( <b>Priority 2</b> ) <ul style="list-style-type: none"> <li>➤ Any "Special Needs" Family Members?   <input type="radio"/> Yes   <input type="radio"/> No</li> <li>➤ Where are they relocating from? _____</li> </ul>		
5.	Losing site conducts unannounced housekeeping inspection of current unit. <ul style="list-style-type: none"> <li>➤ Pass – proceed to item #6</li> <li>➤ Fail - relocation process is canceled. LHO at resident's current location issues letter denying relocation to member (Resident cannot reapply for six months).</li> </ul>		
6.	Once unit becomes available, gaining site issues Assignment and Acceptance of Government Quarters (Form GRPHUMB-017)		
7.	Gaining site issues Notification of "Assignment to Coast Guard Housing" Feeder Sheet. (Form CG-5267A). Gaining site notifies losing site of this action. <b>Note: Member has only 7 calendar days to complete move</b>		
8.	Losing site receives completed "Intent to Vacate" (Form GRPHUMB-003) <ul style="list-style-type: none"> <li>➤ Record Inspection dates in appointment book.</li> <li>➤ Resident reads and signs "Resident Responsibilities" portion of form.</li> </ul>		
9.	Gaining site schedules Check-In Inspection to new unit (Date/Time): <ul style="list-style-type: none"> <li>➤ Record Inspection Date in appointment book.</li> </ul>		
10.	Gaining site issues keys and garbage/recycle cans to new unit. <ul style="list-style-type: none"> <li>➤ House and Mail Box   <input type="radio"/> Yes   <input type="radio"/> No</li> <li>➤ Garbage   <input type="radio"/> Yes   <input type="radio"/> No</li> </ul>		
11.	Gaining site issues "Occupancy Agreement" (Form GRPHUMB-015).		
12.	Gaining site issues "Insurance Facts For Residents" (Form GRPHUMB-013).		
13.	Gaining site issues Environmental Hazard Letter and Information Booklets.		
14.	Gaining site issues "Occupant Responsibilities" (Form GRPHUMB-019).		
15.	Gaining site issues "Pet Agreement" (Form GRPHUMB-009).		

16.	Gaining site issues "Weapon and Vehicle Registration Form" (Form GRPHUMB-011).		
17.	Gaining site issues "Carbon Monoxide Alarm Custody Form" (Form GRPHUMB-018).		
18.	Gaining site receives Home and Work Telephone Numbers (if different)		
19.	Gaining site performs Check-In inspection <ul style="list-style-type: none"> <li>➤ Use GRPHUMB-004 (file original in resident's folder, copy to resident)</li> </ul>		
20.	Gaining site notifies Housing Staff (do not send to PERSU) by e-mail titled "RELOCATION" of member receiving keys to new unit (both gaining and losing sites are to be notified)		
21.	Gaining site adds Service Member to Owned Roster at new site (HMIS cannot be done until member has vacated original unit)		
22.	Losing site conducts Pre-Final Inspection of unit relocating from. <ul style="list-style-type: none"> <li>➤ Provide resident a copy of Preliminary Inspection Check-Off Sheet (Form GRPHUMB-010)</li> </ul>		
23.	Losing site conducts Final Inspection of unit relocating from. <ul style="list-style-type: none"> <li>➤ Family Quarters use GRPHUMB-004 (copy to resident)</li> </ul>		
24.	Losing site collects keys from unit relocating from. <ul style="list-style-type: none"> <li>➤ House and Mailbox <input type="radio"/> Yes <input type="radio"/> No</li> <li>➤ Garage Door Opener (<i>where applicable</i>) <input type="radio"/> Yes <input type="radio"/> No</li> <li>➤ Verify All of Quarter's Extra Keys in Housing Office Work.</li> </ul>		
25.	Losing site processes Government Damages ( <i>where applicable</i> ) <ul style="list-style-type: none"> <li>➤ CG Maintenance Personnel prepare Resident Charges/Damages Worksheet (Form GRPHUMB-020)</li> <li>➤ Housing CPO/ LHO prepare Record of Housing Investigation (Form GRPHUMB-021)</li> </ul>		
26.	Losing site collects Damage Funds (one of the following methods) if resident is not repairing/replacing themselves: <ul style="list-style-type: none"> <li>➤ Complete Pay Adjustment Authorization (Form DD-139)</li> <li>➤ Cashier's Check or Money Order</li> </ul>		
27.	Losing site issues Notification of Termination from Coast Guard Housing Feeder Sheet (Form CG-5267A)		
28.	Losing site CG Maintenance Personnel submit Call Sheet ( <i>where applicable</i> ) <ul style="list-style-type: none"> <li>➤ Ensure <b>all</b> damages residents were charged for are on Call Sheet.</li> <li>➤ Send Copy of Call Sheet to CG Admin Personnel to Enter into Owned Roster.</li> </ul>		
29.	Losing site notifies Housing Staff (do not send to PERSU) by e-mail titled "TERMINATION" of member passing final inspection from original unit (both gaining and losing sites are to be notified). <b>Must be within 7 calendar days of receiving keys to new unit.</b>		
30.	Losing site removes Service Member from original unit in HMIS.		
31.	Gaining site assigns service member to new unit in HMIS. (Dates will not match between Owned Roster/paperwork and HMIS. This is an inherent problem with HMIS and cannot be fixed. Owned Roster and paperwork will show actual dates.)		
Completed by: ( <i>Housing Rep. Signature</i> )		Verified by: ( <i>LHO/LHM Signature</i> )	

## REQUEST FOR RELEASE FROM CURRENT ASSIGNMENT TO MILITARY FAMILY HOUSING TO RECEIVE BAH

**Section I:** Please fill in **all data** requested completely. Failure to do so will delay the processing of your request. The Local Housing Officer will only consider requests that have been completely filled out and approved. Only the member, unless the spouse has the appropriate power of attorney, may fill out this request.

Service Member's Name ( <i>last, first, MI</i> ):	Command:	Phone Number
Current Military Family Housing (MFH) Address	Size of Unit (2,3,4 bedroom)	

**Section II**  
 I, the undersigned, understand I am requesting permission for a release from mandatory assignment to Military Family Housing (MFH). I also understand the conditions set forth below.

Please initial next to each line.

(     ) I understand by electing to receive my BAH I may not be able to return to government quarters for the remainder of my current tour.

(     ) I understand by receiving BAH I am prohibited from residing overnight in any government quarters, including on any ship, while in homeport unless required to do so (such as in port duty days or underway periods).

(     ) I understand if at some point I am approved to receive BAH and reside on the economy, I will be notified by e-mail. I understand it is my obligation to keep the Housing Office informed of my whereabouts if I am not at my duty station for any extended period of time (more than 2 days). I understand that failing to do this could result in the approval to receive BAH being rescinded. I also understand if I accept the offer to receive BAH and vacate MFH, I am obligated to do so and cannot change my mind and remain in MFH.

(     ) I understand if I am approved to receive BAH and reside on the economy, I am required to submit an Intent To Vacate Form with the Housing Office at least 30 days prior to my departure. I also understand my BAH will not start until I have successfully cleared my MFH unit. I further understand I am not entitled to Dislocation Allowance (DLA) or a government funded household goods move.

Service Member's Signature	Date Submitted
Local Housing Representative's Signature	Date Received

**Section III: Group Humboldt Bay Local Housing Officer Decision.**  
 The following determination has been made regarding the above request.

<input style="width: 50px; height: 20px;" type="checkbox"/> Approved (LHO initials)	<input style="width: 50px; height: 20px;" type="checkbox"/> Disapproved (LHO initials) Added to BAH Wait List on _____
Local Housing Officer's Signature:	Date:

Department of Homeland Security U.S. Coast Guard GRPHUMB-035 (Rev 01/08)	<b>BARRACKS BERTHING REQUEST AND          AVAILABILITY/NON-AVAILABILITY FORM</b>		
<b>SECTION A:          MEMBER INFORMATION</b>			
<b>1. Name (Last, First, M.I.):</b>	<b>2. Rate/Rank:</b>	<b>3. EMPLID:</b>	
<b>4. Unit Information (Name, OPFAC, Address, POC, and Phone #):</b>			
<b>5. Dates Lodging Needed:</b>  <b>a. Check - in:</b> _____ <b>Check- Out:</b> _____ <b>Total # of nights:</b> _____  <b>b. Check - in:</b> _____ <b>Check- Out:</b> _____ <b>Total # of nights:</b> _____			
<b>SECTION B:          SUPERVISOR INFORMATION &amp; APPROVAL</b>			
<b>1. Supervisor (Name, Unit, Phone):</b>			
<b>2. Comments:</b>			
<b>3. Signature:</b>		<b>4. Date:</b>	
<b>FOR OFFICE USE ONLY</b>			
<b>SECTION C:          MAA AUTHORIZATION</b>			
<b>1. AVAILABILITY</b> <input type="checkbox"/>  <b>NON-AVAILABILITY</b> <input type="checkbox"/>		<b>2. Comments:</b>	
<b>3. Room #:</b>	<b>4. Bed #</b>	<b>5. MAA Signature:</b>	<b>6. Date:</b>
<b>All members must bring a copy of their orders upon checking in. For after Hours Check-in contact the OOD via the Group Commcen at (707) 839-6117. Please ensure the BH Instruction Packet is returned upon check out. For any questions please contact the MAA at (707) 839-6566 during normal working hours.</b>			

Department of Homeland Security  
U.S. Coast Guard  
MLCPAC(ph)-001 (Rev. 03/03)

## BEDROOM REQUIREMENT WAIVER

**PURPOSE:** The purpose of this form is to determine authorized bedroom requirements for assignment to housing at Eureka and Fort Bragg housing sites. In order for a member to be assigned to a housing unit larger than authorized below, a justification must be completed and the waiver submitted to the Area Housing Officer for approval prior to the assignment. Failure to have this waiver form completed and authorized in advance for a larger bedroom unit than authorized below will result in the unit being considered as vacant for the purpose of the occupancy percentage and will count against the 98% standard as agreed to in the MLCPAC Implementation Plan. The original of this completed and signed form must be filed in the Housing Unit folder a copy will be submitted to MLCPAC (ph) which will be attached to the semi-annual occupancy report to COMDT (G-WPM-4).

