

HOUSING MANUAL



ASBQNINST M11101.1F

U.S. Department of
Homeland Security

United States
Coast Guard



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Air Station Borinquen

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AIR STATION BORINQUEN INSTRUCTION M11101.1F

Subj: AIR STATION BORINQUEN HOUSING MANUAL

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13E
(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 ASBQNINST M11101.1E is cancelled and superseded by this Manual.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).
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. An environmental risk assessment of the housing complex was conducted in April 1998. The results determined that the levels of asbestos and radon were negligible and that lead based paint, although layered under several coatings of latex paint may pose some hazard if exposed through chipping. To comply with Environmental Protection Agency lead paint, asbestos, and radon disclosure regulations, Air Station Borinquen Housing Office discloses to each resident a detailed informative package. Further information is contained in chapter 10 of this manual.
6. FORMS/REPORTS. CG Form 5267 and CG Form 4896; are available in Adobe Acrobat Portable Document Format (PDF) on SWIII or the Coast Guard Electronic Forms web site; Intranet: <http://cgcentral.uscg.mil/mycg/portal/ep/contentView.do?contentId=1621686206&contentType=EDITORIAL> or Internet: <http://www.uscg.mil/forms/default.asp>.

A handwritten signature in blue ink, appearing to read "M. W. Boubooulis".

M. W. Boubooulis

TABLE OF CONTENTS

CHAPTER 1	INTRODUCTION	1-1
	A. Purpose	1-1
	B. General	1-1
	C. Utility Conservation	1-1
	D. Suggestions	1-1
CHAPTER 2	HOUSING ADMINISTRATION	2-1
	A. Eligibility	2-1
	B. Housing Assignment Policy	2-2
	C. Rent for Civilian Occupants and Others	2-4
	D. Application for Housing Assignment	2-5
	E. Detached Garages Used for Storage Units	2-5
	F. Change-In-Status Notification	2-5
	G. Waiting List Procedure	2-5
	H. Check-In Procedures	2-5
	I. Check-Out Procedures	2-6
	J. Change of Quarters	2-6
	K. Housing Assignment Termination	2-7
CHAPTER 3	MAINTENANCE RESPONSIBILITIES	3-1
	A. Liability For Damage or Loss	3-1
	B. Housekeeping and Furnishings	3-1
	C. Lawn and Grounds Care	3-1
	D. Coast Guard Maintenance and Responsibility	3-2
	E. Procedures for Requesting Maintenance Services	3-3
	F. Right of Management to Inspect	3-4
	G. Self-Help Program	3-4
	H. Work by Occupants	3-5
	I. Furniture, Furnishings, and Equipment	3-6
	J. Business Enterprises, Vehicle Repairs, and Hobbies	3-7

CHAPTER 4	CONDUCT	4-1
	A. Behavior	4-1
	B. Quiet Hours	4-1
	C. Curfew Hours	4-1
	D. Complaints	4-1
CHAPTER 5	GUESTS	5-1
	A. Official Guests	5-1
CHAPTER 6	PETS	6-1
	A. Pet Rules and Regulations	6-1
CHAPTER 7	ENERGY CONSERVATION	7-1
	A. Energy Management	7-1
	B. Energy Conservation Tips	7-1
	C. Maximum BTU	7-3
CHAPTER 8	MOTOR VEHICLES	8-1
	A. Rules and Regulations	8-1
	B. Rules of the Road	8-1
	C. Traffic Point System	8-3
	D. Procedures	8-3
CHAPTER 9	HURRICANE PREPARDNESS	9-1
	A. General	9-1
	B. Hurricane Conditions of Readiness and Response	9-1
	C. CG Owned Portable Generator Instructions/Guidance	9-3
CHAPTER 10	FAMILY SAFETY & FIRE PREVENTION AWARENESS	10-1
	A. Safety	10-1

	B. Fire Prevention	10-2
	C. Lead and Asbestos Hazard Management Plan	10-4
CHAPTER 11	CHILDREN	11-1
	A. General	11-1
	B. Definitions	11-1
	C. Parent Responsibility	11-1
	D. Recommended Guidelines for Supervision	11-2
	E. Special Provisions	11-2
ENCLOSURES	(1) Minimum Bedroom Requirements	
	(2) Check-out Inspection Items	
	(3) Change of Dependent Notification	
	(4) Pest Control Recommendations	
	(5) Fence Specifications	
	(6) Yola Landings	
	(7) Two Bedroom Type "D" Floor Plan	
	(8) Three Bedroom Type "E" Floor Plan	
	(9) Three Bedroom Type "F" Floor Plan	
	(10) Three Bedroom Type "G" Floor Plan	
	(11) Four Bedroom Type "B" Floor Plan	
	(12) Four Bedroom Converted Duplex Type "C" Floor Plan	
	(13) Five Bedroom Type "A" First Floor	
	(14) Base Housing Diagram	

CHAPTER 1. INTRODUCTION

- A. Purpose. 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.
- B. General. **The Housing Office phone number is 787 890-8470 and it is located at 159 L. Street, Aguadilla, PR 00603 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 reinforced concrete. Floors are tiled with native cement tile and windows are made to withstand winds up to 120 mph. All windows are fitted with aluminum screens and mini/vertical blinds.
- C. Utility Conservation. Utility conservation is a national concern and of particular interest to the Coast Guard due to rising energy costs and budgetary impacts and our collective commitment to be wise stewards of the environment and government resources. It is imperative that tenants use electrical power prudently. Energy conservation by all occupants will ensure that limited funds are used to everyone's best advantage.
- D. Suggestions. Suggestions for improvement and more effective administration of housing facilities and programs are highly encouraged and should be forwarded to the Housing Officer. **IT IS YOUR RESPONSIBILITY-TO LET US KNOW.**

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CHAPTER 2. HOUSING ADMINISTRATION

A. Eligibility.

1. Coast Guard Military Personnel. All Coast Guard active duty personnel, either accompanied or unaccompanied, are expected to live in Coast Guard owned housing upon acceptance of orders to Air Station Borinquen. Those desiring to reside off base must first submit a special request chit to the Housing Office via the command and are cautioned against making financial commitments prior to obtaining approval to live off-base. Chits should be routed via the department chain of command, Housing Officer, Facilities Engineer, then to the Executive Officer. Waivers for hardship needs may be approved on a case-by-case basis by the Executive Officer. Coast Guard owned housing at Air Station Borinquen is declared inadequate based on the excessive cooling costs members must bear living, under orders, in a tropical climate, as well as the losses to surge protectors and other electrical appliances due to power surges. As acceptable compensation, members assigned to Borinquen Coast Guard Housing receive 25 % of their OHA per month. UPH quarters are equipped with air conditioners/surge protectors and are considered adequate. Air Station Borinquen has thirty-six (36) designated UPH quarters, and per reference (a) strives to maintain occupancy at 90% occupied for these units. The reasonable commuting distance for active duty personnel shall not exceed 30 miles from the Air Station.
 - a. Minimum Period of Occupancy. The minimum occupancy period for assigned 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. Chits should be routed via the department chain of command, to the Public Works Officer, and final approval will be made by the Executive Officer.**
 - b. Voluntary Geographic Bachelors. Voluntary geographic bachelors shall not be assigned to family housing or family housing converted to UPH at Coast Guard Air Station Borinquen. Members may be assigned to Transient UPH units at the discretion and approval of the Commanding Officer. Assignment to these units is strictly on a space available and temporary basis. Service fees may be applied to offset service costs associated with operating and maintaining these units.
2. Personnel of Other Uniformed Services. Personnel of other uniformed services will be assigned housing in accordance with the terms of the Host-Tenant or the Inter-Service Support Agreement (ISSA) in effect between that service and the Coast Guard.
3. 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:
 - a. Families of absentee military sponsors (CG and DOD) who are being assigned overseas.
 - b. 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.

- c. Individuals requesting housing below GS-7 may request a waiver from the Housing Office.
4. 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.
5. Conducting Official Business. It is the Active Duty member's or Civilian Renter's responsibility to conduct all official business with the Housing Office.

B. Housing Assignment Policy.

1. 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.
2. Authority. Assignment of quarters must conform to the general policy provided by Commandant (CG-1). Assignment of families to available housing must be consistent on a Coast Guard-wide basis.
3. Purpose. Generally housing units will be assigned per 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 five bedroom units available for O-4's that qualify for five 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.
4. Assignment Precedence. The below 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 Housing Manager, Public Works Officer, and Executive Officer work in concert on all housing assignments. 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 departmental chain of command, Housing Officer, Public Works 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.

- a. Qualified Officers will normally be assigned five bedroom quarters from 1 through 10 Cliff Road. Qualified Enlisted personnel will normally be assigned five bedroom quarters from 15 through 18 Cliff Road. Quarters 10, 11, and 12 on Cliff Road are assigned on a case by case basis.
- b. 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 personnel will normally be assigned four bedroom quarters between 66 and 84 Hook Road. E-6 and E-5 personnel will normally be assigned housing between and 77 through 80 Fifth Street.
- c. Five bedroom quarters assignment precedence:
 - (1) The Commanding Officer shall be assigned to #1 Cliff Road.
 - (2) The Executive Officer shall normally be assigned to #13 Cliff Road.
 - (3) Personnel qualifying for five bedroom quarters per enclosure (1).
 - (4) O-5, accompanied by dependent(s).
 - (5) O-4, E-9, and E-8's with two or more dependents, excluding spouse.
- d. Four bedroom quarters assignment precedence:
 - (1) Personnel qualifying for four-bedroom quarters per enclosure (1).
 - (2) O-4 and above, E-9's and E-8's who were denied five-bedroom quarters due to availability.
 - (3) O-4, E-9 and E-8's with one dependent, excluding spouse.
 - (4) Warrant Officers with two or more dependents, excluding spouse.
 - (5) E-7's will generally be assigned to four-bedroom quarters on the hook of Hook Rd. unless they qualify for UPH.
 - (6) Personnel qualifying for three-bedroom quarters per enclosure (1) will be considered for a four-bedroom unit due to the inadequate square footage allowance as prescribed in reference (a).
 - (7) O-3, O-2, and O-1's with two or more dependents, excluding spouse.
- e. Three bedroom quarters assignment precedence:

- (1) Personnel qualifying for three bedroom quarters per enclosure (1).
- (2) O-4, E-9 and E-8's accompanied by a spouse only.
- (3) Warrant Officers accompanied by one dependent, excluding spouse.
- (4) O-3, O-2, O-1's accompanied by one dependent, excluding spouse.

- f. All other personnel will be assigned per enclosure (1).
- g. Unaccompanied Officers and E-9, E-8, and E-7's will be assigned two bedroom UPH quarters.
- h. Unaccompanied E-6's and below will share a two bedroom UPH quarters.
- i. Per reference (a), voluntary geographic bachelors can not be assigned to UPH quarters.

C. Rent for Civilian Occupants and Others Without a Host Tenant Agreement or ISSA.

1. 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.
2. 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, including registration associated with electric meters with the Puerto Rico Electric Power Authority (PREPA). New civilian tenants are required to transfer their residence electrical billing from General Coast Guard billing to private electric billing by contacting PREPA. Upon departure, tenants will be responsible for closing their PREPA accounts and providing proof to the Housing Office that the account has been properly closed.
3. Payments.
 - a. Payments are accepted in the Housing Office. Make checks or money orders payable to U.S. Coast Guard. CASH WILL NOT BE ACCEPTED.
 - b. Initial payment shall be made upon occupancy. The rental charge will be pro-rated for the number of days of occupancy when occupancy is not for a full month.
 - c. Monthly payments are due in advance on the 1st of each month, no later than the 5th. Payment will be considered in arrears after the 5th of the month and will be reported to the Executive Officer and possible notification to the member's Host Agency. Continued (three times) delinquency requires repossession of the housing unit and eviction of the occupant.
 - d. 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).

D. Application for Housing Assignment.

1. 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 sign and date CG Form 4896 prior to acceptance of quarters. 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 Air Station's Administration Department to ensure dependent information contained on the application agrees with the applicant's CG-4170A.
2. Other Services. Applications should be forwarded through Fort Buchanan for Army members, Navy Recruiting District Miami & Caribbean for Navy members (or member's parent command), or the senior Air Force Representative for Air Force applicants as per the Coast Guard–Air Force ISSA. Members of the US Public Health Service and all other services and agencies not mentioned above shall contact the Housing Office for further information.

E. Detached Garages Used for Storage Units. There are a limited number of detached garages. Only active duty military residents of Air Station Borinquen can request a detached garage by filling out a garage request form. The housing office will maintain a waiting list and assign detached garages based on availability. Residents of houses with attached garages are not eligible for detached garages.

F. 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.

G. Waiting List Procedure. Typically, housing is available for all Coast Guard members and waiting lists are not necessary. Waiting lists may be required for civilian renters or for members of other services or agencies. As required, 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 using the Housing Manager Information System (HMIS) and are posted in the Housing Office for inspection by prospective tenants.

H. 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. Perspective housing residents are not permitted inside of their quarters before assignment while active renovation or construction work is on-going.

1. On the initial date of assignment of military personnel to quarters, the Housing Office will prepare an e-mail to the Sector San Juan SPO and Air Station Borinquen Admin office for the purpose of updating their BAH entitlements. It is the responsibility of the member to IMMEDIATELY contact Admin in the event that BAH continues after quarters are occupied.
 2. 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.
- I. Check-Out Procedures. At least 45 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, including ensuring the exterior of the unit and landscaping is maintained in accordance with standards established in this manual. 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. Members have the option of paying a cleaning and/or grounds maintenance contractor through the housing office to clean the house. Check with the housing office regarding this possibility and cost requirements for having the unit cleaned by contract.
- J. Change of Quarters.
1. 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, all relocation expenses will be borne by the member. The Air Station's Box Truck may be available to assist with moves within the Housing Area, but under no circumstances is permitted for use outside of the Housing Area, or by individuals (military or civilian) moving off base.
 2. Procedures. The Housing Office will advertise through local means when requests for upgrades are being accepted. The following factors, listed in order of priority, will be used in establishing and maintaining a waiting list for upgrades: (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. The upgrade list will normally be executed by the first week of October. Requests for specific units are not permitted.

3. 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 four units of four-bedroom quarters under their ISSA, no personnel of that service can upgrade from a three-bedroom house to a four-bedroom house until one of those four-bedroom houses become vacant.

- K. Housing Assignment Termination. Occupying accompanied housing is a privilege requiring strict adherence to all rules, regulations and policies. Occupants who become ineligible for housing for any of the reasons listed below will 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. Reasons for housing eligibility:
 1. Dependents no longer reside permanently with sponsor.
 2. Discharge, retirement, or separation from the service.
 3. When a civilian occupant's rent is greater than 10 days in arrears or when no longer employed by the U.S. Government.
 4. Dependents who are absent in excess of 90 days.
 5. Personal conduct of the sponsor or dependents so warrants. Examples include:
 - a. Unauthorized modifications of housing unit.
 - b. Failure to notify the housing office of change in dependent status.
 - c. Repeated or gross violation of housing or security policies.
 - d. Repeated intervention by base security.
 - e. Vandalism of government property.
 - f. Illegal drug use or distribution.
 - g. Violation of local laws or the UCMJ.
 - h. 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.

6. 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.
7. When the sponsor is deceased. Under unusual or compelling circumstances, occupants may be permitted to remain in quarters up to 180 days after the sponsor's death. Normally, it is expected that housing will charge rent equivalent to BAH normally forfeited by the sponsor.
8. Or determined by the Local Housing Authority (CO) to be in the best interest of the service.

CHAPTER 3. MAINTENANCE RESPONSIBILITIES

A. Liability for Damage or Loss.

1. 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/herself of this privilege of voluntary reimbursement, assessment of pecuniary liability within the framework of the Coast Guard Pay Manual will be employed.
2. 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 per 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.

B. Housekeeping and Furnishings.

1. 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 are highly encouraged to maintain PRIDE in their quarter's appearance.
 - a. Report all maintenance discrepancies that are beyond the occupant's abilities to fix promptly to Facilities Engineering per procedures described in paragraph 3.E.
 - b. Maintain a neat appearance of walls, windows, floors, woodwork, bathrooms, garages (including assigned detached garages) or carports, and storage spaces.
 - c. Clean and maintain any government loaned furnishings and lawn care equipment. Clean stove/oven, refrigerator, sinks, tubs, and toilet fixtures.
 - d. Immediately notify the Housing Office of any situation that requires attention by Facilities Engineering to prevent damage or loss of Government property.
 - e. Changing and providing light bulbs and batteries for smoke detectors, etc... are the responsibility of the member.

C. Lawn and Grounds Care. 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:

1. Occupants are responsible for taking care of the immediate ground to the extent of cutting and trimming of lawns and shrubbery, including hedges that separate adjacent yards or along alleys.

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 of the housing area.

2. Occupants who fail to comply with yard maintenance standards will receive a friendly reminder from the Housing Office for first offenses. Repeat violations will be reported to the Executive Officer.
3. Numerous lawn maintenance service providers (at the residents expense) are available in the local area at a reasonable rate. Contact the Housing Office for additional information.
4. 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. Residents are not permitted to remove trees, shrubs and plants from vacant houses. Occupants should contact the Housing Office with any questions before investing in large plants/trees.
5. Vegetable gardens may be planted in the back yard only. The yard shall be restored to its original condition upon termination of occupancy, including replacing disturbed grass areas with sod.
6. Occupants are responsible for providing their own mowers, edger, hedge trimmer and lawn trimmers for maintenance of their yards.
7. Though occupants are responsible to maintain their yard and hedges, exceptions maybe approved due to hardship caused by unexpected deployments or illness. Official requests for exemptions should be made through the housing office for consideration.

D. Coast Guard Maintenance and Responsibility.

1. The Facilities Engineering Department (FACENG) 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) may be 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. Housing residents are not authorized to interfere or directly interact with the service contractors. 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:
 - a. 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.

- b. Interior painting is not normally performed during the term of occupancy except in unusual circumstances.
- c. Grass mowing and weed/brush control outside occupant maintained areas, commonly known as public areas.
- d. 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.
- e. 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.).

2. Trash, Green Waste and Personal Appliance Collection.

- a. Residential garbage pickup is every Tuesday.
- b. Recyclable (cardboard, metals, plastic containers, etc...) items are picked up at the curb or alley every Tuesday.
- c. Prior to generating large amounts of Green Waste (branches, limbs, hedge trimmings, etc), occupants shall first arrange for pick-up through the Housing Office, with the exception of palm fronds, which can be left at the curb. Once the Housing Office is contacted, they will provide a vehicle or receptacle to receive the cut vegetation or schedule shredding service. It is the occupant's responsibility to handle (i.e. load the truck) with green waste generated from their respective yard. Housing and facilities engineering personnel will assist in any way practical.
- d. 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.

E. Procedures for Requesting Maintenance Services.

- 1. Normal Working Hours. Requests for services during normal working hours shall be submitted on a Work Request Form that may be submitted through the Air Station web page: Click on the "Public Works" tab and the on "Submit a Work Order". During normal working hours requests may be also phoned in to the Housing Office at 890-8470.
- 2. After Normal Working Hours or for Emergencies. Requests for emergency/urgent service after duty hours or on a weekend or a holiday shall be made to Base Officer of the Day at **(787)**

306-7431 the Security Office at **(787) 890-8472**. Emergency/urgent requests are those that require immediate action to accomplish any or all of the following:

- a. Prevent injury to people.
 - b. Prevent damage to Government or Personal property.
 - c. 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.)
3. **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.

F. **Right of Management to Inspect**.

1. **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.
2. **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.

G. **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 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. You must submit a work order if you're requesting materials or supplies for accounting purposes. Material can be obtained at the Housing Office or the Facilities Engineering Tools & Parts Warehouse (BLDG 409 located in the Hanger Complex). Materials are available to assist with the following:

1. Unclogging sinks, toilets, etc., with a plunger. Replacing and tightening screws in hinges, doorknob, screens, etc.
2. **Interior and Exterior painting of houses**. Tenants will use only interior water-based latex paints. White interior touch up paint may be obtained upon request (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 leave the Housing Office during check-out one gallon of Glidden glide on latex, white base interior semi-gloss per room that was modified. Under no circumstances shall occupants modify the texture of interior walls beyond what can be easily covered by one coat of paint. Wall paper is not authorized because it

is difficult to remove and prevents easy repainting. With the exception of touch-up painting, large-scale exterior house painting by occupants is not authorized due to lead based paint concerns and the inherent dangers associated with painting and working aloft. Paint shall only be obtained from Facilities Engineering and you must have prior approval of the Housing Officer and submit a work order. Under no circumstances shall the exterior color scheme of a house be modified. All painting must be done in a safe manner, and in accordance with local and Coast Guard policies. Contact the Facilities Engineering Tools & Parts Warehouse for materials and supplies.

3. Self-Help Locker Items. Residents may obtain the following items from the Facilities Engineering Tools & Parts Warehouse, Bldg. 409, or the Housing Office: Bermuda grass seed; vinyl spackle; putty knives; mail boxes; touch up paint (white interior and exterior only-one gallon limit); paint tray/rollers/brushes; sand paper; toiler paper holder; weather stripping; bathtub stoppers; starters for fluorescent bulbs; light 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. Decorative rock, sand and gravel may be available for delivery (limited quantities) upon request via Work Order, or available for pick-up in the La Plaza parking lot.

H. Work by Occupants.

1. 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.
 - a. 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 by the resident will not be allowed. Metal or vinyl 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 by the resident inside once setting HURCON 1.
 - b. 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.
 - c. TV and Other Antennas. NO antennas or satellite dishes will be **drilled or otherwise anchored into the tops of roofs (house or garages), or in the walls of houses or garages.** They may be installed on the ground or pole 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. Normally, satellite dishes are installed on roof tops by mounting them to a wood or plastic pallet, and ballasted with concrete blocks. See the Housing Office or Satellite TV providers for additional information.

- d. 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.
 - e. 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 (which is the exception to the rule). Extreme care must be exercised in digging postholes to avoid damage to existing underground utilities, including cable, electric, water, sewer, etc. Upon departure all holes will be filled with dirt and soothed out to match the surrounding landscape.
 - f. Hot Tubs/Spa's. Not permitted in the housing area due to safety, structural, and energy concerns.
2. General. Landscape and home improvements by occupants are encouraged. All occupants are advised that flowers, shrubs, etc., when 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.
- I. Furniture, Furnishings, and Equipment. 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). Members are not entitled to "new" appliances upon check-in to Coast Guard quarters. Unless the existing appliances are in exceptionally poor condition, appliances will not normally be replaced during change of occupancy.

- J. 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 BLDG 410/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

- A. Behavior. 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.
- B. Quiet Hours. Quiet hours will be observed in the housing area as follows:
1. 2200-0600 Sunday through Thursday.
 2. 2400-0600 Friday and Saturday nights.
- C. 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 in violation of curfew to the security office and parents will be notified. Security personnel generate an Incident Report to the Executive Officer for appropriate action.
- D. 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

A. Official Guests.

1. 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.
2. 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 visitors. Notification may be accomplished by telephone.
3. 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. 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.
4. 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 Coast Guard property.

CHAPTER 6. PETS

A. Pet Rules and Regulations.

1. Policy. A pet is normally defined as a small-domesticated animal such as a dog, cat, or bird. Without exception, all pets sheltered in or on Coast Guard property shall be registered with the Security Office. Presentation of a current rabies certificate is required upon initial registration and annually. **PIT BULLS** and any other overly aggressive animals are not allowed on Coast Guard Housing. Wild animals, barnyard animals, and fowl are not permitted as pets in housing. All residents who have pets, or obtain one, 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 filled out in the Security Office. The following are some of the more important laws taken from the Security Manual pertaining to ownership of pets.
 - a. UPH members are not allowed to have pets.
 - b. 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.
 - c. 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 per Section 3.H.1.f and enclosure (5).
 - d. Residents who observe or suspect animal cruelty shall inform the Security Office immediately. If the report is verified, action will be taken by the Command. Neglect, abuse, or abandonment/dumping of pets upon departure will not be permitted.
 - e. Tenants are responsible for immediately cleaning up pet feces wherever it occurs. Individuals walking dogs shall have at least two plastic bags in their possession to dispose of feces. Placing feces without a plastic bag in trash cans or dumpsters is prohibited. Residents shall not permit pets to defecate in outdoor playground areas.
 - f. Pets, which are vicious or nuisances (loud, sustained barking) shall not be permitted in the housing area. 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. Violations of this regulation shall be cause for disciplinary action and/or eviction from the housing area.
 - g. Residents are not permitted to introduce stray pets into the housing area without prior permission from the Security Officer.

- h. Residents are not permitted to feed stray pets within the housing area as it promotes the traffic and presence of stray animals and associated health and safety risks. Additional information can be found in the Air Station Borinquen Stray Dog Policy, ASBQNINST 5515B.**

CHAPTER 7. ENERGY CONSERVATION

- A. **Energy Management.** The high cost of electricity and environmental concerns requires the Coast Guard to maintain a positive and proactive program to conserve energy. Each occupant is obligated to do his or her part towards conserving energy and being stewards of both the government's resources and the environment. Facilities Engineering, in concert with the Housing Office, is developing methods of making Coast Guard residents more aware of their individual energy consumption.
- B. **Energy Conservation Tips.** If each person would take the below 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.
1. Clean or replace air conditioner filters every two weeks. A dirty filter can reduce airflow, forcing the system to work harder and draw more energy.
 2. Do not try to "refrigerate" your home. Close unused rooms and use a setting equivalent to 80 degrees Fahrenheit. Use the "Economy" setting on air conditioners as much as possible. Use a thermometer to monitor the temperature indoors.
 3. When air conditioning is used, close draperies during the day. Insulated draperies provide the best insulation and can cut window heat gain by 50 %.
 4. Move furniture that blocks air conditioning units. These obstructions reduce the efficiency of the system.
 5. During the cooler winter months, consider shutting down the AC's altogether and opening up all the windows. Once you realize you do not need AC, the natural ambient temperature is actually quite comfortable from November through March.
 6. Seal air leaks around doors and windows.
 7. Use ceiling fans as much as possible to circulate air.
 8. 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.
 9. Do not over pack the freezer; this will ensure airflow throughout the fridge and cooling evenly throughout.
 10. Limit the use of appliances with heating elements such as electric frying pans, toasters counter top ovens, and stoves.

11. 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.
12. 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.
13. Run full loads in the dishwasher to avoid wasting water and the energy required heating it.
14. 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.
15. Front loading washers are more energy efficient than top loaders.
16. Become thoroughly familiar with the operation of all appliances in your quarters; you may be unknowingly wasting energy.
17. 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.
18. Turn off everything not being used, especially incandescent light bulbs. Turning incandescent lights on and off uses less power than leaving them on.
19. Fluorescent tubes use energy three times more efficiently than incandescent bulbs. However, fluorescent lights need extra energy for starting, so avoid switching them on and off frequently.
20. 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.
21. 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.
22. 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.
23. Make sure you turn all of your air conditioning units off when leaving the house.
24. Report maintenance items that cause a waste of energy to the Housing Office.

- C. Maximum BTU. 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

A. Rules and Regulations.

1. 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 Uniform Code of Military Justice (UCMJ). All personnel are subject to Commonwealth law while on property over which the Commonwealth of Puerto Rico has concurrent jurisdiction (i. e. all Coast Guard property). All motor vehicles entering the Air Station complex will HAVE A CURRENT REGISTRATION, ACCA, SAFETY INSPECTION, AND CURRENT COAST GUARD 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 in housing 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.
2. Authority. The Security Office is tasked with traffic control in all areas of Air Station 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 per this chapter. Security personnel authorized to issue DD Form 1408, shall ensure 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.
3. Procedures. Advisory letters will be sent to the member upon accumulation of more than six 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 three months. Individuals will have the opportunity to contest the tickets and avoid being assessed points if judgment is in their favor.

B. Rules of the Road.

1. 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.
2. Vehicle Parking. Parking along curbs 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 that two of the vehicle's wheels are on the blacktop.
 3. Boats, Camper, Rv And Trailer Parking. All boats, RV's, campers and trailers shall be registered with the Security Office. All boats, trailers, etc... 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. Boats, RV's and campers are not to be stored in the housing area for the consideration of other residents.
 4. Pedestrians. Pedestrians always have the right of way.
 5. 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 have the right of way. Motorists shall pull off to the right hand side of the roadway and wait until the emergency vehicle passes before proceeding.
 6. 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. In addition, all riders shall have completed the locally available motorcycle safety training course offered biannually by Security or show proof of a previously completed course (typically with the endorsed drivers license).
 7. Child Sized Motorcycles. All gas powered child sized motorcycles are prohibited from being driven on base. Electric powered scooters and cycles are permitted with all personal protective equipment worn and other applicable rules are followed.
 8. 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 entrance or interior sections of the Community Center and La Plaza and areas.
 9. 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 entrance and interior sections of the Community Center and La Plaza area.
 10. 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.
 11. 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.

12. Valid Motor Vehicle Operators License. Vehicle operators shall have a valid driver's license with them while operating a vehicle.

13. Jogging/Riding At Night. All joggers/cyclists shall wear a retro-reflective vest or belt while exercising after sunset.

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

1. The point system applies to military and civilian personnel operating government or privately owned vehicles at Air Station Borinquen.

2. Points will be assessed to an individual's driving record from an uncontested traffic ticket or the determination of the Traffic Judge.

3. For multiple violations occurring from a single incident, only the points from the most serious offense will be assessed.

D. 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 three months.

1. Schedule of violations and assessment of penalties/points for moving violations.

VIOLATION

PENALTY

Driving while driver's license or base driving privileges are suspended or revoked.

One-year revocation of base driving privileges.

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 .08% 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
Unauthorized use of a motor vehicle belonging to another.	Same as above
Refusal to submit to or failure to complete chemical tests (implied consent).	Same as above
Permitting an unlawful or fraudulent use of an official driver's license	Same as above
Conviction of fleeing, or attempting to elude a police officer.	Same as above
Over 20 M.P.H. above posted speed limit.	Same as above

VIOLATION

POINTS ASSESSED

Over 10 m.p.h. above posted limit	10
Reckless driving (willful disregard for the safety of persons or property).	10
Failure to wear PPE while operating a two wheeled vehicle.	8
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene of an accident(Hit and Run)	6
Driving without a drivers license (Person has a license, but not with them)	2
Failure to yield right-of-way to emergency vehicles	6
Open container of alcoholic beverages.	6

(In a vehicle)

Failure to stop for school bus.	10
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	3
Failure to yield (no official sign involved)	3
Wearing of headphones/earphones while driving motor vehicles.	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
Cell phone use while driving a motor vehicle.	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

A. General. All active duty Coast Guard please reference ASBINIST M3140.1, Hurricane Plan for more detailed info. 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 that 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.

B. Hurricane Conditions of Readiness and Response.

1. 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.
 - a. Plastic drinking water containers (1 gal. per person per day for seven days).
 - b. Flashlights, candles, portable radio, and extra batteries.
 - c. Medications (two weeks supply) and First Aid Kit with gauze.

- d. Canned/ready-to-eat food for your entire family (seven days).
 - e. Paper plates, cups, napkins, or towels (seven days).
 - f. Hand-operated can opener and plastic utensils, matches, and sterno.
 - g. Toilet articles including soap, tissues, diapers, and baby wipes.
 - h. Portable ice chest, bucket for water and plain bleach.
 - i. Plastic trash bags and zip lock bags for valuable papers, and extra cash.
 - j. Bug spray, insect repellent, and a loud rescue whistle.
 - k. Avoid accumulation of articles that cannot be stored inside.
 - l. Five gallons of gas in an approved container for emergency generator.
2. Condition Three. Hurricane possible within 48 hours. (NOAA Watch).
- a. Re-check emergency supplies. Stock up on extra batteries.
 - b. Fill/service family automobile with gas and oil.
 - c. Police the yard for loose limbs, coconuts, boards, or debris.
3. Condition Two: Hurricane possible within 24 hours (NOAA Warning).
- a. Fill water jugs, bathtub, freezer, and other containers.
 - b. Take down awnings, swings, and antennas. Watch power lines.
 - c. Bring in garbage cans, grills, bikes, toys, and lawn furniture.
 - d. Bag valuable papers, linens, and dry clothes in plastic.
 - e. Secure all doors and windows. Do not tape windows.
4. Condition One Alpha. Hurricane imminent within 12 hours. Damage Assessment Teams assigned. Work parties continue work. Remove window air conditioners.
5. 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.

6. 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. Be vigilant when cooking with fire and clearing debris! This is when people get the most cuts and burns. Use your whistle to summon help if needed.

NOTE: FOR CONDITION STATUS: CALL (787) 890-8461 FOR STORM UPDATE AND FACILITY CONDITION STATUS. If communication lines between off island friends/relatives and Puerto Rico have been interrupted, Air Station Borinquen's status can be checked at ISC Miami's Work Life Center at 1-800-872-4957 X 307.

- C. Coast Guard Owned Portable Generator Instructions/Guidance. In response to hurricane related power outages (or other prolonged power outage), 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. 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.
 1. 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.**
 2. 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. 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.

3. 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.
4. Due to noise ordinances, the generator must be turned off for the night no later than 10 pm.
5. 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.
6. How the Generator Works. 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 four times its running wattage to get started; other items take about 2½ times the running wattage. Here’s an example:
 - a. 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!
7. 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

NOTE: *If you desire 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 it by the amperage found on the nameplate.*

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CHAPTER 10. FAMILY SAFETY AND FIRE PREVENTION AWARENESS

A. Safety.

1. Firearms. Without exception, privately owned firearms are prohibited on Air Station Borinquen property, including the housing area.
2. AirSoft and All other Toy/BB-Type Guns. Prohibited from use at La Plaza, all parks, playing courts, common areas, around sidewalks and neighboring yards, bus stops, shelters, Community Center (BLDG 821), playing fields, alleys, other houses or residential areas, or any other area where children/families are gathered. Parents are directly responsible for supervising their children and ensuring proper protective equipment (i.e. safety glasses, face shields, protective clothing, etc.) are utilized and proper conduct is adhered to. **Paint ball guns are prohibited in the Housing Area.**
3. 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 and appliances are poorly grounded, some are grounded to the conduit, while the majority are not grounded to anything. All 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.
4. Roofs/Trees. Playing on housing or garage roofs and/or trees is **strictly prohibited.**
5. 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:
 - a. Exercise good common sense and use equipment at your own risk.
 - b. Playground equipment should not be used when wet, nor during non-daylight hours.
 - c. Please supervise your children at all times. Parents or guardians/supervisors are responsible for the child's safety while using the playground area. Children must be at least six years of age to use the playgrounds without the company of a parent or adult guardian/adult.
 - d. Pets are not permitted on playground equipment.
 - e. Report any damages or defects on the equipment immediately by contacting the Facilities Engineering Dept. Broken or damaged playground parts can contribute to accidents if they are not corrected immediately.
 - f. Use the various components correctly. Good common sense is essential when using any playground equipment safely. Cooperate with each other and use the equipment safely for the enjoyment of everyone.

g. Instruct your children in how to use the equipment correctly and safely to avoid accidents/injury.

6. Family Safety. The following are general household tips:

- a. Do not make electrical installations.
- b. Do not attempt to make repairs without proper tools.
- c. Do not make repairs that are beyond your capabilities.
- d. Make sure that electric current is off prior to attempting electrical repairs to lamps, sockets, etc.
- e. Do not stand on unstable stools, chairs or ladders.
- f. 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 a very serious injury.

NOTE: *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.*

B. Fire Prevention.

1. Procedures. Prior planning and knowing what to do in case of fire will greatly minimize the injuries 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.
 - a. Post the Fire Department's phone number, 911 and 787-890-2330, in a prominent area. You can also call, or have someone else **call the Main Gate at (787) 890-4036**, in case of fire.
 - b. 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.

- c. 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!).
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. Make your FIRE PLAN NOW and go over it with your family.

2. Actions.

- a. DO NOT smoke in bed.
- b. DO NOT leave matches or cigarette lighters within reach of children.
- c. DO NOT let stoves overheat greases. To extinguish a grease fire, turn off burners and cover containers. DO NOT attempt to move a burning utensil.
- d. DO NOT leave stoves operating while unattended.
- e. DO NOT use open fire near a Christmas Tree.
- f. DO NOT barbecue indoors.

- g. DO NOT use gasoline or other flammable liquids for cleaning purposes.
- h. 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.
- i. DO NOT leave any major appliance operating when you leave the quarters.
- j. DO NOT use electrical installations done by other than a qualified and experienced electrician. Report electrical system deficiencies to Facilities Engineering immediately.
- k. DO NOT use electric light bulbs for drying clothes, or leave light bulbs in contact with combustible material.
- l. 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.
- m. DO NOT run electrical cords under rugs.
- n. DO NOT use broken appliance plugs and frayed wiring.
- o. DO NOT overload electrical circuits.
- p. DO NOT tape circuit breakers in the “ON” position. If a circuit breaker continually trips, notify Facilities Engineering immediately.

C. Lead and Asbestos Hazard Management Plan.

1. 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. All at risk Borinquen Housing units were resurveyed in 2007 with acceptable results. The Environmental Office in Facilities Engineering can provide residents with both a lead paint analysis as well as a current radon reading upon request.
2. 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.

3. 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 seven 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.
4. 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.

5. 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 is informed of the documented lead and asbestos presence.

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CHAPTER 11. CHILDREN

- A. General. Although Air Station Borinquen Housing is a “gated community” and a safe environment, parents should not be lulled into a false sense of safety and/or security regarding children. The Security Guards enforce regulations and are vigilant in monitoring who gains access to our neighborhood. However, it is ultimately the parents who must be alert and attentive to their children’s activities around Air Station Borinquen Housing.
- B. Definitions. For the purposes of this manual, dependents/children are defined as follows:
1. Dependents under 21 years of age; under 23 years age if attending college.
 2. Dependents 21 years of age or older who are incapable of self-support because of mental or physical incapacity and are dependent on the member for over one-half of his/her support.
 3. Expanded Definitions.
 - a. Infants - Dependents less than one (1) year old.
 - b. Toddlers - Dependents one (1) and (2) years old.
 - c. Pre-Schooler - Dependents between three (3) to five (5) years old.
 - d. Children/Pre-Teens - Dependents twelve (12) years old or less.
 - e. Minors - Dependents between thirteen (13) and eighteen (18) years old.
 - f. Supervision- The care of a child/minor in such a way as to ensure his/her health and safety.
 - g. Supervising Adult- Person 18+ years old.
 - h. Unattended - Children who, because of place and circumstances, are without direct supervision of a responsible person.
 - i. Responsible Person - Any person 12 years or older who in a supervisory role can provide adequately for a child’s welfare and safety in all circumstances deemed appropriate.
 - j. Safe Environment - One in which, under reasonable circumstances, a child’s health and safety are not in actual or potential danger/risk.
 - k. Safe Places - Can be, but not limited to, housing areas, institutional activity areas, playground and recreational areas.
- C. Parent Responsibility. Residents are responsible for the actions of their children at all times. Parents are responsible for any vandalism, destruction of government property, or any inappropriate behavior by their children. Specifically prohibited is the entry by children into vacant quarters,

work areas of Housing Maintenance, storage areas and the trash/recycling area. Violation of housing regulations by children will be cause for administrative/disciplinary action by the command and may be cause for eviction.

D. Recommended Guidelines for Supervision. To promote safety awareness for children residing at Air Station Borinquen Housing, the following recommendations have been established to ensure all members of our community work together at safeguarding our children. The guidelines below are grouped by age so that members of the Air Station Borinquen housing community and professionals alike may interpret them for a child's best interests.

1. Ages 0-5. These children (infant/toddler/pre-schooler) require close supervision and must be under the direct control of a supervising adult at all times. For these guidelines, direct control is defined as contact close enough for immediate intervention should a problem arise. Example: If the child is playing in the yard, a supervisor must be with him/her.
2. Ages 6-8. Short periods of time can pass (not longer than 60 minutes) without a supervising adult having direct contact with the child, HOWEVER, the supervising adult should know the whereabouts of the child at all times. If the supervisor does not have direct contact (e.g., the child is at a playground or a friend's home) the child should check back with the supervisor on an hourly basis. Under no circumstances will these children be left without constant adult supervision after 2100 hours (9:00PM). **Additionally, children in this group should not be left alone to supervise children in the 0-5 age group.**
3. