

HOUSING MANUAL



ASBQNINST M11101.1E



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AIR STATION BORINQUEN INSTRUCTION M11101.1E

Subj: AIR STATION BORINQUEN HOUSING MANUAL

Ref: (a) Coast Guard Family Housing Manual, COMDTINST M11101.13D
(b) Integrated Support Command Miami Housing Manual, ISCINST M3010.1

1. PURPOSE. The purpose of this Manual is to provide instructions and information on the management of family and unaccompanied personnel housing facilities and programs under jurisdiction of the Local Housing Authority (LHA) at Air Station Borinquen.
2. ACTION. This Manual is effective immediately. Each tenant residing in Coast Guard-owned housing shall be provided a copy of this manual and be familiar with its contents.
3. DIRECTIVES AFFECTED. ASBQNINST M11101.1D is cancelled and superseded by this Manual.
4. DISCUSSION. This manual contains important guidelines to maintain clean, well-kept housing units that are pleasant, safe, and suitable for present and future occupants. Additional guidance is contained in references (a) and (b).

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CHAPTER 1

INTRODUCTION

This manual contains rules, regulations, and general information concerning occupancy of Coast Guard housing. The intent is not to restrict or over-regulate the actions of housing occupants; however, it is essential to establish certain rules and policies to govern living in a military community. Carelessness or thoughtlessness may do injustice to neighbors or subsequent tenants. Cooperation and consideration of the rights of others will do much to make our community pleasant and attractive.

The Housing Office phone number is 787 890-8470 and it is located at 159 L. Street adjacent to La Plaza. The office is open weekdays 0800-1700.

There are over 200 housing units within our housing area consisting of two, three, four, and five bedroom units. All units are equipped with an electric range, countertop water filter and refrigerator. Unaccompanied military quarters are additionally equipped with a washing machine, dryer, air conditioners, microwave and *a basic allotment of government furniture*. All family housing on Air Station Borinquen was built to withstand hurricane conditions. The walls, roof, and floors are concrete. Floors are tiled with native cement tile and windows are made to withstand winds of 120mph. All windows are fitted with aluminum screens and mini/vertical blinds.

Utility conservation is a national concern and of particular interest to the Coast Guard due to a limited housing budget. It is imperative that tenants use electrical power prudently. Energy conservation by all occupants will ensure that surplus funds are used to everyone's best advantage.

Suggestions for improvement and more effective administration of housing facilities and programs are invited and should be forwarded to the Housing Manager.

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CHAPTER 2

HOUSING ADMINISTRATION

2.1 ELIGIBILITY

Minimum Period of Occupancy. The minimum occupancy period for personnel to be considered eligible for family housing is six months. Written requests for exceptions will be made via a special request chit to the command and evaluated on individual merit. Approval is at the discretion of the Executive Officer. Requests must thoroughly document exceptional circumstances and needs.

Coast Guard Military Personnel. Coast Guard-owned housing at Air Station Borinquen has been declared inadequate due to the *lack of government furnished air conditioning*. UPH quarters have been provided with air conditioners and are considered adequate. Air Station Borinquen has thirty-six (36) designated UPH quarters. Reference (a) establishes a minimum 90% occupancy level of these units. As such, no single personnel, E-6 and below, will be allowed to live off-base unless UPH quarters are at least 90% occupied. All personnel desiring to reside off base must submit a special request chit to the Housing Office via the command. Approval is at the discretion of the Housing Officer. Waivers for hardship needs may be approved on a case-by-case basis by the Executive Officer.

Personnel of Other Uniformed Services. Personnel of other uniformed services will be assigned housing in accordance with the terms of the Host-Tenant or Support Agreement in effect between that service and the Coast Guard.

Non-Military Personnel. The following groups of personnel, listed by priority, may be assigned to excess housing after the needs of military and other uniformed service personnel have been met:

- Families of absentee military sponsors (CG and DOD) who are being assigned overseas.
 - Civilian employees (GS-7 or equivalent and above) of agencies of the Department of Homeland Security.
 - Civilian employees (GS-7 or equivalent and above) of federal agencies located in western Puerto Rico that contribute to the operation and welfare of Coast Guard Air Station Borinquen.
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Live-in Care. In certain cases, live-in care may be authorized to reside with residents when that action is in the best interest of the Coast Guard. Some examples where this may be approved are those with special medical needs or for childcare for single parents. Requests for live-in care providers must be submitted via your chain of command and the Housing Officer for review and action by the Executive Officer.

2.2 HOUSING ASSIGNMENT POLICY

Policy. The influence of family housing on morale and retention is well recognized. To maximize the morale benefits of housing assets, all members must be able to feel that they have been treated fairly in their opportunity to obtain family housing.

Authority. Assignment of quarters must conform to the general policy provided by Commandant (G-W). Assignment of families to available housing must be consistent on a Coast Guard-wide basis.

Purpose. Generally housing units will be assigned according to the criteria below. Should insufficient houses be available for all qualified personnel, personnel will be assigned the available quarters by order of family size. For example, if there are insufficient 5 bedroom units available for O-4's that qualify for 5 bedroom units, then the available units will be assigned to the O-4's with the largest number of dependents and/or need based on age of dependents. In all cases, dependents must reside with the sponsor for more than 50% of the assigned tour length for consideration in the assignment process.

- Qualified Officers will normally be assigned 5 bedroom quarters from 1 through 14 Cliff Road. Qualified Enlisted personnel will normally be assigned 5 bedroom quarters from 15 through 18 Cliff Road.
 - Qualified Officers will normally be assigned quarters on Northeast Road, north of 118 Northeast Road; between 52 and 61 Hook Road, or on Hook Road between School Drive and Northeast Road. Qualified Coast Guard E-9, E-8 & E-7's will normally be assigned 4 bedroom quarters between 66 and 84 Hook Road and 77 through 80 Fifth Street.
1. Five bedroom quarters assignment precedence:
 - The Commanding Officer shall be assigned to #1 Cliff Road.
 - The Executive Officer shall be assigned to #4 or #13 Cliff Road.
 - Personnel qualifying for 5 bedroom quarters per enclosure (1).
 - O-5, accompanied by dependents.
 - O-4, E-9, & E-8's with 2 or more dependents, excluding spouse.
 2. Four bedroom quarters assignment precedence:
 - Personnel qualifying for 4-bedroom quarters per enclosure (1).
 - O-4 and above, E-9 & E-8's who were denied 5-bedroom quarters due to availability.

- O-4, E-9 & E-8's with 1 dependent, excluding spouse.
 - Warrant Officers with 2 or more dependents, excluding spouse.
 - E-7's will generally be assigned to 4-bedroom quarters on the Hook of Hook Rd unless they qualify for unaccompanied "UPH".
 - Personnel qualifying for 3-bedroom quarters (per enclosure (1)) will be considered for a 4-bedroom unit due to the inadequate square footage allowance as prescribed in reference (a).
 - O-3, O-2, O-1's with 2 or more dependents, excluding spouse.
3. Three bedroom quarters assignment precedence:
 - Personnel qualifying for 3 bedroom quarters per enclosure (1).
 - O-4, E-9 & E-8's accompanied by a spouse only.
 - Warrant Officers accompanied by 1 dependent, excluding spouse.
 - O-3, O-2, O-1's accompanied by 1 dependent, excluding spouse.
 4. All other personnel will be assigned per enclosure (1).
 5. Unaccompanied Officers and E-9, E-8, E-7's will be assigned 2 bedroom UPH quarters.
 6. Unaccompanied E-6's and below will share a 2 bedroom UPH quarters.
 7. Geographic bachelors will be assigned UPH quarters only after accommodating qualified members' housing needs. Geographic bachelors may be berthed at less than minimum standards of adequacy, established in Table 9-1 of reference (a). Also, depending on availability, geographic bachelors may not be provided with the full allotment of appliances and furniture afforded qualified UPH members.

General. The above criterion is station policy, and all efforts will be made to adhere to this policy. However, individual circumstances or availability may require case-by-case deviations. The member's rank/pay grade was incorporated into this policy as consideration of both rank status and the fact that higher ranking personnel waive higher housing allowances when accepting government quarters. Coast Guard assignment guidelines and criteria are set forth in the Coast Guard Housing Manual and are provided as enclosure (1) for easy reference. Questions regarding assignment should be directed to the Housing Manager. Questions that cannot be resolved by the Housing Manager should be brought to the attention of the Housing Officer. Requests for waivers to this policy should be submitted via your chain of command and the Housing Officer for review and action by the Executive Officer. The service member or sponsor shall conduct

official housing business. If the service member or sponsor is TAD/TDY then the spouse or dependent may conduct official business.

2.3 RENT FOR CIVILIAN OCCUPANTS AND OTHERS WITHOUT A HOST TENANT AGREEMENT OR ISSA

Furnishings. Quarters are normally rented with a refrigerator and a range. When the occupants prefer to use personal appliances, then government appliances will be removed from the house; however, the rent will not be adjusted.

Rates. The rent and charges will be listed on the Agreement for Civilian Occupancy of Coast Guard Family Housing, (Form CG 4896). These charges are subject to periodic revisions, as outlined in the Office of Management and Budget (OMB) Circular No. A45. Additionally, civilian tenants are responsible for their own electric bills. New civilian tenants are required to transfer their residence electrical billing from General Coast Guard billing to private electric billing by contacting the local Electric Company. Contact the Housing Office for current rates.

Payments.

- Payments are accepted in the Housing Office. Make checks or money orders payable to U.S. Coast Guard. **CASH WILL NOT BE ACCEPTED.**
- Initial payment shall be made upon occupancy. The rental charge will be prorated for the number of days of occupancy when occupancy is not for a full month.
- Monthly payments are due in advance by the 10th day of every month. The basic dwelling rent, furniture and appliances rent, if applicable, water and sewage and the previous month's electricity bill will be paid at that time. Separate payments must be made for rental charges and utilities. Invoices for the payments rendered will be mailed to the Area Housing Officer along with the payments and copies of the invoices sent to the members. Utility charges, which are disputed by the occupant, will be paid in full until adjudicated, at which time the occupant will be billed or credited the difference resulting from the adjudication. The Facilities Engineering Officer is the adjudicator for utility charge disputes. Payment will be considered in arrears after the tenth of the month and be reported to the Executive Officer. Continued (three times) delinquency requires repossession of the housing unit and eviction of the occupant.
- Final payment will be made upon termination of quarters. Termination of quarters, as used herein, means when quarters have been inspected and are accepted by a housing inspector. The last month or portion thereof, will be prorated. For check out procedures see enclosure (2).

2.4 APPLICATION FOR HOUSING ASSIGNMENT

Coast Guard/Civilian Members. All prospective occupants of Coast Guard housing must fill out an application, CG Form 5267 and submit it to the Housing Office. Civilian applicants will also fill out Form CG 4896. Ensure that all status and dependent data is correct since this information will be important in determining the size and type of housing unit to be assigned. In certain cases, prospective occupants may be scheduled for a personal meeting with the Administration Department to ensure that dependent information contained on the application agrees with the applicant's CG-4170A.

Other Services. Applications should be forwarded through Fort Buchanan for Army, NAVSTA Roosevelt Roads for Navy, or the senior Air Force Representative for Air Force applicants.

2.5 STORAGE UNITS

There are a limited number of storage units. Housing residents of Air Station Borinquen must fill out a request chit **in person** at the Housing Office to be considered. 2 and 3 bedroom residents will generally have priority. 4 storage units will be set-aside for UPH. Up to 4 UPH residents may share one storage unit. The housing office will review each request and make designations on a case-by-case basis. With **prior approval** from the Housing Manager, residents may switch garages.

2.6 CHANGE-IN-STATUS NOTIFICATION

Housing applicants and occupants are required to notify the Housing Office of any change in rank/rate, dependent status, or rotation date. The change-of-status notification is mandatory and should be made as soon as possible by updating and signing the housing application form certifying the new status. Change of dependent status must be documented by completing enclosure (3). Failure to provide notification or providing false status information WILL be grounds for termination of housing and/or disciplinary action.

2.7 WAITING LIST PROCEDURE

Coast Guard Members. Typically, housing is available for all Coast Guard members and waiting lists are not necessary. However, waiting lists will be established to determine assignment to housing based on eligibility and control date. A control date will be assigned to the member with an effective date 30 days prior to the actual arrival date, or the date the housing application was received, whichever is later. *Personnel assigned housing of a lesser grade than qualified for by rank or family size will be allowed to remain on the waiting list for those quarters.* Waiting lists are updated monthly and are posted in the Housing Office for inspection by prospective tenants.

2.8 CHECK-IN PROCEDURES

The Housing Manager will notify personnel when their quarters are available for occupancy. Personnel must occupy quarters as soon as they are available. TLA may be extended up to 60 days if quarters are not available. As mandated by the JFTR, the Housing Office and the MWR Hospitality Locker provide temporary furniture and other necessities for military members until arrival of household goods.

- On the initial date of assignment of military personnel to quarters, the Housing Manager will prepare an e-mail to the Personnel Reporting Unit San Juan for the purpose of terminating their BAH. In the event that the BAH continues after quarters are occupied, the occupant should contact the Housing Manager IMMEDIATELY.
- Members must report to the Housing Office to schedule a check-in inspection. It is the member's responsibility in coordination with the Housing Inspector to document the condition of the quarters. If there is even the slightest damage to an item in the quarters (i.e. cuts on countertops) and it is not noted on the check-in form, then during subsequent inspections, it will be assumed that the member caused the damage. Housing keys will be issued after completing the housing inspection. Civilians must execute Form CG-4896, Agreement for Civilian Occupancy of Coast Guard Family Housing.

2.9 CHECK-OUT PROCEDURES

At least 30 days before planned vacating of quarters; ALL residents must fill out the Notice of Intent to Vacate Quarters Form. At that time a pre-termination inspection will be scheduled. This inspection is performed to brief the occupant on responsibilities for cleaning quarters prior to check out inspection. Upon completion of the pre-inspection, a checkout inspection will be scheduled. The final inspection will only be done when all household belongings have been packed and the house has been thoroughly cleaned. Use enclosure (2) to assist you in preparing your quarters for final inspection. If quarters fail inspection, the inspector will advise you of the discrepancies that will need correction before termination will be effected. If the discrepancies cannot be resolved that day, you will be rescheduled for another inspection.

The housing office is working to establish a cleaning contract for housing turnovers. Once finalized, the member will have the option of paying the housing office a set fee to have an approved contractor clean the house. Check with the housing office regarding this possibility and cost requirements for having the unit cleaned by contract.

2.10 CHANGE OF QUARTERS

Policy. Members may request an upgrade to larger quarters once all PCS inbound needs and housing maintenance/improvement requirements have been met. Change of quarters will generally not be allowed during the transfer season (April

1 – September 30). Upgrades may be approved up to one size larger than authorized by Coast Guard Housing Manual standards. Upgrades beyond that size will be considered only if no one is on the authorized upgrade list. Upgrades will be forwarded to the Air Station Command for approval. If approved for upgrade, quarters will be accepted in “as is” condition and ALL relocation expenses will be borne by the member. Upgrade moves will be conducted on a leave or liberty status. The Housing Truck may be used to move household goods within the housing area. The requesting member must:

(1) Reserve the truck in advance through the Housing Office; (2) possess a valid State Driver's License; (3) sign for the truck, accepting responsibility for its safe handling and operation; and, (4) return the truck and keys to the housing office within the timeframe authorized by the Housing Office. (5) The housing truck must stay within the confines of Coast Guard Housing.

Procedures. Residents desiring a change of quarters should submit a chit through their chain of command to the Housing Office. Residents who desire a change of quarters based on the viable increased number of dependents must file a request using enclosure (3). The following factors, listed in order of priority, will be used in establishing and maintaining a waiting list: (1) availability of units, (2) rank, (3) family size & composition, (4) time on waiting list. The Housing Manager will consider ALL factors in selection for relocation. However, once a member has been on the authorized upgrade waiting list for longer than 6 months, that person cannot be “bumped” by anyone else. The upgrade list developed during the transfer season will be executed (as able) in the first week of October. Members should check with the Housing Manager periodically to see where they stand on the list, as the list will change based on the priorities above. Members within **one year** of PCS transfer are ineligible for upgrades.

Personnel of Other Uniformed Services. Personnel of other uniformed services may request an upgrade to larger quarters as long as housing units are available among that service’s allotted units, as prescribed by the governing Inter Service Support Agreement. For example: If a service is allotted 4 units of 4-bedroom quarters under their ISSA, no personnel of that service can upgrade from a 3-bedroom house to a 4-bedroom house until one of those 4-bedroom houses become vacant. The process and criteria in establishing and maintaining a waiting list will be the same as listed in the above section.

2.11 HOUSING ASSIGNMENT TERMINATION

Occupants who become ineligible for housing for any of the reasons listed below may be required to vacate assigned quarters within 30 days after becoming ineligible. Requests for waivers to this policy should be submitted via your chain of command and the Housing Officer for review and action by the Executive Officer. Occupying accompanied housing is a privilege requiring strict adherence to all rules, regulations and policies.

- Dependents no longer reside permanently with sponsor. Discharge, retirement, or separation from the service. When a civilian occupant's rent is greater than 10 days in arrears or when no longer employed by the U.S. Government. Or determined by the Local Housing Authority (CO) to be in the best interest of the service.
- Dependents who are absent in excess of 60 days or the sponsor/dependents when expected to be temporarily absent for more than 20 weeks.
- The personal conduct of the sponsor or dependents so warrants.
Examples include:
 - Unauthorized modifications of housing unit;
 - Failure to notify the housing office of change in dependent status;
 - Repeated or gross violation of housing or security policies;
 - Repeated intervention by base security;
 - Vandalism of government property;
 - Illegal drug use or distribution;
 - Violation of local laws or the UCMJ; and
 - Separation of member and spouse, based on command direction due to domestic violence, intent of either party to legally separate or divorce, or as legally adjudicated by state or local courts.
- The permanent duty station of the individual ceases to be USCG Air Station Borinquen. The assignment of other occupants may be terminated when their place of duty is no longer in the western area of Puerto Rico. In the case of an approved civilian occupant, when the permanent duty station of the member ceases to be western Puerto Rico or when in the best interests of the Coast Guard.
- When the sponsor is deceased. Under unusual or compelling circumstances, occupants may be permitted to remain in quarters up to ninety (90) days after the sponsor's death. Normally, it is expected that housing will charge rent equivalent to BAH normally forfeited by the sponsor.

CHAPTER 3

MAINTENANCE RESPONSIBILITIES

3.1 LIABILITY FOR DAMAGE OR LOSS

Occupants' Liability. Occupants are liable for damage to or loss of government property that is not attributable to normal wear and tear. Satisfactory repair of damaged items is preferred over payments to the Coast Guard for damages. The occupant will be given the opportunity to voluntarily reimburse the Government for cost of restoration if repairs cannot be made. If the occupant does not avail himself of this privilege of voluntary reimbursement, assessment of pecuniary liability within the framework of the CG Pay Manual will be employed.

Government Liability. Occupants of public quarters may file claims with justification for any loss or damage affecting their personal property located at such quarters, provided such loss or damage is not caused by the occupant's negligence. The amount payable for any particular claim is limited to \$25,000 in accordance with the Military Personnel and Civilian Employee's Claims Act of 1964. The Personnel Claims Act is intended to supplement any insurance the claimant has; it is not intended to be an alternative to that insurance or to allow double recovery.

3.2 HOUSEKEEPING & FURNISHINGS

Policy. Occupants of housing are responsible for routine housekeeping and related servicing of the house, yard, and furnishings. Occupants are to treat their home in the same manner as any prudent homeowner, and maintain PRIDE in their quarter's appearance.

- Report all maintenance discrepancies that are beyond the occupant's abilities to fix promptly to Facilities Engineering in accordance with procedures described in paragraph 3.5.
- Maintain a neat appearance of wall, windows, floors, woodwork, bathrooms, garages (including assigned detached garages) or carports, and storage spaces.
- Clean and maintain any government loaned furnishings and lawn care equipment. Clean stove/oven, refrigerator, sinks, tubs, and toilet fixtures.
- Immediately notify the Housing Office of any situation that requires attention by Facilities Engineering to prevent damage or loss of Government property.
- Light bulbs and batteries are the responsibility of the member.

3.3 LAWN & GROUNDS CARE

Policy. Occupants are responsible for keeping grass cut, edges trimmed, hedges and shrubs cut, and area policed for litter and trash within 75 feet of the building, to the street side of the curb and half the distance to the adjacent house, whichever is greater distance. The following guidelines are provided:

- The occupant is responsible for taking care of the immediate ground to the extent of cutting and trimming of lawns and shrubbery. All areas are to be kept clean of all litter and trash, including the street and roadway edges, sidewalks and driveways. Hedges will be neatly trimmed on the sides and top, and will not be shorter than two feet or higher than six feet. Shrubs adjacent to the house should be trimmed below windowsills. This will allow Security patrols better visibility around your house.
- Yard maintenance violators will receive a friendly reminder from the housing office for first offenses. Repeat violators will be reported to the XO.
- Occupants are encouraged to improve the appearance of the grounds around their homes by planting and cultivating flowerbeds, shrubs, hedges, etc. The planting of deep rooted palms, coconut palms, Ficus trees, and other trees or plants which will interfere with utility lines or planting of thick bushes which may harbor rodents is not permitted. No trees shall be planted within 10 feet of the house.
- Vegetable gardens may be planted in the back yard only. The yard shall be restored to its original condition upon termination of occupancy.
- Occupants are responsible for providing their own mowers and trimmers for maintenance of their yards. Yard equipment is available for rent from MWR.
- In the event a housing resident is unavailable due to TDY or TAD, the Housing Office will contract yard maintenance at the housing resident's expense.

3.4 COAST GUARD MAINTENANCE AND RESPONSIBILITY

The Facilities Engineering Department will perform maintenance services for housing in order to ensure suitable living conditions. Note that many services (i.e. grounds maintenance, tree pruning, pest control and exterior painting) are conducted under contract with commercial contractors. These contractors are under the instruction of the Facilities Engineering Office and are bound by the terms and conditions of their contract. If you have a concern or question about the services these contractors are providing, please phone the Housing Office. The following are typical examples of services performed by FACENG:

- Rehabilitation of quarters prior to assignment. Between occupancies, all units will be inspected and necessary repairs accomplished to place the unit in livable condition for the new occupants.
 - Interior painting is not normally performed during the term of occupancy except in unusual circumstances.
 - Grass mowing and weed/brush control outside occupant maintained areas, commonly known as public areas.
 - All housing units are sprayed for household pests with a strong residual pesticide. Contract personnel will do routine spraying of the interior and exterior premises. Infestation problems should be brought to the attention of the Housing Office. Enclosure (4) provides additional measures which residents should take to control pests.
 - Maintenance and repair services documented by a work order and approved by Facilities Engineering (i.e. fixing plumbing fixtures, repair electrical work, replacing appliances, termite repair, etc.).
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Trash and Personal Appliance Collection

- Residential garbage pickup is every Tuesday and Friday.
- Occupants shall place large trash items such as palm branches and large tree trimmings near trashcans. Limbs should not exceed three feet in length.
- For disposal of occupant-owned air conditioners, dehumidifiers, and refrigerators the owner must fill out a work request that includes the make, model and serial number. Upon approval of the Work Order, the appliance may be dropped off at the Public Works Shop (Building 410) during normal working hours. Disposal of all other personally owned appliances (not containing refrigerant) is the responsibility of the owner.

3.5 PROCEDURES FOR REQUESTING MAINTENANCE SERVICES

Normal Working Hours. Requests for services during normal working hours shall be submitted on a Work Request Form that may be brought to Facilities Engineering. During normal working hours requests may be phoned in to the Housing Office at 890-8470. If the request is an emergency or urgent in nature and there is no answer at the Housing Office, please phone the Housing cell at 787 433-2572.

After Normal Working Hours. Requests for emergency/urgent service after duty hours or on a weekend or a holiday shall be made to the Security Office at **890-8472**. Emergency/urgent requests are those that require immediate action to accomplish any or all of the following:

- Prevent injury to people;
 - Prevent damage to Government property;
 - Sustain habitability of housing unit. (i.e. loss of electrical power, loss of water, back-up of sewage line preventing use of housing unit's only shower or bathroom.)
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Facilities Condition Status Recording. For current status/updates on known or expected utility outages and facility condition reports, please call the Facilities Engineering Auto Attendant at 890-8461 and press #2.

3.6 RIGHT OF MANAGEMENT TO INSPECT

Annual Inspections. Housing inspectors must conduct annual safety/condition inspections of government-owned quarters. The purpose of the inspections is to minimize damages, check for structural damage, monitor proper maintenance of quarters, ensure quarters are clean and adequate for occupancy, and ensure that the occupants are aware of their responsibilities for assignment to government quarters. A letter from the Housing Office will notify tenants with a minimum 14-day notice when their unit will be scheduled for inspection.

Interior Inspection. The Housing Manager, Facilities Engineering Officer, Security Officer, and their designated personnel are authorized to enter locked dwellings with prior approval of the Commanding Officer to inspect them when suspicious or unusual circumstances justify such action. This will be done only when absolutely necessary for security, safety, or health purposes.

3.7 SELF-HELP PROGRAM

The Coast Guard encourages self-help participation by housing occupants to maintain facilities in a proper state of repair and appearance since funds and staffing for maintenance are extremely limited. Self-help projects, including storage sheds, and patio cover installations, must be approved by the Housing Office. The following items are things, which you can do under the self-help program.

- Unclogging sinks, commodes, etc., with a plunger. Replacing and tightening screws in hinges, doorknob, screens, etc.

- Wallpaper. Only “strippable” wallpaper may be installed in houses. Wallpaper must be removed prior to clearing quarters.
- Interior painting of houses. Tenants will use only interior water-based latex paints. White interior touch up paint may be obtained from the self-help locker (one gallon limit and subject to availability) via a work request. Upon check out from housing, residents who have painted the interior will either repaint the house to the original white or supply Facilities Engineering with one gallon of Sherwin Williams Promax 400 White per each room requiring repainting. Exterior house painting by occupants is not authorized.
- Self-Help Locker items. Residents may obtain the following items from the Facilities Engineering Tools & Parts Warehouse, Bldg. 409: Bermuda grass seed; aluminum garbage cans; vinyl spackle; putty knives; mail boxes; touch up paint (white interior only-one gallon limit); paint tray/rollers/brushes; sand paper; toilet paper holder; weather stripping; bathtub stoppers; starters for florescent bulbs; toilet tank parts (flapper valves, anti-siphon ballcocks); and fire extinguishers (these are even exchange items - please bring the old one) Self-Help hours are 1300-1600, Monday through Friday.

3.8 WORK BY OCCUPANTS

Policy. Occupants shall not, as a rule, perform construction, alteration, modification, and major repairs to the building, structure, or utility system. Unauthorized alterations of structures may be grounds for eviction. A licensed electrician strictly following the specifications issued by Facilities Engineering must perform any electrical work. The following alterations are permitted only after written approval of the Housing Office has been obtained. Any conditions placed on approval of the alterations must be adhered to. Members who fail to abide by these conditions will receive a warning for a first offense, then loss of privileges for a second offense.

- **Patio Covers/Patios/Metal Sheds.** Patio covers may be installed over a back patio, terrace, or the side of the house facing the garage. The frame should be designed for easy removal in the event of a hurricane. Patios of concrete block up to 12’ x 12’ may be installed. Poured concrete patios will not be allowed. Metal sheds may be erected in back yards with required hurricane anchors. Due to the liability of missile damage from government-supplied sheds, they will have to be disassembled and stored inside once setting Hurcon 1.
- **Pools.** For safety and liability reasons, pools over one foot tall will not be allowed in the housing area. “Kiddy” pools must be emptied immediately after use to prevent accidents and/or insect breeding. All residents are encouraged to enjoy our base pool where they can enjoy the safety and peace of mind afforded by the presence of a qualified lifeguard.

- **TV and other antennas.** NO antennas or satellite dishes will be **MOUNTED** on roofs. They may be installed on the ground or with pole/wall support mounts with attaching points on the side of the dwelling. Guy wires will be ground anchored. Satellite dishes may not exceed 36” in diameter. Installations shall be as aesthetically pleasing and unnoticeable from the front of the house as possible. Antennas shall not be placed on the front side of the house. A **Self-Help** proposal must be submitted with detailed intentions of type, size, and placement of attachment points prior to beginning work.
- **Air Conditioning Units.** Air conditioners will be permitted in bedroom windows that face the street if it’s the only available window for that bedroom and it is being used as a living space. When windows are used facing the street the resident will be responsible for maintaining the immediate area free from mold and rust stains. One 220-volt outlet has been installed in each unit. The occupant shall not alter the location of this outlet. See Table 7-1 under Energy Conservation for maximum BTUs permitted.
- **Fences.** Fences may be temporarily erected in back yards at the occupant’s expense. Those fences visible from the street must be either chain-link or picket as outlined in enclosure (5). Scrap and unsightly lumber will not be used in the construction of picket fences. All fences must be removed prior to departure at the occupant’s expense unless the Housing Officer approves it to remain in place. Extreme care must be exercised in digging postholes to avoid damage to existing underground utilities.
- **Hot Tubs/Spa’s.** Hot tubs/spas will be permitted on a case-by-case basis in the Housing Area. Members must comply with the following conditions: (1) A **Self-Help** proposal must be submitted with detailed intentions of type, size, and placement of the hot tub/spa, to include detail of how electrical will be provided; (2) Any electrical work required to install the unit must be conducted and certified by a licensed electrician; (3) The total energy consumption for assigned unit must not exceed allowable limits; (4) Locking covers will be used whenever the hot tub is not in use; and, (5) To prevent possible structural loading problems or damage to sealed decks, hot tubs shall not be located on the second deck patios or roofs of houses.

General. Landscape and home improvements by occupants are encouraged. All occupants are advised that patio blocks, flowers, shrubs, etc., when installed or planted, remain or become the property of the U.S. Coast Guard, and as such will not be removed from their original location without the prior approval of the Housing Manager. Neither will such patio blocks, flowers, shrubs, trees, etc. be given to or removed by occupants of other family units, under any circumstances. Any alteration approved by the Housing Office is approved only for the specific occupant who requested it, and only for the length of their tour. Prior to vacating quarters, the occupant will restore the quarters to original condition at his or her

own expense. In some cases the Housing Manager may approve alterations to remain in place if such alterations will not require additional upkeep by Facilities Engineering.

3.9 FURNITURE, FURNISHINGS, AND EQUIPMENT

Policy. The Housing Office makes no special attempt to furnish housing units with the exception of UPH. Contact the Housing Office to replace appliances or turn in government furniture. Occupants are responsible for the proper care of Coast Guard owned appliances and furniture and any damage resulting from misuse or improper care will be the responsibility of the housing tenant. Residents may elect to use their own refrigerators. In this case the government-owned refrigerator will be removed from the house. Under no circumstances will government owned refrigerators be stored outside of the house (including garages).

3.10 BUSINESS ENTERPRISES, VEHICLE REPAIRS, AND HOBBIES

Quarters are intended for residential use only. No business enterprise shall be conducted therein, or on the grounds thereof, without written approval of the Commanding Officer. Vehicle repairs, other than those of a minor nature, shall not be performed in the housing area. Minor repairs include such things as washing, changing a tire, oil changes (old oil can be recycled at VMS-X8469) and engine tune-ups. As a guideline, anything requiring more than one day to repair is considered major. Vehicles, which appear to be abandoned on base, will be towed away at the owner's expense.

CHAPTER 4

CONDUCT

4.1 BEHAVIOR

Policy. Your behavior and activities must be such that they will not disturb your neighbors. The Security Office will investigate any known disturbances, disorderly conduct or actions not in the best interests of the community and will take appropriate action.

Quiet Hours

Quiet hours will be observed in the housing area as follows:

2200-0600 Sunday through Thursday

2400-0600 Friday and Saturday nights

Curfew Hours. All children 17 years of age and younger are required to be in quarters after 2300 hours, unless accompanied by an adult. This curfew is in effect seven days a week. Station security patrols will escort children to the security office and parents will be notified. Security personnel will follow up this action with a report submitted to the Executive Officer for appropriate action.

Complaints. Occupants who have a concern with neighbors are expected to personally attempt to solve such problems in a civil manner with the people concerned. A good neighbor and a good citizen recognize that they have certain personal responsibilities toward their neighbors, which, if observed, will create friends and happy contacts that may last a lifetime. Think of your neighbors' rights; treat them as you wish to be treated yourself. If you have pets, keep them under restraint, to prevent annoyance to others. Teach your children to be considerate of the rights of others. In short, practice the Golden Rule. If personal attempts to correct the situation are unsuccessful, contact the Security Office at 890-8472 for further assistance.

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CHAPTER 5

GUESTS

5.1 OFFICIAL GUESTS

Policy. Occupants are responsible for the conduct of guests that they sponsor on base or into quarters. Occupants shall ensure that their guests are informed of all housing area traffic regulations and standards of conduct. No person who has been restricted from Air Station Borinquen property is permitted as a guest.

- **Temporary Visitor.** The term refers to visitors remaining in the housing area overnight (from 2300 through 0700). The housing occupant must sponsor visitors each time they come aboard the station. Occupants are asked to notify the Main Gate at 890-4036 prior to arrival of the guest. If prior notification is not received, the gate guard will not allow the guest entry until the sponsor verifies that the person requesting access is in fact expected. This procedure will be followed for each visit. NO BLANKET AUTHORIZATION will be given for casual visitors. Notification may be accomplished by telephone.
- **House Guests.** The term refers to visitors who remain in the housing area for periods up to 30 days. Longer stays may be approved and should be submitted via your chain of command and the Housing Officer for review and action by the Executive Officer. In multiple occupancy quarters (UPH), personnel are authorized to have guests overnight for a period not to exceed five days. Guests from CONUS may be authorized for a period up to 30 days. Mutual consent of all tenants is required for any overnight visitation. This will be done in writing and kept on file in the Housing Office. Any stipulations by tenants must be stated in writing at the time the consent is established. This policy is not intended to provide “residence” in government quarters. Local guests are not authorized to establish regular visiting patterns, i.e. visit for five days, depart for two days, visit five days; this will be interpreted as establishing “residence”. The collection of rental fees from houseguests is strictly prohibited. The Security Office may issue houseguests a visitor’s vehicle pass and temporary personal pass. These passes will be issued for the expected duration of the visit and may be extended if necessary. However, an extension past 30 days requires Executive Officer approval. As with “casual” visitors, prior notification to the Security Office will minimize the delay in checking your guests aboard the station. Security Office personnel will attempt to have everything ready ahead of time so that guests can proceed directly to the sponsor’s residence.
- **Parental Sponsorship.** Non-resident minors must be sponsored by an adult resident to be allowed access to the base as guests. A base resident minor is not authorized to sponsor ANYONE aboard CG property.

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CHAPTER 6

PETS

6.1 PET RULES AND REGULATIONS

Policy. A pet is normally defined as a small-domesticated animal such as a dog, cat, bird or iguana. All pets sheltered in or on CG property shall be registered with the Security Office. Presentation of a current rabies certificate is required upon initial registration and annually thereafter except in the case of animals too young to accept shots. Pet owners will vaccinate such animals as soon as they become of age and are required to present certification to the Security Office. Puerto Rico has very strict laws pertaining to the ownership of Pit Bulls. Contact the Security Office BEFORE attempting to bring a Pit Bull onto the island. Wild animals, barnyard animals and foul are not permitted as pets in housing. All residents who have pets or upon getting a pet are required to read the section on pets in the Security Manual located at the Security Office. If you have a complaint about a pet/owner an Incident Report **MUST** be filed out in the Security Office. The following are some of the more important laws taken from the Security Manual pertaining to ownership of pets.

- Family tenants are permitted to keep up to four pets in their quarters, with a maximum of two dogs per household. Written authorization must be requested from the Housing Officer in order to keep more than four pets (two dogs) or to keep exotic animals in quarters. Report missing or lost pets **immediately** to Security.
- **UPH members with government furnishings are not allowed to have pets.**
- Tenants are completely responsible for their pets. When outdoors, an animal must be fenced in, chained up, on a leash, or under voice command. Voice command implies the animal responds immediately to the owner's commands. Repeated violations of the voice command rule could result in the revocation of the owner's privilege to have pets in the housing area. All dogs out in the housing area between 2200 and 0630 must be on a leash. During daylight hours dogs may be secured to a line outside the quarters or confined in a fenced area. The Housing Office shall approve the erection of fences in accordance with Section 3.8 and enclosure (5).
- Tenants are responsible for immediately cleaning up pet feces wherever it occurs. Tenants will not permit pets to defecate in outdoor playground areas.
- Pets, which are vicious or nuisances shall not be permitted in the housing area. The Security Officer shall investigate any written complaint involving animal nuisances and will initiate appropriate action. In no case shall a pet create a nuisance to other tenants nor be allowed to destroy or damage government property. Any animal involved in a scratch/bite incident may be quarantined as the Medical Officer directs. Neglect, abuse, or abandonment/dumping of pets upon departure will not be permitted. Violations of this regulation shall

be cause for eviction from the housing area and/or disciplinary action.

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CHAPTER 7

ENERGY CONSERVATION

7.1 ENERGY MANAGEMENT

The high cost of energy resources requires that the Coast Guard adopt a positive program for conservation. The civilian community is motivated to conserve each month when the electric bill arrives. Recent reports indicate the local Power Authority is running at 98% capacity. We must do our part to monitor energy use in our own homes. Power outages may occur in our area as a result of excessive electrical demands. Each occupant is obligated to do his or her part in energy conservation. The Housing Office is developing standards for energy consumption for each size house. Once developed, residents will be expected to stay under prescribed limits or pay for the portion that exceeds the limit.

7.2 ENERGY CONSERVATION TIPS

- Clean or replace air conditioner filters every two weeks. A dirty filter can reduce airflow, forcing the system to work harder.
- Do not try to “refrigerate” your home. Close unused rooms and use setting equivalent to 80 degrees Fahrenheit. Use the “OFF” button as much of the time as possible. Use a thermometer to monitor the temperature indoors.
- When air conditioning is used, close draperies during the day. Insulated draperies provide the best insulation and can cut window heat gain by 50 %.
- Move furniture that blocks air conditioning units. These obstructions reduce the efficiency of the system.
- Seal air leaks around doors and windows.
- Use ceiling fans as much as possible to circulate air.
- Keep appliances clean. Clean the condenser coils on the refrigerator. Dirt acts as an insulator so the refrigerator must work harder and longer to maintain the proper temperature. Defrost the freezer when the frost is 1/4” thick. Be sure the door fits tightly; if there are any leaks around the door, replace the gasket.
- Do not over pack the freezer; this will ensure airflow throughout the fridge and cooling evenly throughout.
- Limit the use of appliances with heating elements such as electric frying pans, toasters counter top ovens, and stoves.
- On an electric range, turn off the burners five minutes before the end of the proper cooking time. The burner element will stay hot and the food will continue cooking without continuing to use electricity.
- Preheat the oven for only ten minutes. Don’t set the temperature higher than needed; the oven will not heat up any faster and you’ll be wasting energy. Check the temperature of the oven with a cooking thermometer to be sure that the dial is accurate and that you are not wasting energy by unknowingly using higher temperatures than necessary.
- Run full loads in the dishwasher to avoid wasting water and the energy required heating it.

- Run full loads in the washing machine and dryer. Whenever possible, wash clothes in cold water with proper cold water detergent. Select the shortest appropriate cycle for both washer and dryer. Clean the dryer lint trap after each load. A full lint trap increases drying time and prevents clothes from drying completely. Periodically inspect the dryer exhaust hose to ensure that it is not clogged or blocked.
- Front load washers are more energy efficient than top loaders.
- Become thoroughly familiar with the operation of all appliances in your quarters; you may be unknowingly wasting energy.
- Clean or replace your vacuum cleaner bag before it is filled to capacity. If there is a change in the sound of the cleaner, or if the motor housing gets too hot, check for blockage in the hose or brush.
- Turn off everything not being used, especially incandescent light bulbs. Turning incandescent lights on and off uses less power than leaving them on.
- Fluorescent tubes use energy three times more efficiently than do incandescent bulbs. However, fluorescent lights need extra energy for starting, so avoid switching them on and off frequently.
- Have leaking water faucets and toilets repaired especially hot water faucets. A faucet that drips once per second wastes about 2,500 gallons of water per year and the energy required to heat it if the leak is in the hot water line.
- Keep your electric hot water heater thermostat setting no higher than 120 degrees Fahrenheit. Dishwasher cycle times may increase due to the booster heaters requiring more time to superheat the water, but the overall cost of hot water will go down considerably.
- Time your housework for the cooler hours of the day. Housework activity and appliances generate heat that causes your air conditioning units to work more.
- Make sure you turn all of your air conditioning units off when leaving the house. In addition to saving energy, you won't have to worry about the air conditioner burning out if there is a power surge.
- Report maintenance items that cause a waste of energy to the Housing Office.

Remember, if each person would take these energy conservation actions, which have little or no effect on personal comfort, power consumption in family housing would drop dramatically as much as 15 to 20%. If we all do our part, it will prevent drastic energy conservation policies. An energy conservation policy is not established herein except for a limitation on the number of air conditioning units, the maximum BTU's permitted, and minimum Energy Efficiency Rating (EER).

TABLE 7-1

<u>DWELLING</u>	<u>TOTAL MAXIMUM BTU/DWELLING</u>
5 BR	70,000
4 BR	52,000
3 BR	34,000
2 BR	30,000

NOTE: Only high efficiency air conditioners are approved for installation in the housing area. The minimum EER for A/C units less than 10,000 BTU shall not be less than 8.5.

CHAPTER 8

MOTOR VEHICLE REGISTRATION AND TRAFFIC REGULATIONS

8.1 RULES AND REGULATIONS

Policy. On the island of Puerto Rico you are required to purchase an automobile injury compensation policy (ACCA) regardless of other medical coverage. A Safety Inspection Certificate must be obtained prior to obtaining an ACCA decal and can be acquired at any inspection-certified gas station. Once the ACCA has been obtained, you can register your car with the Security Office and get a Housing Resident decal for your car. The U. S. Coast Guard and Commonwealth of Puerto Rico have concurrent jurisdiction of law enforcement on all Coast Guard and other U.S. Government property for which the Coast Guard has security responsibility, including Ramey School. All personnel, whether military or civilian, on U.S. Coast Guard property are subject to the authority of the Commanding Officer, Coast Guard Air Station Borinquen and the provisions of the UCMJ. All personnel are subject to Commonwealth law while on property over which the Commonwealth of Puerto Rico has concurrent jurisdiction (i. e. all CG property). All motor vehicles entering the Air Station complex will HAVE A CURRENT REGISTRATION, ACCA, SAFETY INSPECTION, AND CURRENT CG OR DOD VEHICLE STICKER. In addition, all Housing Residents must display at HOUSING AREA RESIDENT STICKER. This is necessary to distinguish residents from guests visiting the club on base after hours. All individuals entering the Air Station will obey the directions, instructions, and/or orders of security personnel and contract security guards. Disregard for the lawful order of a designated security representative will not be tolerated. Disrespect towards a security patrol person could result in *Non Judicial Punishment* action for military personnel and a letter of reprimand for civilian employees as well as loss of privileges.

Authority. The Security Office is tasked with traffic control in all areas of CG A/S Borinquen. All Security personnel, Officer of the Day, Junior Officer of the Day, and contract civilian security patrolmen are delegated the authority to issue DD Form 1408. Armed Forces Traffic Judge (Executive Officer) is delegated the authority to approve and impose penalties in accordance with this chapter. Security personnel authorized to issue DD Form 1408, shall insure that all available information is provided on the citation and that the pink copy is given to the individual at the time of the observed violation(s) or left prominently displayed on unattended vehicles.

Procedures. Advisory letters will be sent to the member upon accumulation of more than 6 but less than 12 points. The Security Office will enter the appropriate number of points on the driver's record. Individuals who accumulate 12 traffic points in a 12-month period or 20 points in a 24-month period will have their driving privileges suspended for a period of not less than 3 months. Individuals

will have the opportunity to contest the tickets and avoid being assessed points if judgement is in their favor.

8.2 RULES OF THE ROAD

- **SPEED LIMITS.** The maximum speed limit throughout the housing area is 20 miles per hour (MPH), with the exception of School Drive, which is 15 MPH. The speed limit in the Hangar Area is 15 MPH, however slower speeds are recommended due to the heavy foot traffic in this area. The speed limit in all parking areas is 10 MPH.
- **VEHICLE PARKING.** Parking along curbs, which are painted yellow, is **prohibited**. Parking on grass is prohibited except for the purpose of washing a vehicle. Personnel living on the “J” of Hook Road may park on the grass providing two of the vehicle’s wheels are on the blacktop.
- **BOAT AND TRAILER PARKING.** All boats shall be registered with the Security Office. All boats and trailers shall be parked at the designated boat parking area along the fence on the west side of the Hangar. Additional parking, if necessary, will be made available in the parking lot to the east of Bldg. 408.
- **PEDESTRIANS.** Pedestrians always have the right of way.
- **EMERGENCY AND SECURITY VEHICLES.** The base ambulance, as well as fire marshal and security vehicles, is equipped with sirens and flashing red or blue lights. An emergency vehicle sounding its siren and displaying its flashing lights has the right of way. Motorists shall pull off to the right hand side of the roadway and wait until the emergency vehicle has passed before proceeding.
- **MOTORCYCLES.** All operators of motorcycles and mopeds shall wear DOT, ANSI, or SNELL-approved helmets, impact or shatter-resistant goggles or full-face shield attached to helmet, hard-soled leather-over-ankle footwear with heels, high visibility garments, full-fingered gloves, long-legged trousers, and long-sleeved shirt/jacket, and have their headlights turned on at all times. All terrain vehicles or other off-road vehicles are prohibited on Air Station Borinquen property.
- **BICYCLES.** All personnel are required to wear a DOT approved bicycle helmet while riding a bicycle on Air Station property. Riding of bikes is not authorized on the interior section of the La Plaza area.
- **SKATEBOARDS, IN-LINE SKATES and SCOOTERS (2-wheeled).** ALL personnel are required to wear a DOT approved helmet while using skateboards, in-line skates, and scooters on Air Station property. Skateboards, in-line skates, and scooters are NOT allowed in the La Plaza area.
- **MOTOR VEHICLES.** All vehicles shall be properly equipped (headlights, taillights, backup lights, directional signals, brakes, mirrors, brake lights, etc.), and all such equipment shall be in satisfactory operating condition.
- **SEAT BELTS AND CHILD RESTRAINT DEVICES.** All individuals driving or riding in a passenger type vehicle shall ride in a position in that vehicle that is designed for seating passengers and shall be secured by their seat belt or child restraint device.

- **VALID MOTOR VEHICLE OPERATORS LICENSE.** Vehicle operators shall have a valid driver's license with them while operating a vehicle.

8.3 TRAFFIC POINT SYSTEM

Traffic Point System. The traffic point system provides an impartial and uniform substitute for disciplinary action, but is not a substitute for disciplinary action.

- The point system applies to military and civilian personnel operating government or privately owned vehicles on the CG Air Station Borinquen.
 - Points will be assessed to an individual's driving record from an uncontested traffic ticket or the determination of the Traffic Judge.
 - For multiple violations occurring from a single incident, only the points from the most serious offense will be assessed.
-

Procedures. Upon receipt of a citation the following actions will be taken. Advisory letters will be sent to the member upon accumulation of more than six but less than twelve points. The Security office will enter the appropriate number of points on the driver's record. The driver will be given a "Notice of Right to Appear in Court" slip. This gives an individual the opportunity to appeal the citation and avoid being assessed points, if a favorable judgement is awarded. Individuals who accumulate 12 traffic points in a 12-month period or 20 points in a 24-month period will have their on-base driving privileges suspended for a period of not less than 3 months.

Schedule of Suspension/Revocation of Driving Privileges/Point Assessment for Moving Violations.

<u>VIOLATION</u> <u>SUSPENSION/REVOCAION</u>	<u>POINTS ASSESSED</u>
Driving while driver's license or base driving privileges are under suspension or revocation.	One-year revocation.
Driving a motor vehicle while under the influence of alcohol or of any other drug to a degree rendering the driver incapable of safe vehicle operation. (BAC .10% or higher)	Same as above
Fleeing the scene of an accident involving death or personal injury (Hit and Run).	Same as above

Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.	Same as above
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VIOLATION

SUSPENSION/REVOCAION

POINTS ASSESSED

Unauthorized use of a motor vehicle belonging to another.	Same as above
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Refusal to submit to or failure to complete chemical tests (implied consent).	Same as above
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Permitting an unlawful or fraudulent use of an official driver's license	Same as above
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Conviction of fleeing, or attempting to elude a police officer.	Same as above
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Reckless driving (willful disregard for the safety of persons or property).	10
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Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
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Fleeing the scene of an accident(Hit and Run)	6
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Driving without a drivers license. (Person has a license but not with them)	2
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Driving vehicle while impaired (blood-alcohol content more than 0.05% and less than 0.10%.	6
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Up to 10 m.p.h. over posted speed limit.	3
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Over 10 but not more than 15 m.p.h. above posted speed limit. Over 15 but not more than 20 m.p.h above posted speed limit.	4
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Over 20 M.P.H. above posted speed limit.	5
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Failure to yield right-of-way to emergency vehicles.	6
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Open container of alcoholic beverages. (In a vehicle)	6
Failure to stop for school bus.	4

VIOLATION

SUSPENSION/REVOCAION

POINTS ASSESSED

Failure to obey traffic instructions of an enforcement officer or official regulatory traffic sign or device requiring a full stop or yield of right of way, denying entry; or requiring direction of traffic.	4
Improper passing	4
Failure to yield (no official sign involved)	4
Wearing of headphones/earphones while driving3 motor vehicles.	
Failure to wear a helmet while operating a 2 wheeled bicycle (military only).	3
Failure to wear an approved helmet and/or reflective vest while operating or riding on a motorcycle, moped, a three or four wheeled vehicle powered by a motorcycle-like engine.	3
Failure to properly restrain children in a child restraint system while moving (when the child is 4 years of age or younger and/or weight of the child does not exceed 40 pounds.	3
Passengers riding in the cargo areas of vehicle (driver assessed points).	2
Failure of occupants to use available restraint devices while moving (driver assessed points).	2

NOTE: No points are assessed for revocation or suspension actions. Except for "implied consent" violations, revocations must be based on a conviction (Judicial or Non-Judicial). All appeals should be addressed to Air Station Borinquen, via the Security Officer.

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CHAPTER 9

HURRICANE PLAN FOR HOUSING

9.1 GENERAL

A hurricane is a tropical storm of extreme violence. They consist of very powerful and deadly winds that measure from 200-300 miles in diameter. Hurricanes are part of a family of weather systems known as “tropical cyclones.” The word hurricane is from the West Indian word hurricane, meaning “big wind.” A hurricane begins its life as a disorganized storm system, which forms over warm, tropical waters in the Atlantic. When the storm system becomes more organized, it is classified as a “tropical depression,” and given a number by the National Hurricane Center. If the winds in a tropical depression grow in intensity to 40mph, it is reclassified as a “tropical storm,” and it receives a name. When the winds in the storm reach 75mph, the storm is upgraded to a hurricane.

The winds of a hurricane are structured around a central “eye”, which is an area that is free of clouds and relatively calm. Around this “eye” area, storm clouds wrap in a counter-clockwise motion, this “eye wall” of clouds, wind and rain, is the most destructive part of the storm. In fact, it is the eye wall that creates the eye, since the rapid spinning clouds in the wall reduce the pressure in the eye and suck out any clouds that may be there. Hurricanes are usually compact storms, with maximum wind velocities extending out 10 to 100km from the eye. Of course, one can still experience gale-force winds as much as 300 miles out from the eye, which is why everyone in Puerto Rico is concerned when a hurricane comes.

Although destructive weather other than hurricanes may be expected any time during the year, the official hurricane season is from **1 June to 30 November**. The highest frequency hurricane occurrence in the Eastern and Central Caribbean prevails between September and October. There are usually about 6-8 hurricanes each year. The uncertainty of predicted paths of tropical disturbances cannot be over emphasized. There is no known method of predicting the actual severity of a storm until it has struck. Even then, the threat of damage or destruction may not be over, since hurricanes have been known to reverse their paths to strike unaffected areas or to strike the same area twice with equal or increased violence. All personnel shall remain sheltered during the “eye” passage.

But waiting until you see the sky turn dark and hear the wind howling to say: “Oh, NO, it’s actually going to hit!” is truly quite unpleasant, to say the least. The worst thing to do is to think a flashlight, a little gasoline and soda crackers and canned sausage are enough preparation. We should all take steps to prepare for a hurricane simply because we are all too aware of the destructive force of these storms and their impact on life and property.

9.2 HURRICANE CONDITIONS OF READINESS & RESPONSE

CONDITION FOUR: Hurricane possible within 72 hours (set 1 June). Prepare emergency stores to avoid the last minute rush before a storm strikes. Make sure you have at least five gallons of gas on hand. Don't procrastinate. Supplies could be sold out at the Exchange and local stores soon after setting Condition III.

- Plastic drinking water containers (1 gal. per person per day for 7 days).
- Flashlights, candles, portable radio and extra batteries.
- Medications (2 weeks supply) and First Aid Kit with gauze.
- Canned/ready-to-eat food for your entire family (7 days).
- Paper plates, cups, napkins, or towels (7days).
- Hand-operated can opener and plastic utensils, matches and sterno.
- Toilet articles including soap, tissues, diapers and baby wipes.
- Portable ice chest, bucket for water and plain bleach.
- Plastic trash bags and zip lock bags for valuable papers, and extra cash.
- Bug spray, insect repellent, and a loud rescue whistle.
- Avoid accumulation of articles that cannot be stored inside.
- 5 gallons of gas in an approved container for emergency generator.

CONDITION THREE: Hurricane possible within 48 hours. (NOAA Watch)

- Re-check emergency supplies. Stock up on extra batteries.
- Fill/service family automobile with gas and oil.
- Police the yard for loose limbs, coconuts, boards, or debris.

CONDITION TWO: Hurricane probable within 24 hours. (NOAA Warning)

- Fill water jugs, bathtub, freezer, and other containers.
- Take down awnings, swings, and antennas. Watch power lines.
- Bring in garbage cans, grills, bikes, toys, and lawn furniture.
- Bag valuable papers, linens, and dry clothes in plastic.
- Secure all doors and windows. Do not tape windows.

CONDITION ONE ALPHA: Hurricane imminent within 12 hours. Damage Assessment Teams assigned. Work parties continue work. Remove window air conditioners.

CONDITION ONE BRAVO: Hurricane imminent within 6 hours. All gates closed except NE Road and persons should remain indoors during this condition. Rooms where windows are exposed to the wind should not be occupied. Prepare a last safe refuge in an interior hallway or closet. Listen to AFRTS 90.5/91.1 FM, NOAA weather, or local radio for storm reports. If the eye of the storm passes over, a period of calm will be followed by the most vicious storm winds. **DO NOT GO OUTSIDE until the ALL CLEAR is given by SECURITY vehicle siren.**

POST HURRICANE CONDITION (ALL CLEAR): Even after the ALL CLEAR there will be many dangers. Hot electrical wires, downed telephone lines, blocked or flooded roads, and broken water mains are to be expected. Don't go out until emergency repairs are completed. Take care cooking with fire and clearing debris! This is when people get the most cuts and burns. Use your whistle to summon help if needed.

**FOR CONDITION STATUS:
CALL 890-8406 - FOR STORM UPDATE
CALL 890-8461 – #2 FOR FACILITY CONDITION STATUS**

9.3 CG OWNED PORTABLE GENERATOR INSTRUCTIONS/GUIDANCE

1. In response to hurricane related power outages, the Coast Guard housing program purchased portable 5000-Watt generators for residents' use. One generator will be distributed for every two occupied units – you will share generator use (and responsibility) with your neighbor. The expressed purpose of these generators is to provide power to freezers and refrigerators in order to minimize loss of perishable foods, as well as provide a limited amount of lighting and convenience power. The generator does NOT have the capacity to provide air conditioning or stove/range capability. Connection of air conditioners, stoves, washers and dryers is NOT authorized and will likely result in temporary loss of power for both you and your neighbor.

- a. These small generators have a very limited power capacity when compared to commercially supplied electricity. Overloading, misuse, or lack of maintenance may cause a number of bad things to happen, all of which will mean you can't take care of your basic need to provide cold storage for your food. Treat the generator as nicely as you can. **If you break it, there may not be another generator to take its place.**
- a. **UNDER NO CIRCUMSTANCES ARE YOU PERMITTED TO WIRE A GENERATOR INTO YOUR HOUSE.** In addition, you MAY NOT manipulate the wiring or plugs to an existing outlet in your house. Both of these actions are **ILLEGAL** under Puerto Rico law unless approved by a **LICENSED ELECTRICIAN**. In addition, inside the Coast Guard housing area no modifications are permitted without the expressed **WRITTEN** consent of the Facilities Engineer. Any person found violating this order is subject to loss of housing privileges, eviction, and UCMJ action.
- b. Remember, a generator is a gasoline consuming device that produces carbon monoxide gas, much like your car. **UNDER NO CIRCUMSTANCES** may a generator be operated inside the house, garage or other enclosed space.
- c. Due to noise ordinances, the generator must be turned off for the night no later than 10 pm.

2. Starting, Running and Maintaining Your Generator.

- a. Every generator has a low oil sensor that disables the generator until the oil level is restored. There are two plastic oil plugs on the generator, one on each side near the bottom of the motor. Each day, check the oil level and fill if necessary. Place an absorbent rag under the plug and USING ONLY 30 WEIGHT OIL, put oil in until oil overflows out of the threaded area at the plug.
- b. NEVER fill the gas tank while the engine is running. In addition, if the engine is hot, DO NOT allow gas to come in contact with hot areas on the motor. Fill the gas tank with regular unleaded gasoline. Store all gas containers away from the generator.
- c. Make sure the generator is in the “ON” position and the choke in the “choke” position and pull the cord to start the engine. Once the motor starts, move the choke to the “run” position. Let the generator run with nothing plugged in for about one minute. Plug items in ONE AT A TIME! After each item is added to the generator load, allow the generator to settle out, and then plug in the next item, etc.
- d. When you are ready to shut down the generator, unplug all items, and allow the generator to run under no load for about one minute.
- e. *Remember that the purpose of the generator is to preserve your food supply!* If you properly manage your activities, you should only need to power your refrigerator and freezer about 6-8 hours per day. Treat these appliances like coolers, and only open them when you absolutely have to. You will find that the generator does not run the appliances as efficiently as commercial power, and if you repeatedly open the doors, your food will NOT stay cold. Your refrigerator efficiency can be improved by filling up as much space as possible BEFORE power is lost. Place water bottles on empty freezer shelves so they are frozen when power is lost. You can also block off unused areas with blankets.

3. How the Generator Works.

- a. Every time you plug an electrical item in to the generator, you reduce the total available power capacity. In addition, every item actually takes more power to get started than it needs to keep running. Any item with a motor or compressor takes up to 4 times its running wattage to get started; other items take about 2½ times the running wattage. Here’s an example:
 - (1) A typical refrigerator runs at about 700 watts. In order to get the compressor running the generator will have to provide 4X that amount of power (i.e. 2,800 watts). Each time the compressor goes on, the load will go back up to 2,800 watts meaning you really only have $5,000 - 2,800 = 2,200$ watts available when the compressor is getting started. Once it settles out, you can add another refrigerator.
- b. Above all, BE CAREFUL! Check your extension cords and appliance wires frequently. If they are worn or appear to be hot, unplug them immediately!

4. Typical Running Wattage for Household Items.

a. Electric skillet	1250
b. Toaster	1100
c. Coffee Maker	1000
d. Microwave Oven	700
e. Refrigerator/Freezer	700
f. Light Bulb	100

(1) If you want to know the running watts for a particular item, look for the nameplate information on the electric appliance, which is normally found very close to the electrical cord. Take the voltage at the plug (typically 120V) and multiply times the amperage found on the nameplate.

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CHAPTER 10

FAMILY SAFETY AND FIRE PREVENTION AWARENESS

10.1 SAFETY

Firearms. Privately owned firearms are prohibited on Air Station Borinquen property, including the housing area.

Electrical Receptacles. Many houses in the housing area have electrical receptacles that are of the three-prong type. This type of receptacle should be grounded. However, DO NOT BE MISLED: some receptacles are poorly grounded, some are grounded to the conduit, while the majority are not grounded to anything. All of these receptacles in your house should be treated as if they ARE NOT GROUNDED. All occupants should take precautionary measures to ensure that they are grounded to a water pipe or other suitable ground.

Roofs. Playing on housing or garage roofs is *strictly prohibited*.

La Plaza. Skates, skateboards, bicycles, scooters and tricycles are not permitted in La Plaza hallways and will be impounded by Security if found in use in La Plaza.

Playgrounds. Playground areas have been provided for your use and enjoyment. Keep children from playing in the street and take them to the playground for good fun and exercise. We ask that you abide by the following rules for the safety of all users:

- Exercise good common sense and use equipment at your own risk.
 - Playground equipment should not be used when wet, nor during non-daylight hours.
 - Please supervise your children at all times. You, their parent or guardian are responsible for their safety while using the playground area. Children must be at least 7 years of age to use the playgrounds without the company of a parent or adult guardian.
 - Pets are not permitted in the playground area.
 - Report any damages or defects on the equipment immediately by contacting Facilities Engineering Dept. Broken or damaged playground parts can contribute to accidents if they are not corrected immediately.
 - Use the various components correctly. Good common sense is essential when using any playground equipment safely.
 - Let's cooperate with each other and use the equipment safely for the enjoyment of everyone.
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Family Safety. The following are general household tips:

- Do not make electrical installations.
- Do not attempt to make repairs without proper tools.
- Do not make repairs that are beyond your capabilities.
- Make sure that electric current is off prior to attempting electrical repairs to lamps, sockets, etc.
- Do not stand on unstable stools, chairs or ladders.
- Do not mix bleaching agents with: ammonia, lye, rust remover, vinegar, oven cleaners or toilet bowl cleaners when cleaning. This could result in DEATH or very serious injury. In a housing incident some time ago, toxic gases released from a do-it-yourself super cleaner, a “witches brew of clean” – chlorine bleach and ammonia, overcame twenty people. They noticed a foul odor, felt dizzy and had a shortness of breath. They opened windows to let it air out. When it was aired out, they completed their cleaning. All 20 people experienced shortness of breath that lasted several hours; enough so that they reported to the Clinic for examination.

So remember, read the directions and **NEVER, NEVER, NEVER** mix bleaching agents with: ammonia, lye, rust remover, vinegar, oven cleaner, or toilet cleaner, or toilet bowl cleaner. Always follow the manufacturers directions; you’ll get the job done the right way, which incidentally, is usually the **SAFE WAY**.

10.2 FIRE PREVENTION

Procedures. Prior planning and knowing what to do in case of fire will greatly minimize the injurious and often times deadly effects of fire (kitchen and interior furnishings on fire can produce more than enough heat and toxic gases to be fatal). The following steps should be taken.

- Learn and post in a prominent place near the telephone, the telephone number of the Fire Department. Call, or have someone else **call the Main Gate at 890-4036**, in case of fire.
- Sleep with bedroom doors closed. The simple act of closing the bedroom door gives some protection against the real killers in home fires: carbon monoxide and other toxic gases contained in “smoke” and superheated air. If you are awakened by fire, always **feel the bedroom door before opening it.** If it is warm, don’t open it, and even if it is cool, open it cautiously and be ready to slam it shut if either heat or smoke rush in. Make your escape through a bedroom window. If this is not possible, block out smoke, and heat by stuffing the cracks around the door with blankets or sheets while awaiting rescue. Stay low for the cooler, breathable air, which remains below the rising hot air and smoke. If necessary, **crawl** to an escape window.

- Draw up and practice a fire escape procedure. Deaths associated directly with fires are estimated at 5,600 a year. Besides those unfortunate persons who die immediately of asphyxiation, there are many who are killed because they awoke to confusion and didn't know what to do (THEY HAD NO FIRE PLAN!)
 - Survey your home and make sure there are two usable exits from every room, especially the bedrooms. Make sure that some escape route is available from second story bedrooms.
 - Gather your family together and explain carefully the vital fire escape principles of keeping calm, staying near the floor and, if possible, covering nose and mouth with a wet towel.
 - Make a family agreement as to how each person can sound an alarm because fire might block a hallway and prevent you from reaching other bedrooms. Your emergency signal might be a number of loud knocks on the wall, shouting, blowing a whistle, striking a pan, or a signal of your own invention.
 - Select a common meeting place outside the house. People have died attempting to rescue other house occupants who were already safely outside. Once out, stay out. NEVER reenter a burning house. Your chances of escaping twice are minimal.
 - Warn your family that whether they see flames or not, do not waste time getting dressed or gathering valuables. Seconds are precious in escaping. Many people have died from the smoke and gas produced by smoldering fires that burn without flames. Don't wait just because there are no flames present GET OUT QUICKLY.
 - Practice your escape plan. Children do not know how to save themselves from fire. THEY DEPEND ON YOU TO TEACH THEM! Tragically, small children have died trying to hide from fire by crawling under a bed or into a closet. When practicing a fire drill, have children practice opening a window and removing the screen.
 - Make your FIRE PLAN NOW and go over it with your family.
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Actions

- DO NOT smoke in bed.
- DO NOT leave matches or cigarette lighters within reach of children.
- DO NOT let stoves overheat greases. To extinguish a grease fire, turn off burners and cover container. DO NOT attempt to move a burning utensil.
- DO NOT leave stoves operating while unattended.
- DO NOT use open fire near a Christmas Tree.
- DO NOT barbecue indoors.
- DO NOT use gasoline or other flammable liquids for cleaning purposes.
- DO NOT keep oily or paint soaked rags, paint thinner and other flammable items inside of quarters. Keep these in tightly capped metal cans (rather than in jars) in well-ventilated areas and away from heat.
- DO NOT leave any major appliance operating when you leave the quarters.

- DO NOT use electrical installations done by other than a qualified and experienced electrician. Report electrical system deficiencies to Facilities Engineering immediately.
- DO NOT use electric light bulbs for drying clothes, or leave light bulbs in contact with combustible material.
- DO NOT use “octopus” plugs in convenience outlets, i.e., do not plug a 3-plug adapter into a single outlet so that three appliances or lights can be operated from a single outlet. Keep extension cords short.
- DO NOT run electrical cords under rugs.
- DO NOT use broken appliance plugs and frayed wiring.
- DO NOT overload electrical circuits.
- DO NOT tape circuit breakers in the “ON” position. If a circuit breaker continually trips, notify Facilities Engineering immediately.

10.3 LEAD AND ASBESTOS HAZARD MANAGEMENT PLAN

Assessment. Woodward Clyde, Inc. conducted an environmental risk assessment of the housing complex in April 1998. The results of this assessment are available in a report dated May 1998 in the Housing Office or the Facilities Engineering Office. The assessment determined that the levels of radon and asbestos were negligible and that lead based paint, although layered under several coatings of latex paint may pose some hazard if exposed through chipping. Environmental health risks in Air Station Borinquen Housing are disclosed to each resident upon assignment via a disclosure form (signed by the member) and a detailed informative package.

Inspection. The Housing Office will conduct annual inspections of occupied housing units. During this inspection, the current condition of painted surfaces and, noted or suspected Asbestos Containing Material (ACM) shall be assessed and noted in the unit record and Operation and Maintenance (O&M) spreadsheet.

Notification of damaged paint. Residents concerned about failing paint and possible lead-based paint exposure shall contact the Housing Office at 890-8470. The Housing Office will respond within 24 hours of the call to make an assessment of the housing unit. As a minimum, the following information will be gathered at the unit:

- a. Housing address.
 - b. Current assigned occupant.
 - c. Number and age of dependents living in the unit.
 - d. Location of damaged paint (which room, location on wall or ceiling) to include accessibility of area to young children (children 7 and under).
 - e. Description of damage (peeling, chipping, cracking, extensive spalling, etc.) to include depth of damage (surface, multi-layers, full depth to concrete).
 - f. Determination of possible cause of damage (i.e. pet scratching walls, children peeling paint, rubbing of furniture).
 - g. Reading of quick test for lead.
 - h. Mitigation actions taken or being considered by the occupant.
 - i. Specific request or desire of occupant.
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Possible Response Actions. Based on the information gathered by the Housing Office, the following possible actions will be recommended/taken:

- a. Restrict access of young children to damaged area.
 - b. Monitor area(s) for increased or progressive damage (i.e. where cracking has occurred, but no release of surface paint).
 - c. Removal of factor causing damage.
 - d. Issue interior paint and brush/roller to resident to touch-up paint damaged areas (In cases where the damage is surface peeling/chipping and lead results are negative).
 - e. Creation of priority II (within 2 working days) response to patch/repair and paint area, leaving family in the house. This will be done only on small areas (roughly less than 15 SF) where damage is localized to one area of house such that family can remain in the house, but vacate the one room of concern.
 - f. Creation of priority III (within 20 working days) response to patch/repair and paint area, leaving family in the house. This will be done only on small areas (roughly less than 15 SF) where damage is localized to one area of house such that family can remain in the house, but vacate the one room of concern.
 - g. Creation of priority II-IV work order to correct damaged paint areas (where damage is in many areas of house or so extensive that cannot complete while family remains in the house). If significant risk of exposure to young children exists, the family may be placed in temporary housing while the work is completed or in limited circumstances, permanently relocated to new housing unit.
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Record Keeping. All inspections, testing, and corrective action taken on lead-based paint in housing units shall be documented in the unit file and in the O&M summary spreadsheet. All information shall be disclosed to the resident. Upon acceptance of the housing unit, the resident must sign the disclosure acknowledging that the resident has been informed of the documented lead and asbestos presence.

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