Service Member's Name ( <i>last, first, MI</i> ):		Rank/Rate:	SSN (last 4)	Total Number Dependents
Housing Site	Permanent Duty Station	Local Housing Officer (LHO)		LHO Phone

### Section I: Standard Bedroom Requirements

Number of dependents (including spouse)	Number of Bedrooms Authorized
One	2
Two	2
Three	3
Four or more	4

### Section II: Waiver Information (see reverse)

Number of Bedrooms	Available	Not Available	Assigned
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Command/Senior Officer Quarters			

**Justification for waiver to exceed bedroom requirements authorized above (Section II):**


### Section III: Area Housing Officer

Approved		Disapproved		AHO Signature	Date
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Comments:

<b>Section IV: MLCPAC(ph) Authorization</b>					
Approved		Disapproved		MLCPAC Signature	

Comments:

**Distribution:** Original- HSG unit file; Copies: LHO, LHA, MLCPAC (ph), AHO

### **Exception to Occupancy Requirements**

- 2-Bedroom units - should there be no “wait list” for 2-bedroom units, and a 2-bedroom unit is expected to be vacant for the next six months, members without dependents E-7 and above willing to forfeit their BAH in return for government housing may be offered a 2-bedroom unit.
- 4-Bedroom units – for a 3-bedroom qualified member to occupy a 4-bedroom unit there must be no 3-bedroom units available or available within 10 days and the “waitlist” for 4-bedroom units has been cleared.
- Command and Senior Officer Quarters (C/SOQ): The following units area local designated as C/SOQ) and will not be counted in any occupancy or vacancy calculations.

**Contact Numbers Quick Reference**

<b>Housing Office</b>	<b>Position</b>			<b>Phone Number</b>		<b>Fax.</b>		
	Group Humboldt Bay Housing Officer			707-839-6118		707-839-6108		
	Eureka Local Housing Office			707-442-1473		707-442-0300		
	Humboldt Bay Housing Duty DC cell			707-599-9411				
	Humboldt Bay Housing Duty SK cell			707-599-9410				
	<b>After Hours</b>							
	<b>Type of Problem</b>							
	Maintenance Emergencies			<b>Duty DC Cell (707) 599-9411</b> <b>If for some reason the Duty DC cell is not working please call the Group @ 707-839-6117 and have them contact the Housing Officer or if unavailable the Housing Chief Petty Officer</b>				
	Emergencies (Fire/Police/Medical)			Eureka		911		
				Fort Bragg		911		
<b>Following any emergency please contact the Group @ 707-839-6117 to notify both the Housing Officer and the Group Command staff.</b>								
<b>Hours of Operations</b>	<b>Who</b>			<b>Hours of Operation</b>				
	Eureka Housing Office (707) 442-1473 Fax: (707) 442-0300			0800-1600 Monday – Friday Closed Weekends and Holidays				
	Duty DC (707) 599-9411			24 Hrs/Day 7 Days a Week, including Holidays				
	<i>Reduced staffing will often be encountered during lunch hours. Often staff members will be "Out of Office" on work requests, but will post location and estimated time of return. Additionally they return frequently to check for messages.</i>							
<b>Housing Web Site</b>	<a href="http://www.uscg.mil/d11/grpHumboldtBay/default.asp">http://www.uscg.mil/d11/grpHumboldtBay/default.asp</a> Additional information can be access at CGCentral under Group Humboldt Bay's unit site.							

**Contact Numbers Quick Reference**

<b>Category</b>	<b>Organization</b>	<b>Location</b>	<b>Telephone</b>
<b>Animal control</b>	<b>Humboldt County Sheriff</b>		<b>707-445-7251</b>
	<b>County Animal Control</b>		<b>707-445-7223</b>
<b>DEERS</b>	<b>DEERS for California</b>		<b>(800) 334-4162</b>
<b>Dental</b>	<b>United Concordia Dental</b>		<b>(800) 866-8499</b>
<b>Legal</b>	<b>CG Legal</b>	<b>CG Island (Alameda)</b>	<b>(510) 437-5891</b>
<b>Medical</b>	<b>CG Clinic</b>	<b>Group Humboldt Bay</b>	<b>707-839-6176</b>
<b>Hospitals</b>	<b>St. Josephs'</b>	<b>Eureka</b>	<b>707-445-8121 x5112</b>
	<b>Eureka General</b>	<b>Eureka</b>	<b>707-445-5111</b>
	<b>Redwood Memorial</b>	<b>Fortuna</b>	<b>707-725-3361</b>
	<b>Mad River</b>	<b>Arcata</b>	<b>707-826-8264</b>
	<b>Fort Bragg</b>	<b>Fort Bragg</b>	<b>707-961-1234</b>
	<b>TRICARE (FHFS)</b>	<b>www.fhfs.com</b>	<b>(800) 242-6788</b>
	<b>Mail Order Pharmacy (NMOP)</b>		<b>(800) 903-4680</b>
	<b>TRICARE for Life</b>		<b>(888) 363-5433</b>
<b>Poison Control</b>			<b>(800) 222-1222</b>
<b>Social Security</b>	<b>Medicare Eligibility</b>		<b>(800) 772-1213</b>
<b>Tickets</b>	<b>MWR Tickets</b>	<b>Alameda</b>	<b>(510) 437-3578</b>
		<b>Petaluma</b>	<b>(707) 765-7340</b>
<b>Work Life</b>	<b>CG Work Life</b>	<b>Alameda</b>	<b>(510) 437-5926</b>

## Earthquake Preparedness

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### Before an Earthquake

Your area is susceptible to earthquakes. Earthquakes strike quickly and without warning. You may be forced to evacuate your neighborhood or you may be confined to your home. What would you do if basic services-water, gas, electricity or telephones- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Don't be caught unprepared for such a disaster. Plan ahead by conducting earthquake drills, just as you would fire drills, and prepare an earthquake kit that will sustain you for a few days if necessary. The Housing Offices will not be providing residents with essentials in the event of a catastrophe. Each resident will be on their own to have their necessary items on hand. The best way to make everyone, and your home, safer is to **be prepared before disaster strikes.**

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### Identify Hazards

Identify potential hazards in your home ahead of time. Advance planning can reduce the danger of serious injury or loss of life from an earthquake.

- Fasten shelves securely to walls.
  - Place large or heavy objects on lower shelves.
  - Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
  - Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
  - Have defective electrical wiring and leaky gas connections repaired. These are potential fire risks. *Contact your Local Housing Office for any problems.*
  - All water heaters should be strapped to the wall studs. *Contact your Local Housing Office if your water heater is not secured.*
  - Repair any deep cracks in ceilings or foundations. *Contact your Local Housing Office if you note any problems.*
  - Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
- 

### Supplies

When preparing for an earthquake, plan on having enough supplies to get you and your family through at least the first 72 hours. After a major earthquake, there is a good chance that traditional emergency response teams will be too busy to take care of you and your family. You may be without basic services to your home – gas, water, electricity, and telephones – for a few days. The Housing Offices will not be providing residents with supplies. You need to prepare your home. Ensure supplies are stored in a convenient place known to all residents.

#### **Essentials**

- Water (2 gallons per person per day).
  - Water purification kit.
  - First aid kit, freshly stocked and First Aid Book.
  - Flashlight and extra batteries.
  - Portable battery-operated radio and extra, fresh batteries.
-

## **Earthquake Preparedness**

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### **Supplies** *continued*

- Non-perishable food (requires no refrigeration, preparation or water).
- Manual can opener.
- Blankets or sleeping bags.
- Essential medications (include antacid and anti-diarrhea medication).
- Extra pair of eyeglasses.
- Extra set of car keys.
- Fire extinguisher (A-B-C type).
- Pet food, water and restraint (leash or carrier).
- Cash and change.
- Sunscreen.
- Scissors, tweezers, needles and safety pins (in assorted sizes).
- Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.

### **Sanitation Supplies**

- Large plastic trash bags for waste; tarps and rain ponchos.
- Bar soap and liquid detergent.
- Shampoo.
- Toothpaste and toothbrushes.
- Feminine hygiene supplies.
- Toilet paper.
- Household bleach.
- Latex gloves.
- Moistened towelettes.

### **Safety and Comfort**

- Sturdy shoes.
- Heavy gloves for clearing debris.
- Candles and matches (in a waterproof container).
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours and they can be turned off by hand in an emergency.
- Light sticks.
- Change of clothing.
- Garden hose for siphoning and firefighting.
- Tent.
- Paper, pens (or pencils), stamps.

### **Cooking**

- Plastic knives, forks, spoons.
- Paper plates and cups, paper towels.
- Heavy-duty aluminum foil.
- Non-electric can opener.
- Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal or gas grills indoors).

## Earthquake Preparedness

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### Supplies *continued*

### Tools and Supplies

- Axe, shovel, broom.
  - Tool kit including a screwdriver, pliers and a hammer.
  - Coil of 1/2" rope.
  - Plastic tape, staple gun and vinyl sheeting for window replacement
  - Bicycle.
  - Utility knife (with extra blades).
  - Duct tape.
  - Needles and thread.
  - Whistle.
  - Plastic bucket with tight lid.
  - Disinfectant.
- 

### Emergency Communication Plan

Develop an emergency communication plan. In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school) develop a plan for reuniting after the disaster.

- Decide where and when to reunite your family should you be apart when an earthquake occurs. Pick two meeting places: (1) a location a safe distance from your home in case of fire and (2) a place outside your neighborhood in case you cannot return home.
  - Choose an out-of-state friend or relative as a "checkpoint" for other friends and relatives to call. After a disaster, it's often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.
  - Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
  - If you have a family member who does not speak English, prepare an emergency card written in English indicating that person's identification, address and any special needs such as medication or allergies. Tell that person to keep the card with him/her at all times.
  - Include your babysitter, guests and other household help in your plans.
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### Vital Records and Valuables

Protect important family documents such as wills, insurance policies, contracts, stocks and bonds, passports, immunization cards, credit card account numbers, an inventory of valuable household goods, important telephone numbers, birth and marriage certificates in a waterproof, fireproof portable container. You can also make copies of your vital records and take photos and/or videos of your valuables. Send the copies to a relative outside the state or keep them in a safe deposit box.

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## Earthquake Preparedness

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### Family Preparation

Conduct drills, establish escape routes and ensure everyone knows all the best possible ways to exit your house after an earthquake.

- Have a plan for each room. Know the safest place in each room because it will be difficult to move from one room to another during an earthquake. Keep escape routes clear.
  - *Get under sturdy furniture such as a heavy desk or table.*
  - *Get against an inside wall.*
  - *Get away from where glass could shatter (around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over).*
- Always keep escape routes clear.
- Make sure everyone knows how to respond after an earthquake. **Do Not** attempt to secure utilities yourself. The Housing Office and/or Housing Maintenance Contractor will secure shutoff valves for gas, water and electricity, if warranted.
- Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune to for emergency information.
- Know the locations of the nearest fire and police stations.
- Practice taking cover as if there were an earthquake and learn the safe places in your home. Conduct Earthquake Duck, Cover and Hold drills every six months and include your escape routes.
- Call your local Red Cross chapter and Office of Emergency Services to find out about their plans for emergency shelters and temporary medical centers in case of such a disaster.
- Review your renter's insurance policy. Some damage to your property may be covered without specific earthquake insurance.

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### What To Do During an Earthquake

Most importantly - STAY CALM, and stay where you are unless you are in danger. Most injuries during earthquakes occur when people are hit by falling objects when entering or exiting buildings.

#### **Earthquake: Duck, Cover and Hold**

No matter what, **DUCK** or **DROP** down on the floor. Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture. If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

## Earthquake Preparedness

### What To Do During an Earthquake *continued*

**General Tips During an Earthquake.** When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Watch out for falling plaster and ceiling tiles. Stay undercover until the shaking stops, and hold onto your cover. If it moves, move with it. Below are some additional tips for specific locations:

- If you are in a **HIGH-RISE BUILDING**, and not near a desk or table, move against an interior wall and protect your head with your arms. Do not use the elevators. Do not be surprised if the electricity goes out or alarm or sprinkler systems come on. Stay indoors on the same floor, as an evacuation may not be necessary. Glass windows can dislodge during the quake and sail for hundreds of feet.
- If you're **OUTDOORS**, move to a clear area away from trees, signs, buildings, electrical wires, and poles.
- If you're on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you're **DRIVING**, as quickly as safety permits, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over. Proceed cautiously, watching for road and bridge damage.
- If you're in a **CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you're in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.
- If you're in the **KITCHEN**, move away from the refrigerator, stove, and overhead cupboards.
- If you're in a **STADIUM OR THEATER**, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Leave in a calm, orderly manner and as directed by event personnel. Avoid rushing toward the exits.
- Be prepared for aftershocks. While these secondary shock waves are usually less violent than the main quake, they can be strong enough to do additional damage to already weakened structures.
- If the electricity goes out use flashlights or battery powered lanterns. Do not use candles, matches, or open flames after the quake because of possible gas leaks.

## Earthquake Preparedness

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### What To Do After An Earthquake

After the earthquake has stopped, the following are some steps you should take.

- Check your home for structural damage and report any damage as soon as possible to your Housing Office.
- If you smell gas or hear a hissing sound, leave the building and report the leak directly to the Housing Office or from a neighbor's home.
- If there is electrical damage, switch off all electrical power at the main fuse box or circuit breaker. Report any damage to the Housing Office. Do not turn on the electricity until it has been checked by the Housing Office or housing maintenance contractor.
- If water pipes are damaged, turn off the water supply at the main valve. Do not turn on the water supply until it has been checked by the Housing Office or housing maintenance contractor.
- Open cabinets cautiously as objects may have shifted and could fall.
- Use the telephone only to report injuries or serious damage.
- Have a portable radio or television available to listen for the latest emergency information.
- Stay off the streets to allow emergency crews to perform their tasks. If you must go out, watch for hazards such as fallen objects, downed electrical wires, weakened walls, bridges, roads, and sidewalks.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, Coast Guard or relief agencies.

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### Additional Tips for Children, Physically Challenged and the Elderly

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#### Tips for Preparing Children

**Infants and Toddlers.** For infants and toddlers, special emphasis should be placed on making their environment as safe as possible.

- Cribs should be placed away from windows and tall, unsecured bookcases and shelves that could slide or topple.
  - A minimum of a 72-hour supply of extra water, formula, bottles, food, juices, clothing, disposable diapers, an extra diaper bag, baby wipes and prescribed medications should be stored where it is most likely to be accessible after an earthquake.
  - Store strollers, wagons, blankets and cribs with appropriate wheels to evacuate infants, if necessary.
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## Earthquake Preparedness

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### Tips for Preparing Children *continued*

- Install latches on all cupboards (not just those young children can reach) so that nothing can fall on your baby during a quake.

**Preschool and School-age Children.** Children need to be prepared for an earthquake as much as adults are, if not more. By age three or so, children can understand what an earthquake is and how to get ready for one. Take the time to explain what causes earthquakes in terms they'll understand. Include your children in family discussions and planning for earthquake safety. Conduct drills and review safety procedures every six months.

- Show children the safest places to be in each room when an earthquake hits. Also show them all possible exits from each room.
  - Use sturdy tables to teach children to Duck, Cover and Hold.
  - Teach children what to do wherever they are during an earthquake (at school, in a tall building, outdoors).
  - Make sure children's emergency cards at school are up-to-date. Although children should not turn off any utility valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an earthquake.
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### Tips for the Physically Challenged

#### **Before an Earthquake**

- Set up your home, apartment or workplace so that you can quickly get under a sturdy desk, table or other safe place for protection. Identify doorways that do not have doors in which you can take cover.
  - Maintain a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members with you at all times.
  - Keep extra medication with your emergency supplies.
  - Keep extra emergency supplies at your bedside and by your wheelchair.
  - Have walking aids near you at all times. Place extra walking aids in different rooms of the house.
  - Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours and they can be turned off by hand in an emergency.
  - Have a whistle near you to signal for help.
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## Earthquake Preparedness

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### **Tips for the Physically Challenged** *continued*

- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept.

### **During and After an Earthquake**

- If you are in bed or out of a wheelchair, stay where you are and cover your head and neck.
- If you are in a wheelchair, stay in it and go into a doorway that doesn't have a door. Cover your head and neck with your hands.
- Prepare to be self-sufficient for at least three days.
- Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- Prepare for aftershocks. If you evacuate your home, leave a message at your home telling family members and others where you can be found.

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### **Tips for the Elderly**

### **Before an Earthquake**

- Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection.
  - Anchor special equipment such as telephones and life support systems. Fasten tanks of gas, such as oxygen, to the wall.
  - Keep a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members. Make sure you have this list with you at all times.
  - Keep an extra pair of eyeglasses and medication with emergency supplies.
  - Keep walking aids near you at all times. Have extra walking aids in different rooms of the house.
  - Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours and they can be turned off by hand in an emergency.
  - Make sure you have a whistle to signal for help.
  - Keep extra batteries for hearing aids with your emergency supplies. Remember to replace them annually.
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## **Earthquake Preparedness**

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### **Tips for the Elderly** *continued*

- Keep extra emergency supplies at your bedside.
- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept.

### **During and After an Earthquake**

- If you are in bed or sitting down, do not get up.
  - If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.
  - Prepare to be self-sufficient for at least three days.
  - Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
  - Prepare for aftershocks.
  - If you evacuate, leave a message at your home telling family members and others where you can be found.
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### **Tips for Pet Owners**

When preparing your home for an earthquake, don't forget to include your pets on the list. They will depend on you even more after an earthquake to take care of them and their needs.

### **Before an Earthquake**

- Store enough food and water to last for 72 hours, preferably for one week. Prepare a shelter or evacuation kit for your pet, including an unbreakable dish, veterinarian records, a restraint (leash or pet carrier) and medication with instructions.
  - Keep your pet's ID tag up-to-date.
  - Make sure nothing can fall on your pet.
  - Arrange for a neighbor to take care of your pet if you are not able to get home after an earthquake.
  - The behavior of pets may change dramatically after an earthquake. Normally quiet and friendly cats and dogs may become aggressive or defensive. Watch animals closely. Leash dogs and place them in a fenced yard.
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## Earthquake Preparedness

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**Tips for Pet Owners**  
*continued*

- Pets may not be allowed into shelters for health and space reasons. Prepare an emergency pen for pets in the home that includes a 3-day supply of dry food and a large container of water.

### **During and After an Earthquake**

- Do not try to hold onto your pet during the shaking. Animals will instinctively protect themselves and hide where they're safe. If you get in their way, even the nicest pets can turn on you.
  - Be patient with your pets after a quake. They get stressed just like people and need time to readjust. They may disappear for some time, but they generally show up again when things have calmed down.
  - If you have outdoor pets, you should keep them indoors until the aftershocks have subsided and they have calmed down.
  - If you must evacuate your home, leave your pet secured in a safe place. Pets will not be allowed at shelters. Be sure to leave plenty of fresh water and food. If possible, visit your pet daily until you can return home.
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# CRS Report for Congress

Received through the CRS Web

## **Firearms Prohibitions and Domestic Violence Convictions: The Lautenberg Amendment**

**October 1, 2001**

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# Firearms Prohibitions and Domestic Violence Convictions: The Lautenberg Amendment

## Summary

The Lautenberg Amendment to the Gun Control Act of 1968 establishes a comprehensive regulatory scheme designed to prevent the use of firearms in domestic violence offenses. To this end, the Amendment prohibits the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, and, relatedly, prohibits the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanant. Furthermore, the Lautenberg Amendment alters the traditional public interest exception to the possession of firearms under the Gun Control Act by making the prohibition applicable to any individual convicted of a domestic violence misdemeanor, including federal, state, and local law enforcement officers.

The provisions of the Lautenberg Amendment have been challenged on three primary grounds. First, opponents of the law maintain that it violates the Commerce Clause by classifying as a federal offense activity that does not have an effect on interstate commerce as required by the Supreme Court's decision in *United States v. Lopez*. It has also been argued that the law violates the Equal Protection Clause by punishing domestic violence misdemeanors more harshly than other misdemeanor offenses, by punishing misdemeanor but not felony offenses, and by excluding law enforcement officers convicted of misdemeanor domestic violence offenses from the public interest exception of 18 U.S.C. §925(a)(1). Furthermore, the law has been attacked as a violation of the Ex Post Facto Clause on the basis that it prohibits the possession of a firearm by a domestic violence misdemeanant even if the predicate offense occurred prior to its enactment.

Reviewing courts have rejected these challenges to the Lautenberg Amendment, determining that its provisions fall within acceptable constitutional parameters. Regarding the Commerce Clause, courts have held that the law contains an express jurisdictional element requiring a finding that the firearm in question was possessed in or affecting commerce, or was received after having been shipped or transported in interstate or foreign commerce, obviating the concerns at issue in *United States v. Lopez*. Equal Protection Clause challenges have been rejected upon the determination that Congress rationally concluded that misdemeanor domestic violence offenders should not possess firearms. Finally, the courts have held that the law does not violate the Ex Post Facto Clause in that it prohibits post-enactment possession and does not criminalize conduct occurring before its enactment.

## Contents

Introduction . . . . .	1
The Gun Control Act of 1968 . . . . .	1
The Lautenberg Amendment . . . . .	2
A. Elements of the Offense . . . . .	2
B. Statutory Defenses . . . . .	3
Constitutional Challenges . . . . .	5
A. Commerce Clause . . . . .	5
B. Equal Protection . . . . .	6
C. Ex Post Facto Clause . . . . .	9
Conclusion . . . . .	10

# Firearms Prohibitions and Domestic Violence Convictions: The Lautenberg Amendment

## Introduction

This report provides an overview of the provisions of the Lautenberg Amendment to the Gun Control Act of 1968, which establishes a scheme prohibiting the possession of firearms by individuals who have been convicted of a misdemeanor crime of domestic violence. In addition to outlining the elements of the prohibition on firearm possession and statutory defenses available to such a charge, this report discusses the disposition of legal challenges to the constitutional validity of the Amendment's proscriptions.

## The Gun Control Act of 1968

The Gun Control Act of 1968 (GCA) established a comprehensive scheme regulating the manufacture, sale, transfer, and possession of firearms and ammunition.<sup>1</sup> Section 922(g) of the GCA delineates nine classes of individuals who are prohibited from shipping, transporting, possessing, or receiving firearms or ammunition in interstate commerce. The individuals targeted by this provision include: (1) persons convicted of a crime punishable by a term of imprisonment exceeding one year; (2) fugitives from justice; (3) individuals who are unlawful users or addicts of any controlled substance; (4) persons legally determined to be mentally defective, or who have been committed to a mental institution; (5) aliens illegally or unlawfully in the United States, as well as those who have been admitted pursuant to a nonimmigrant visa; (6) individuals who have been discharged dishonorably from the Armed Forces; (7) persons who have renounced United States citizenship; (8) individuals subject to a pertinent court order; and, finally, (9) persons who have been convicted of a misdemeanor domestic violence offense.<sup>2</sup>

The GCA, as enacted and amended, contains a public interest exception for all but one of the aforementioned disqualification categories. Specifically, except for 18 U.S.C. §922(g)(9), 18 U.S.C. §925(a)(1) exempts from prohibition “any firearm or ammunition imported for, sold or shipped to, or issued for the use of, the United States or any department or agency thereof or any State or any department, agency, or political subdivision thereof.” The practical effect of this exception is to allow for the possession of firearms in an official capacity, irrespective of criminal record. As is discussed in greater detail below, this provision provided a blanket exception to the

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<sup>1</sup>See 18 U.S.C. §922.

<sup>2</sup>18 U.S.C. §922(g)(1)-(9).

disqualification provisions of the GCA prior to enactment of the Lautenberg Amendment.

## The Lautenberg Amendment

In September, 1996, as part of the Omnibus Consolidated Appropriations Act of 1997, Congress amended the criminal provisions of the GCA, adding a ninth disqualification category. Commonly referred to as the “Lautenberg Amendment,” this provision makes it unlawful for “any person...who has been convicted of a misdemeanor crime of domestic violence” to ship, transport, possess, or receive firearms or ammunition in or affecting commerce.<sup>3</sup> Relatedly, the Lautenberg Amendment prohibits the knowing sale or other disposition of any firearm or ammunition to a domestic violence misdemeanant.<sup>4</sup> Furthermore, the Lautenberg Amendment alters the traditional public interest exception to the firearms disqualification provisions of the GCA, in that it applies to any individual who has been convicted of a domestic violence misdemeanor, including federal, state, and local law enforcement officers.<sup>5</sup>

### A. Elements of the Offense.

Pursuant to the amendment, a misdemeanor conviction triggers the firearm possession prohibition only if the underlying offense includes an element requiring proof of the use or attempted use of physical force, or the threatened use of a deadly weapon against the victim.<sup>6</sup> The offender must be a current or former spouse, parent, or guardian of the victim; a person with whom the victim shares a child; a person with whom the victim has cohabitated or is cohabitating as a spouse, parent, or guardian; or a person “similarly situated” to a spouse, parent, or guardian of the victim.<sup>7</sup> This provision appears to cover an exhaustive range of domestic relationships, except that the text prevents children from being classified as offenders in the event that they commit a misdemeanor offense against a parent or guardian. The Bureau of Alcohol, Tobacco and Firearms (BATF) has clarified the language of the statute, stating that it covers common law marriages, irrespective of whether the relationship is recognized under state law, and situations where two persons share a domicile in an

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<sup>3</sup>18 U.S.C. §922(g)(9).

<sup>4</sup>18 U.S.C. §922(d)(9).

<sup>5</sup>18 U.S.C. §925(a)(1).

<sup>6</sup>18 U.S.C. §921(a)(33)(A)(i).

<sup>7</sup>18 U.S.C. §921(a)(33)(A)(ii). In full, the definition is as follows: “the term ‘misdemeanor crime of domestic violence’ means an offense that: (i) is a misdemeanor under federal or state law; and (ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.”

intimate relationship.<sup>8</sup> Specifically, the ATF has stated that the “similarly situated to a spouse” language does not require the establishment of a common law marriage relationship. Rather, such individuals must simply be involved “in more than a ‘dating’ relationship.”<sup>9</sup> As with the other classifications of domestic relationships, individuals in a relationship “similarly situated to a spouse” fall under the purview of the prohibition if they were “domiciled in an intimate relationship with the victim of the offense either at the time of, or at any time prior to, the offense.”<sup>10</sup>

It is important to note that a predicate offense is not required to contain an explicit element referring to domestic violence. According to the BATF, the term “misdemeanor crime of domestic violence” refers to “all misdemeanors that involve the use or attempted use of physical force (e.g., simple assault, assault and battery) if the offense is committed by one of the defined parties. This is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.”<sup>11</sup> A similar conclusion was reached by the Court of Appeals for the Eight Circuit, which held that “while §921(a)(33) requires proof of a domestic relationship, it requires the predicate misdemeanor to have only one element: the use or attempted use of physical force (or its alternative, the threatened use of a deadly weapon...).”<sup>12</sup>

## **B. Statutory Defenses.**

18 U.S.C. §921(a)(33) establishes two statutory defenses to the application of the possession prohibition, extending procedural protections that are generally only available to individuals charged with felonies to those charged with misdemeanor crimes of domestic violence. Specifically, §921(a)(33)(B) provides that the underlying misdemeanor offense may not be used as a predicate to a violation of §922(g)(9) unless: (1) the individual in question was represented by counsel in the case, or knowingly and intelligently waived the right to counsel, and, (2) in the instance that the individual was entitled to a trial by jury, the case was indeed tried by jury, or the individual in question made a knowing and intelligent waiver of the right.

Given that few misdemeanor offenses imbue defendants with the right to a trial by jury, the second of the aforementioned statutory defenses has had no discernible impact on court decisions regarding convictions pursuant to §922(g)(9). It does

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<sup>8</sup>27 C.F.R. §178.11; *See also*, Bureau of Alcohol, Tobacco and Firearms, “Federal Firearms Regulations Reference Guide,” ATF P 5300.4, p. 152 (2000).

<sup>9</sup>*Id.*

<sup>10</sup>*Id.*

<sup>11</sup>Bureau of Alcohol, Tobacco and Firearms, Open Letter to All State and Local Law Enforcement Officials, <http://www.atf.treas.gov/firearms/domestic/opltrleo.htm>. *See also*, *United States v. Lewitzke*, 176 F.3d 1022, 1025 (7<sup>th</sup> Cir. 1999).

<sup>12</sup>*United States v. Smith*, 171 F.3d 617, 620 (8<sup>th</sup> Cir. 1999); *See also*, *United States v. White*, 258 F.3d 374 (5<sup>th</sup> Cir. 2001) (holding that convictions under Texas statutes criminalizing reckless conduct and terroristic threats were not convictions of a “crime of domestic violence” as they did not contain the aforementioned required elements, precluding their use as predicate convictions for a violation of §922(g)(9)).

appear, however, that the requirement concerning legal representation could serve to limit the application of §922(g)(9). Specifically, given that there is no constitutional right to counsel in misdemeanor cases, it has been surmised that many domestic violence misdemeanants appeared without representation and likely did not make a knowing and intelligent waiver of that right, thereby significantly limiting the universe of individuals against whom the possession ban may be enforced.<sup>13</sup> The Court of Appeals for the Ninth Circuit addressed just such a situation in *United States v. Akins*, holding that the evidence was insufficient to establish that the defendant had validly waived his right to counsel prior to pleading guilty to an underlying state misdemeanor domestic violence charge, as required to establish a violation of §922(g).<sup>14</sup>

At issue in *Akins* was the defendant's contention that the indictment charging him with violating §922(g)(9) was faulty in that it failed to allege an underlying misdemeanor crime of domestic violence as defined in §921(a)(33), given that he had not knowingly and intelligently waived his right to counsel prior to a 1989 misdemeanor conviction. Addressing this argument, the court explained that in order to make a knowing and intelligent waiver of the right to counsel, a "defendant must be made aware of (1) the nature of the charges against him; (2) the possible penalties; and (3) the dangers and disadvantages of self representation."<sup>15</sup> The court went on to stress that this standard applies to both misdemeanor and felony charges.<sup>16</sup> Analyzing the facts of the case, the court determined that the defendant's original waiver consisting of a written statement was insufficient, as it merely recited some of the possible consequences of a guilty plea and did not at any point apprise the defendant of the "dangers and disadvantages of proceeding without council."<sup>17</sup> Additionally, the court found it significant that there was no evidence to indicate that the trial court provided the defendant with any warnings apart from those contained within the waiver. The court also determined that there was no evidence as to the defendant's background and conduct that would allow a conclusion that his waiver of counsel was knowing and intelligent irrespective of the noted deficiencies. Accordingly, the court

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<sup>13</sup>See CRS Report 97-68, *Gun Ban For Persons Convicted of Misdemeanor Crime of Domestic Violence: Ex Post Facto Clause and Other Constitutional Issues*, by Dorothy Schrader. Additionally, it is important to note that while the Supreme Court's decision in *Gideon v. Wainwright*, 372 U.S. 335 (1963) established that persons charged with a felony are entitled to counsel, the Court has also established that a convicted felon cannot challenge the validity of a predicate conviction as a defense to a firearms charge under 18 U.S.C. §922(g), even if the individual in question was not represented by counsel. *Lewis v. United States*, 445 U.S. 55 (1980). Rather, a felon must challenge the validity of such a conviction in a collateral proceeding. Thus, by allowing a statutory challenge to a predicate misdemeanor conviction during a proceeding pursuant to a violation of the Lautenberg Amendment, §921(a)(33)(B) grants misdemeanants a defense not available to felons charged with the possession of firearms. *Id.*

<sup>14</sup>*United States v. Akins*, 243 F.3d 1199 (9<sup>th</sup> Cir. 2001).

<sup>15</sup>*Id.* at 1203.

<sup>16</sup>*Id.* at 1203-1204.

<sup>17</sup>*Id.* at 1205.

held that the defendant's waiver of counsel was insufficient, precluding prosecution under §922(g)(9).<sup>18</sup>

## Constitutional Challenges

The Lautenberg Amendment has been attacked as impinging upon several different constitutional provisions. While arguments that §922(g)(9) violates the Second and Tenth Amendments and operates as a bill of attainder have been dismissed readily, arguments relating to the Commerce Clause, the Equal Protection Clause, and the Ex Post Facto Clause have received more measured consideration.<sup>19</sup>

### A. Commerce Clause.

The validity of §922(g)(9) has been challenged on the basis that it violates the tenets of the Commerce Clause, as delineated in the Supreme Court's decision in *United States v. Lopez*.<sup>20</sup> Specifically at issue in *Lopez* was whether a federal statute prohibiting the mere possession of a firearm on school grounds exceeded congressional authority.<sup>21</sup> In explaining the judicially enforceable limits of the Commerce Clause, the Court delineated three categories of activity that come within its ambit.<sup>22</sup> First, Congress possesses the authority to regulate the use of the channels of interstate commerce.<sup>23</sup> Second, Congress may regulate the instrumentalities of interstate commerce, or persons or things in interstate commerce.<sup>24</sup> Finally, Congress may also regulate activities which have a substantial relation to, and effect on, interstate commerce.<sup>25</sup>

In applying these standards to the case before it, the Supreme Court determined that the statute at issue, 18 U.S.C. §922(q), was neither a regulation of the instrumentalities or channels of interstate commerce, making the determination of the

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<sup>18</sup>*Id.* at 1205-1206. It should be noted that the Court of Appeals for the Eighth Circuit has also ruled on the waiver requirement, holding that evidence of a written waiver, coupled with a prior invocation of the right to counsel, is sufficient for a court to conclude as a matter of law that a defendant has made a knowing and intelligent waiver of the right to counsel. *United States v. Smith*, 171 F.3d 617, 622 (8<sup>th</sup> Cir. 1999).

<sup>19</sup>See *National Ass'n of Government Employees, Inc. v. Barrett*, 968 F.Supp. 1564 (N.D. Ga. 1997), *aff'd*, 155 F.3d 1276 (11<sup>th</sup> Cir. 1998); *Fraternal Order of Police v. United States*, 152 F.3d 998 (D.C. Cir. 1998); *United States v. Gillespie*, 185 F.3d 693 (7<sup>th</sup> Cir. 1999); *United States v. Mitchell*, 209 F.3d 319, 322-323 (4<sup>th</sup> Cir. 2000).

<sup>20</sup>514 U.S. 549 (1995).

<sup>21</sup>*Id.*

<sup>22</sup>*Id.* at 557

<sup>23</sup>*Id.* at 558.

<sup>24</sup>*Id.* at 558.

<sup>25</sup>*Id.* at 558.

case hinge on the “substantial effects” test.<sup>26</sup> In conducting its analysis under this category, the Court determined that §922(q) was a criminal statute which, by its terms, had no connection with commerce or any sort of economic enterprise, and did not play an essential role in a larger regulatory scheme.<sup>27</sup> The Supreme Court also found it significant that there was no jurisdictional element in the statute which would ensure that firearm possession affected interstate commerce in a particular case.<sup>28</sup>

To date, every court applying this standard has readily determined that §922(g)(9) meets minimum constitutional requirements under the Commerce Clause. Specifically, reviewing courts have determined that §922(g)(9) contains a jurisdictional element that requires the government to establish that the firearm at issue was possessed in or affecting commerce, or was received after having been shipped or transported in interstate or foreign commerce.<sup>29</sup> Thus, unlike the statute at issue in *Lopez*, the structure of §922(g)(9) requires the establishment of a nexus between the illegal firearm and interstate commerce, limiting the statute’s application to a discrete set of firearm possessions that have an explicit connection to interstate commerce, thereby obviating Commerce Clause concerns.<sup>30</sup>

## **B. Equal Protection.**

It has also been argued that §922(g)(9) violates the equal protection clause by punishing domestic violence misdemeanors more harshly than other misdemeanor offenses, by punishing misdemeanor but not felony offenses, and by excluding law enforcement officers convicted of misdemeanor domestic violence offenses from the public interest exception of 18 U.S.C. §925(a)(1).

Determining the level of scrutiny to be applied under the Equal Protection Clause hinges upon an analysis of whether a law negatively impacts a suspect class or a fundamental right. If there is such an impact, the law is subjected to strict scrutiny,

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<sup>26</sup>*Id.* at 559.

<sup>27</sup>*Id.* at 561.

<sup>28</sup>*Id.* at 561-562. In *Lopez*, the Supreme Court adjusted the judiciary’s traditional approach to Commerce Clause analysis, maintaining that while the history of Commerce Clause jurisprudence represented an expansive interpretation of federal Commerce Clause power, the judiciary maintained the ability to enforce limits on that power. In addition to its consideration of the issues discussed above, the Court also rejected the argument that possession of a gun in the school environment impacted the economy by contributing to the costs associated with violent crime, curtailing the willingness of individuals to travel to areas seen as unsafe, or by posing a threat to the education of the citizenry, thus comprising the quality of the nation’s workforce. *Id.* at 563-564. The Court went on to note that if such remote connections to economic effects were accepted as relevant, it would be almost impossible to identify “any activity by an individual that Congress is without authority to regulate.” *Id.* at 565.

<sup>29</sup>See *Fraternal Order of Police v. United States*, 173 F.3d 898, 907-908 (D.C. Cir. 1999); *United States v. Gillespie*, 185 F.3d 693, 704-760 (7<sup>th</sup> Cir. 1999); *National Ass’n of Government Employees, Inc. v. Barrett*, 868 F.Supp. 1564, 1572 (N.D. Ga. 1997) *aff’d*, 155 F.3d 1276 (11<sup>th</sup> Cir. 1998).

<sup>30</sup>See *Lopez*, 514 U.S. at 561-563.

requiring the government to prove that the law is necessary to satisfy a compelling governmental interest.<sup>31</sup> In instances where a law does not affect a suspect class or a fundamental right, the court engages in “rational basis” review, requiring only that the law be rationally related to the asserted governmental interest.<sup>32</sup>

Applying these standards, reviewing courts have held that the Lautenberg Amendment does not violate the Equal Protection Clause. In *Hiley v. Barrett*, for instance, the Court of Appeals for the Eleventh Circuit, adopting the opinion of the district court, found that the Lautenberg Amendment passed constitutional muster.<sup>33</sup> The *Barrett* court began its equal protection analysis by noting that the appropriate level of review was the rational basis test, as none of the claims involved a suspect class or fundamental right.<sup>34</sup>

Addressing the argument that the Lautenberg Amendment irrationally categorizes misdemeanor domestic violence offenses more harshly than other misdemeanors, the court first noted that the right to equal protection under the law does not strip Congress of the authority to “to treat different classes of persons in different ways.”<sup>35</sup> As such, the court determined that, in light of the Amendment’s goal of reducing “the likelihood that domestic violence will escalate into murder,” Congress had rationally concluded that misdemeanor domestic violence offenders should not possess firearms.<sup>36</sup>

The court next turned to the assertion that the Amendment unjustifiably discriminates between misdemeanor domestic offenders and convicted felons. This argument centers on the fact that while convicted felons may regain the right to possess a firearm if they receive a pardon, have their conviction expunged, or otherwise have their civil rights restored, many jurisdictions do not deprive misdemeanants of their civil rights. As such, the Amendment creates “an anomaly whereby certain felons may be able to possess firearms, but domestic violence misdemeanants will not.”<sup>37</sup> While acknowledging that such an anomaly may indeed come to pass, the court deemed it irrelevant, noting that “courts have rejected equal protection challenges to the gun control laws that rest on anomalies resulting from differing state regimens.”<sup>38</sup>

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<sup>31</sup>See, e.g., *City of Cleburne v. Cleburne Living Center*, 473 U.S. 432, 439-40 (1985).

<sup>32</sup>See, e.g., *Heller v. Doe*, 509 U.S. 312, 319 (1993).

<sup>33</sup>155 F.3d 1276 (11<sup>th</sup> Cir. 1998). Further discussion regarding this case refers to the decision of the District Court for the Northern District of Georgia in *National Ass’n of Government Employees, Inc. v. Barrett*, 968 F.Supp. 1564 (N.D. Ga. 1997).

<sup>34</sup>*Id.* at 1573.

<sup>35</sup>*Id.* at 1573 (quoting *Johnson v. Robinson*, 415 U.S. 361, 74 (1974)).

<sup>36</sup>*Id.* at 1573 (quoting 142 Cong. Rec. S11227 (daily ed., Sept. 25, 1996) (statement of Sen. Lautenberg)).

<sup>37</sup>*Id.* at 1574.

<sup>38</sup>*Id.* at 1574.

The court then considered the final argument that the Amendment impermissibly discriminates against law enforcement officers who have committed misdemeanor domestic violence offenses. The court rejected this argument, noting that while the ultimate effect §922(g)(9) “may be to bar certain domestic violence misdemeanants of a career that requires the ability to possess a firearm, equal protection concerns are not implicated by the “uneven effects” of a rational classification, absent evidence of discriminatory intent.<sup>39</sup> Applying this rationale to the case at hand, the court determined that there was no evidence of any discriminatory intent towards police officers by Congress, obviating any equal protection concerns.<sup>40</sup>

The Court of Appeals for the Seventh Circuit has also rejected equal protection challenges to the Lautenberg Amendment, employing the same reasoning as the district court in *Barrett*.<sup>41</sup>

The Court of Appeals for the District of Columbia also upheld the Lautenberg Amendment on equal protection grounds in *Fraternal Order of Police v. United States*<sup>42</sup> (FOP II). However, it is important to note that the court originally determined that the Amendment failed rational basis review under the Equal Protection Clause (FOP I).<sup>43</sup> In FOP I, the court focused on the lack of a public interest exception for law enforcement officers, and held that there was in fact no rational basis for the distinction between domestic violence misdemeanants and felons in this context.<sup>44</sup> The court maintained that the Amendment could not be permitted to enable the government to prohibit domestic violence misdemeanants from possessing firearms pursuant to the public interest exception “while it imposes a lesser restriction on those convicted of crimes that differ only in being more serious.”<sup>45</sup>

In FOP II, the United States was granted a rehearing by the court, resulting in a reversal of the decision in FOP I. The court began its analysis in FOP II by noting the factors that led to its initial decision determining that the Lautenberg Amendment failed the rational basis test. Specifically, the court stated that “treating misdemeanants more harshly than felons seems irrational in the conventional sense of that term,” and that the imposition of a lesser duty on felons raised questions regarding the applicability of the general maxim that Congress “is entitled to address a problem ‘one step at a time.’”<sup>46</sup> Upon further review, however, the court qualified this statement, determining that it was “not unreasonable for Congress to believe that existing laws and practices adequately deal with the problem of issuance of official

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<sup>39</sup>*Id.* at 1574-75.

<sup>40</sup>*Id.* at 1574-75.

<sup>41</sup>*See United States v. Gillespie*, 185 F.3d 693 (7<sup>th</sup> Cir. 1999).

<sup>42</sup>173 F.3d 898 (D.C. Cir. 1999).

<sup>43</sup>*Fraternal Order of Police v. United States*, 152 F.3d 998 (D.C. Cir. 1998).

<sup>44</sup>*Id.* at 1002-1003.

<sup>45</sup>*Id.* at 1004.

<sup>46</sup>173 F.3d 898, 903 (quoting FOP I, 152 F.3d at 1004).

firearms to felons but not domestic violence misdemeanants.”<sup>47</sup> The court went on to explain that “nonlegal restrictions, such as formal and informal hiring practices may...prevent felons from being issued firearms” pursuant to the public interest exception, mitigating the apparent disparity created by the Lautenberg Amendment.<sup>48</sup>

The court’s reversal in FOP II prevented a split among the circuits regarding the validity of the Lautenberg Amendment in the equal protection context. It should be noted, however, that the FOP cases represent differing but tenable interpretations regarding the effect of the Amendment, leaving open the possibility that future courts may again differ on the proper application of the Equal Protection Clause to the Lautenberg Amendment.

### **C. Ex Post Facto Clause.**

Finally, the Lautenberg Amendment has also been challenged as a violation of the Ex Post Facto Clause, given that it prohibits a domestic violence misdemeanor from possessing a firearm even if the predicate offense occurred prior to its enactment.<sup>49</sup> The district court decision in *National Ass’n of Government Employees, Inc. v. Barrett*, as affirmed and adopted by the Court of Appeals for the Eleventh Circuit in *Hiley v. Barrett*, rejected this argument, stating that the prohibited activity is the post-enactment possession of a firearm, as opposed to a pre-enactment domestic violence misdemeanor.<sup>50</sup> Clarifying this point, the court explained that the Lautenberg Amendment, by prohibiting post-enactment possession, did not criminalize conduct that occurred prior to its effective date.<sup>51</sup> As such, the court held that the Amendment was not retrospective and, therefore, not violative of the Ex Post Facto Clause.<sup>52</sup> This reasoning has also been employed by the Court of Appeals for the Fourth Circuit and various district courts in rejecting ex post facto challenges to the Lautenberg Amendment.<sup>53</sup>

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<sup>47</sup>*Id.* at 903-904.

<sup>48</sup>*Id.* at 904.

<sup>49</sup> A law violates the strictures of the Ex Post Facto Clause if it applies to events that occurred before its enactment and disadvantages an affected offender by altering the definition of criminal conduct or increasing the punishment for a crime. *See Weaver v. Graham*, 450 U.S. 24, 28-29 (1981).

<sup>50</sup>*Barrett*, 968 F.Supp. at 1576.

<sup>51</sup>*Id.* at 1576.

<sup>52</sup>*Id.* at 1576.

<sup>53</sup>*United States v. Mitchell*, 209 F.3d 319, 322-323 (4<sup>th</sup> Cir. 2000). *See also, United States v. Boyd*, 52 F.Supp.2d 1233, 1236-37 (D.Kan. 1999); *McHugh v. Rubin*, 49 F.Supp.2d 105, 108 (E.D.N.Y. 1999); *United States v. Hicks*, 992 F.Supp. 1244, 1245-46 (D.Kan. 1997); *United States v. Meade*, 986 F.Supp. 66, 69 (D.Mass. 1997), *aff’d*, 175 F.3d 215 (1<sup>st</sup> Cir. 1999).

## Conclusion

As has been shown, the Lautenberg Amendment establishes a comprehensive federal scheme that is designed to prevent the use of firearms in domestic violence offenses by prohibiting the possession of firearms by persons convicted of a misdemeanor crime of domestic violence, as well as the knowing sale or disposition of any firearm or ammunition to a domestic violence misdemeanant. Furthermore, by altering the traditional public interest exception of the GCA, the Lautenberg Amendment has been made applicable to state and federal law enforcement officials.

While these provisions have been a significant source of legal controversy, reviewing courts have rejected all challenges to the validity of the Amendment, determining that its provisions comport with minimum constitutional requirements. Furthermore, while it is important to remember that there are tenable constitutional arguments that may be raised against the Lautenberg Amendment, the breadth of the decisions discussed above would appear to minimize the possibility of any future rulings invalidating its provisions.

## EUREKA COAST GUARD HOUSING RECYCLING BIN GUIDE

### PLEASE POST THIS FOR EASY REFERENCE

Eureka Housing maintains 2 recycle bins located at the end of Coast Guard Street for tenant recycling. There is one bin for fibrous material—paper and cardboard—and one bin for containers—plastics, glass, and metal cans. Below are guidelines from Eureka City Garbage for sorting recyclables.

#### **PLASTIC:**

- This bin is for clear, colored and white plastics with the recycle numbers 1-7.
- **NO STYROFOAM IS ALLOWED IN THE PLASTICS BIN.** Styrofoam is to be put in with the regular garbage.
- Remove all lids and caps.

#### **GLASS:**

- All colors of glass bottles and jars.
- Remove all lids and caps.

#### **PAPER :( THIS DOES NOT INCLUDE CARDBOARD)**

- Newspaper and their inserts
- White office paper
- Paper bags, clipboard(cereal boxes)
- **CANNOT INCLUDE: WAXED MILK CARTONS, SOYMILK, JUICE BOXES AND MAGAZINES.**

#### **CARDBOARD:**

- Cardboard boxes should be broken down flat.
- **CANNOT INCLUDE: ANY FOOD-CONTAMINATED CARDBOARD(PIZZA) OR BOXBOARD(SODA/BEER)**

**IF IT DOES NOT MEET ONE OF THE ABOVE CRITERIA THEN IT DOES NOT GO INTO ANY OF THE RECYCLE BINS.** However, just because it doesn't meet the above requirements doesn't mean it can't be recycled. Please see the following pages for additional information on items that are accepted locally for recycling. Many items can also be composted. If there are any questions or concerns, Eureka City Garbage can be contacted at 442-5711.

## APPLIANCES

*Refrigerator, dishwasher, water heater, etc.*

FEE: Residential without Freon \$17 each  
 Residential with Freon \$21 each  
 Commercial \$55 each

## BATTERIES

One time use and rechargeable accepted

## BOOKS, hardcover

*Outdated encyclopedias, text books, etc.*

No charge for small quantities  
 FEE: Large quantities: \$0.05/lb

## CELL PHONES

Accepted free of charge

## CD's

All compact discs and DVDs accepted

## CONTAINERS

- aluminum cans
- steel & tin cans
- bimetal cans
- glass jars & bottles (all colors)
- #1-#7 plastic bottles & containers
- aluminum foil & formed containers

**Leave caps on bottles**

**Do not include:**

- Aseptic containers (soymilk or juice boxes)
- plastic utensils or straws
- Styrofoam cups or containers
- compostable plastics

### California Redemption Value (CRV)

*a redeemable state fee placed on certain beverage containers*

	<i>segregated</i>	<i>commingled</i>
Aluminum cans	\$1.57/lb	\$1.46/lb
Glass bottles	\$0.105/lb	\$0.081/lb
#1 PETE bottles	\$0.92/lb	\$0.78/lb
#2 HDPE bottles	\$0.54/lb	\$0.32/lb
Bimetal cans	\$0.28/lb	n/a

*Containers & Paper are available for curbside pickup, call your garbage hauler for details.*

Arcata: 822-0304 Eureka: 442-5711

## ELECTRONIC WASTE (e-waste)

**Electronics:** *computer & stereo equipment, microwave ovens, VCRs, etc.*

FEE: Household \$0.10/lb Commercial \$0.28/lb

**CRTs:** *TVs, computer monitors, & laptops*

FEE: Household \$13 each  
 Commercial \$0.55/lb

## FLUORESCENT TUBES & CFLs

**Fluorescent tubes:** *4' max, non-commercial*

FEE: \$1 each to recycle

**CFLs:** *compact fluorescent lamps*

FEE: \$0.50 each to recycle

## MOTOR OIL & ANTIFREEZE

*Oil filters and coolant accepted*

We pay \$0.04 per quart for used motor oil

Drain #2 HDPE oil bottles for 1 hour before recycling (drain rack available on site)

20 gallon maximum per day, 5 gal. per container

## PAPER

- cardboard & chipboard (cereal boxes) *flatten boxes*
- newspaper (include inserts)
- magazines & catalogs
- home & office paper
- phonebooks & paper-back books
- junk mail, envelopes, folders
- gift wrap (non-foil)
- paper bags

**Do not include:**

paper towels/napkins/tissues, paper plates or cups, photographs, transparencies, wax paper, padded envelopes, paper ream wrappers, neon or Astro-brite colored paper, waxed milk cartons, waxed or "wet strength" cardboard, egg cartons, or pizza boxes

## PACKING MATERIALS

Packing peanuts, bubble wrap, & air packets accepted clean and dry for reuse

## PLASTIC BAGS

Place clean & dry in a plastic bag for recycling

beyond the basics

**BATTERIES, auto & marine**

Ken's Auto Parts 822-3674  
 Interstate Batteries 445-3259  
 The Lube Rack 444-2844

**BUILDING MATERIALS**

ACRC Reusables Depot 822-0802  
 Arcata Scrap and Salvage 822-4881  
 Resale Lumber Products 822-5705  
 Organic House Construction 822-9800

**CARTRIDGES/TONERS**

ACRC 445-4321  
 Arcata Stationers 822-0527  
 CartriCharge Imaging 822-9212  
 ECRC 445-4321

**EYEGASSES**

ACRC 445-4321  
 ECRC 445-4321

**GREEN WASTE, yard debris**

Mad River Compost 822-8035  
 Hawthorne St. Transfer Station 268-8680

**MERCURY PRODUCTS**

Humboldt HHW 441-2005

**PAINT**

Humboldt HHW 441-2005

**PHARMACEUTICAL WASTE**

Humboldt HHW 441-2005

**PROPANE TANKS**

AmeriGas 822-4881  
 Sequoia Gas 822-4851

**SCRAP METAL**

ACRC 445-4321  
 Arcata Scrap and Salvage 822-4881  
 ECRC 445-4321

**SHARPS/SYRINGES**

ACRC 445-4321  
 Hawthorne St. Transfer Station 268-8680  
 Redwood Pharmacy  
 Henderson Center 442-5774  
 Myrtle town 443-4885

**SPORTING GOODS**

ACRC Reusables Depot 822-0802

**TIRES**

Gosselin & Sons 443-7081  
 Arcata used Tire 822-7909  
 Hawthorne St. Transfer Station 268-8680  
 Franklin's Service 822-1975  
 Expert Tire 443-1616  
 Tetrault Tire Pros 443-6381

**TOILETS/SINKS**

Kernen Construction 826-9665  
 ACRC Reusables Depot (sinks only) 822-0802

**VEGETABLE OIL**

ACRC 445-4321  
 ECRC 445-4321

**Humboldt's Household Hazardous Waste Facility**



Open Friday & Saturday  
 9am-1pm 441-2005  
 1059 W. Hawthorne St. Eureka

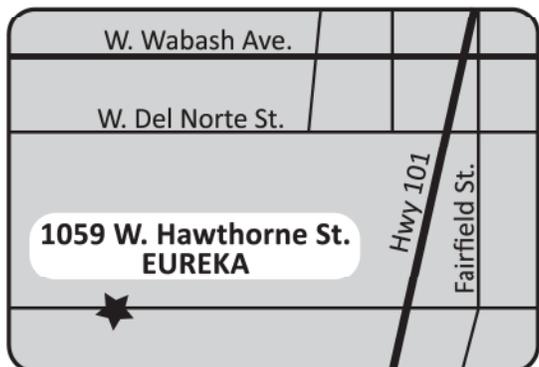
where to find us  
 Arcata Community Recycling Center

call **445-4321** visit **www.arcatarecycling.org**

**Arcata** Mon-Fri 9am-6pm  
 Sat/Sun 9am-5pm



**Eureka** Mon-Fri 8am-5pm  
 Sat. 8am-4pm  
 Sun. 10am-4pm



More info Flip out the tab in your AT&T phonebook to the Humboldt County Waste Reduction & Recycling Guide or visit online **www.humboldtrecycling.org**

## Coast Guard Group Humboldt Bay Housing Advisory Committee Charter

*The mission of the Coast Guard Housing Advisory Committee (HAC) is to give voice to Coast Guard housing tenants residing in the Eureka Housing development by acting as a liaison between themselves, the Housing Staff and the Command Cadre.*

The ***Organization of the Council*** was re-affirmed, and realized as follows:

1. Number of Members: The Council will be composed with a minimum of three members to fulfill the below outlined positions. The maximum number of committee members will not exceed seven members.
2. Replacing members: Tenants will become appointed to the committee by volunteer waiting list on a first-come first-serve basis. This method was chosen over an election process to eliminate the possibility of it becoming a 'popularity contest'.
3. Meeting Time: Meetings will commence every 2nd Thursday of every month, (until such time as meetings can be prolonged to every 2 to three months) during the evenings for one hour from 7:00 to 8:00 pm.
4. Meeting Place: HAC will be at the Eureka Housing Recreation Center (Barn).
5. Breaks: Meetings will not normally occur during the holiday period or summer months, as followed by school schedules.
6. Representation: Each member will have a zone or zones he/she can represent in the Eureka Housing Development, identified by Courts or Cul-de-Sacs.
7. HAC positions: Three positions were identified as follows, along with roles and responsibilities:
  - a) Secretary
    - i. Takes notes at meetings
    - ii. Creates Minutes Draft.
    - iii. Forwards Minute Draft to Housing Officer for review.
    - iv. Forwards Final Minutes to HAC members, and newsletter.
    - v. Maintains waiting list of those who wish to become HAC members.
  - b) Spokesperson
    - i. Communicates directly to Housing Staff or Command.
  - c) PR Representative

- i. Checks HAC emails weekly and Comment Box at the end of each month. Bring info to meetings, or distributes gathered information accordingly.

The *Order of Meetings* was discussed and decided upon as follows:

1. Agenda: Meetings will generally be scheduled to identify, discuss and create solutions for one to three items, or as time allows, put forward by tenants and members, and one to two items, or as time allows, put forward by housing or command staff. Items will be added by housing or command staff no later than one week prior to a planned meeting. The Agenda can be decided upon at the prior meeting, but is flexible to modification.
2. Position Change Identified: As positions change each quarter, and if such position change applies at a meeting, the new Secretary, Spokesperson, and Representative will be chosen prior to the discussion of Agenda Items.
3. Open Forum: An Open Tenant Forum was discussed as a possibility for future HAC meetings, where tenants would have a chance to sit in and voice their concerns during a specified time of the HAC meetings. Meeting will be closed until future notice to enable more efficient and constructive use of the short meeting period.
4. Minutes: Meeting minutes will be drafted by the secretary during each meeting and published following all meetings. Once all minutes have been drafted they will be routed to the Command via the Housing Officer for Command review. Minutes will be disseminated to housing tenants primarily via the Group Ombudsman's monthly newsletter. Other distribution methods such as email, web publication, and printed flyers will be used as deemed necessary, or requested.

## **Information on the use of Compact Fluorescent Lamps (CFL) in Coast Guard Housing, including an important safety note at the end**

Section 522 of the Energy Independence and Security Act of 2007, Public Law 110-140, added a new section to the U.S. Code which generally requires the use of compact fluorescent lights (CFLs) or other alternatives to incandescent lights on Coast Guard facilities. The new section, codified at 42 U.S.C. § 17141, provides, in part, as follows:

[O]n and after January 1, 2009, a general service incandescent lamp shall not be purchased or installed in a Coast Guard facility by or on behalf of the Coast Guard.

While the law does not apply to vessels or aircraft, and while it allows for certain exceptions (as where there is historic value to a previously installed light fixture), you will notice that Housing Offices which purchase or install bulbs for Coast Guard Housing will generally be installing CFLs in lights that need replacing after January 1. That is because CFLs are the most practical alternative to incandescent lights today. Light Emitting Diode (LED) light bulbs will also work in some situations, but there are practical considerations which generally favor CFLs over LEDs in most housing situations.

Phasing out the use of incandescent lights is an important step in the direction of minimizing our energy use, which is necessary to reduce our emissions of greenhouse gases and to reduce our dependence on foreign oil.

On average, a CFL consumes 65% - 75% less energy than an incandescent bulb. (LED bulbs, which the Coast Guard uses more frequently on Aids-to-Navigation, use still less energy than CFL bulbs.) In fact, according to a Department of Energy website touting CFLs: “If every American home replaced just one light bulb with an ENERGY STAR qualified bulb, we would save **enough energy to light more than 3 million homes for a year**, more than **\$600 million in annual energy costs**, and prevent greenhouse gases equivalent to the emissions of more than **800,000 cars.**” (See [http://www.energystar.gov/index.cfm?c=cfls.pr\\_cfls](http://www.energystar.gov/index.cfm?c=cfls.pr_cfls) .)

Residents who purchase CFLs should be aware that both the selection of CFLs and the disposal of bulbs (particularly broken bulbs) requires special attention. Care in selection of a CFL bulb is important for two reasons. First, different types of CFLs will last longer in different types of fixtures; An enclosure to this memo provides guidance on selecting the appropriate bulb for a particular fixture. Second, there are major differences in the type of light different CFLs produce; A bulb identified as “soft white,” for instance is likely to produce a much different light than one identified as “natural,” or “daylight.” And residents may find that they have a particular preference for one or another type of CFL light. For more information on choosing a CFL bulb with a particular type of light, refer to the following DoE website:

[http://www.energystar.gov/index.cfm?c=cfls.pr\\_cfls\\_color](http://www.energystar.gov/index.cfm?c=cfls.pr_cfls_color) .

## Important Safety Note

Procedures for recycling intact CFLs and for cleaning up broken CFL bulbs differ from those for incandescent bulbs. This is because CFLs contain trace amounts of mercury (on average 4 milligrams, about the amount that would cover the tip of a ballpoint pen). And, while no mercury is released when the bulbs are intact, mercury can be released upon breakage. If a bulb does break, therefore, certain precautions need to be taken to avoid inhaling mercury. **These begin with opening a window and leaving the affected area for fifteen minutes.** For their own safety, residents are encouraged to follow the enclosed instructions and call their local maintenance representative for guidance on what to do next.

For information on disposal procedures, residents should contact their local Coast Guard housing office. Residents may also call their local municipal solid waste facility, or they may simply drop off their burned-out CFLs at Home Depot, which offers free recycling of unbroken CFLs.

Enclosures to this document include:

- (1) Frequently Asked Questions: Information on Compact Fluorescent Light Bulbs (CFLs) and Mercury, June 2008
- (2) How to Choose the Right Energy Star Qualified Light Bulb
- (3) Addendum to Resident Occupancy Agreement

Department of Homeland Security  
U.S. Coast Guard

## ADDENDUM TO RESIDENT OCCUPANCY AGREEMENT

**Section I Service Member Information:** Please print. This agreement to occupy the premises indicated is issued by the United States Government, acting through the United States Coast Guard, and the Service Member identified below. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified and those contained in the Coast Guard Housing Manual, COMDTINST M11101.13 (series)

Service Member's Name (Last, First, MI):

EMPLID:

Rank/Rate:

Permanent Duty Station (Include Work Phone #):

Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone):

### Section II PROVISIONS OF OCCUPANCY

**Please read each statement and acknowledge by initialing in the block.**

- |     |   |
|-----|---|
| (1) | I have read P.L. 110-140, Section 522 and understand the requirements placed on the Coast Guard.  |
| (2) | I understand the disposal requirements if I use a CFL in place of an incandescent bulb.   |
| (3) | I understand the EPA recommended clean-up procedures if a CFL is broken in my home.   |
| (4) | I understand the requirement to notify the Housing Office if a CFL is broken and I will not attempt to remove any flooring or CG-owned fixture from the home as a result of a broken CFL. |
| (5) | I have received a copy of P.L. 110-140, EPA's "Frequently Asked Questions: Information on CFLs and Mercury", EPA's "How to Choose" table, and the USCG disclosure letter on mercury.      |

### Section III EXECUTION OF AGREEMENT

I have received a copy of the required enclosures and will read and abide by all of the regulations.

Service Member's Signature:

Date:

Housing Representative's Signature:

Date:



## Frequently Asked Questions Information on Compact Fluorescent Light Bulbs (CFLs) and Mercury June 2008

### Why should people use CFLs?

Switching from traditional light bulbs (called incandescent) to CFLs is an effective, simple change everyone in America can make right now. Making this change will help to use less electricity at home and prevent greenhouse gas emissions that lead to global climate change. Lighting accounts for close to 20 percent of the average home's electric bill. ENERGY STAR qualified CFLs use up to 75 percent less energy (electricity) than incandescent light bulbs, last up to 10 times longer, cost little up front, and provide a quick return on investment.

If every home in America replaced just one incandescent light bulb with an ENERGY STAR qualified CFL, in one year it would save enough energy to light more than 3 million homes. That would prevent the release of greenhouse gas emissions equal to that of about 800,000 cars.

### Do CFLs contain mercury?

CFLs contain a very small amount of mercury sealed within the glass tubing – an average of 4 milligrams – about the amount that would cover the tip of a ballpoint pen. By comparison, older thermometers contain about 500 milligrams of mercury – an amount equal to the mercury in 125 CFLs. Mercury is an essential part of CFLs; it allows the bulb to be an efficient light source. No mercury is released when the bulbs are intact (not broken) or in use.

Most makers of light bulbs have reduced mercury in their fluorescent lighting products. Thanks to technology advances and a commitment from members of the National Electrical Manufacturers Association, the average mercury content in CFLs has dropped at least 20 percent in the past year. Some manufacturers have even made further reductions, dropping mercury content to 1.4 – 2.5 milligrams per light bulb.

### What are mercury emissions caused by humans?

EPA estimates the U.S. is responsible for the release of 104 metric tons of mercury emissions each year. Most of these emissions come from coal-fired electrical power. Mercury released into the air is the main way that mercury gets into water and bio-accumulates in fish. (Eating fish contaminated with mercury is the main way for humans to be exposed.)

Most mercury vapor inside fluorescent light bulbs becomes bound to the inside of the light bulb as it is used. EPA estimates that the rest of the mercury within a CFL – about 11 percent – is released into air or water when it is sent to a landfill, assuming the light bulb is broken. Therefore, if all 290 million CFLs sold in 2007 were sent to a landfill (versus recycled, as a worst case) – they would add 0.13 metric tons, or 0.1 percent, to U.S. mercury emissions caused by humans.

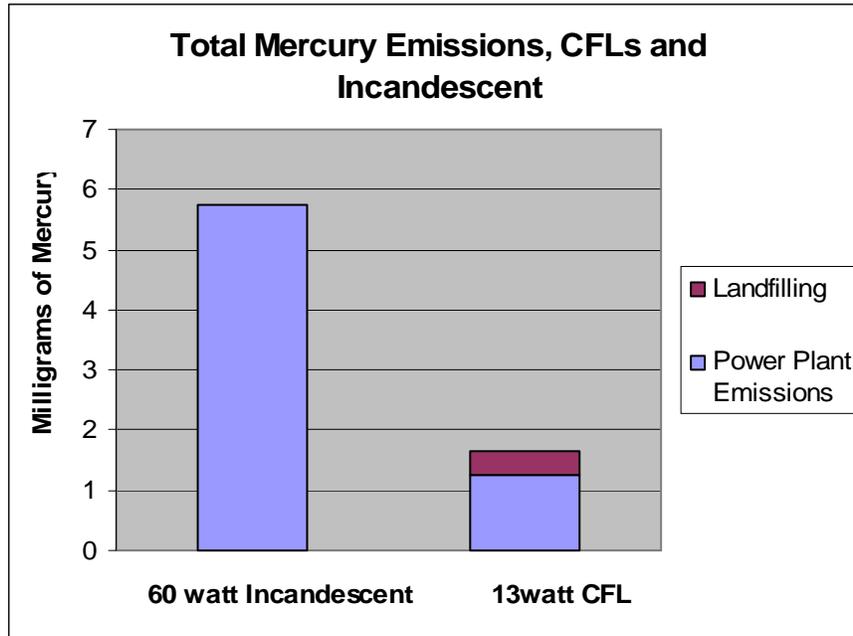
### How do CFLs result in less mercury in the environment compared to traditional light bulbs?

Electricity use is the main source of mercury emissions in the U.S. CFLs use less electricity than incandescent lights, meaning CFLs reduce the amount of mercury into the environment. As shown in the table below, a 13-watt, 8,000-rated-hour-life CFL (60-watt equivalent; a common light bulb type) will save 376 kWh over its lifetime, thus avoiding 4.5 mg of mercury. If the bulb goes to a landfill, overall emissions savings would drop a little, to 4.2 mg. EPA recommends that CFLs are recycled where possible, to maximize mercury savings.

Table 1

Light Bulb Type	Watts	Hours of Use	kWh Use	National Average Mercury Emissions (mg/kWh)	Mercury from Electricity Use (mg)	Mercury From Landfilling (mg)	Total Mercury (mg)
CFL	13	8,000	104	0.012	1.2	0.4	1.6
Incandescent	60	8,000	480	0.012	5.8	0	5.8

Figure 1



Because CFLs also help to reduce greenhouse gasses, other pollutants associated with electricity production, and landfill waste (because the bulbs last longer), they are clearly the environmental winner when compared to traditional incandescent light bulbs.

### **What precautions should I take when using CFLs in my home?**

CFLs are made of glass and can break if dropped or roughly handled. Be careful when removing the bulb from its packaging, installing it, or replacing it. Always screw and unscrew the light bulb by its base (not the glass), and never forcefully twist the CFL into a light socket. If a CFL breaks in your home, follow the clean-up recommendations below. Used CFLs should be disposed of properly (see below).

### **What should I do with a CFL when it burns out?**

EPA recommends that consumers take advantage of available local recycling options for compact fluorescent light bulbs. EPA is working with CFL manufacturers and major U.S. retailers to expand recycling and disposal options. Consumers can contact their local municipal solid waste agency directly, or go to [www.epa.gov/bulbrecycling](http://www.epa.gov/bulbrecycling) or [www.earth911.org](http://www.earth911.org) to identify local recycling options.

If your state or local environmental regulatory agency permits you to put used or broken CFLs in the garbage, seal the bulb in two plastic bags and put it into the outside trash, or other protected outside location, for the next normal trash collection. Never send a fluorescent light bulb or any other mercury-containing product to an incinerator.

If your ENERGY STAR qualified CFL product burns out before it should, look at the CFL base to find the manufacturer's name. Visit the manufacturer's web site to find the customer service contact information to inquire about a refund or replacement. Manufacturers producing ENERGY STAR qualified CFLs are required to offer at least a two-year limited warranty (covering manufacturer defects) for CFLs used at home. In the future, save your receipts to document the date of purchase.

### **How should I clean up a broken fluorescent bulb?**

Because CFLs contain a small amount of mercury, EPA recommends the following clean-up and disposal guidelines:

#### **1. Before Clean-up: Air Out the Room**

- Have people and pets leave the room, and don't let anyone walk through the breakage area on their way out.
- Open a window and leave the room for 15 minutes or more.
- Shut off the central forced-air heating/air conditioning system, if you have one.

## **2. Clean-Up Steps for Hard Surfaces**

- Carefully scoop up glass fragments and powder using stiff paper or cardboard and place them in a glass jar with metal lid (such as a canning jar) or in a sealed plastic bag.
- Use sticky tape, such as duct tape, to pick up any remaining small glass pieces and powder.
- Wipe the area clean with damp paper towels or disposable wet wipes. Place towels in the glass jar or plastic bag.
- Do not use a vacuum or broom to clean up the broken bulb on hard surfaces.

## **3. Clean-up Steps for Carpeting or Rug:**

- Carefully pick up glass fragments and place them in a glass jar with metal lid (such as a canning jar) or in a sealed plastic bag.
- Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder.
- If vacuuming is needed after all visible materials are removed, vacuum the area where the bulb was broken.
- Remove the vacuum bag (or empty and wipe the canister), and put the bag or vacuum debris in a sealed plastic bag.

## **4. Clean-up Steps for Clothing, Bedding, etc.:**

- If clothing or bedding materials come in direct contact with broken glass or mercury-containing powder from inside the bulb that may stick to the fabric, the clothing or bedding should be thrown away. Do not wash such clothing or bedding because mercury fragments in the clothing may contaminate the machine and/or pollute sewage.
- You can, however, wash clothing or other materials that have been exposed to the mercury vapor from a broken CFL, such as the clothing you are wearing when you cleaned up the broken CFL, as long as that clothing has not come into direct contact with the materials from the broken bulb.
- If shoes come into direct contact with broken glass or mercury-containing powder from the bulb, wipe them off with damp paper towels or disposable wet wipes. Place the towels or wipes in a glass jar or plastic bag for disposal.

## **5. Disposal of Clean-up Materials**

- Immediately place all clean-up materials outdoors in a trash container or protected area for the next normal trash pickup.
- Wash your hands after disposing of the jars or plastic bags containing clean-up materials.
- Check with your local or state government about disposal requirements in your specific area. Some states do not allow such trash disposal. Instead, they require that broken and unbroken mercury-containing bulbs be taken to a local recycling center.

## **6. Future Cleaning of Carpeting or Rug: Air Out the Room During and After Vacuuming**

- The next several times you vacuum, shut off the central forced-air heating/air conditioning system and open a window before vacuuming.
- Keep the central heating/air conditioning system shut off and the window open for at least 15 minutes after vacuuming is completed.

### **What is mercury?**

Mercury is an element (Hg on the periodic table) found naturally in the environment. Mercury emissions in the air can come from both natural and man-made sources. Coal-fired power plants are the largest man-made source because mercury that naturally exists in coal is released into the air when coal is burned to make electricity. Coal-fired power generation accounts for roughly 40 percent of the mercury emissions in the U.S.

The use of CFLs reduces power demand, which helps reduce mercury emissions from power plants.

For more information on all sources of mercury, visit <http://www.epa.gov/mercury>

For more information about compact fluorescent bulbs, visit <http://www.energystar.gov/cfls>

EPA is continually reviewing its clean-up and disposal recommendations for CFLs to ensure that the Agency presents the most up-to-date information for consumers and businesses.
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# HOW TO CHOOSE

## THE RIGHT ENERGY STAR® QUALIFIED LIGHT BULB

		TABLE/FLOOR LAMPS	PENDANT FIXTURES	CEILING FIXTURES	CEILING FANS	WALL SCONCES	RECESSED CANS	TRACK LIGHTING	OUTDOOR COVERED	OUTDOOR FLOOD
SPIRAL		✓		✓	✓	✓			✓	
COVERED A-SHAPE		✓	✓		✓				✓	
GLOBE			✓							
TUBED		✓		✓		✓			✓	
CANDLE					✓	✓			✓	
INDOOR REFLECTOR					✓		✓	✓		
OUTDOOR REFLECTOR										✓

### AVOID EARLY BURN OUT:

- Only bulbs marked “dimmable” or “three-way” will work on dimmers or three-way switches.
- Most photocells and timers are not designed to work with CFLs.



LEARN MORE AT [energystar.gov](http://energystar.gov)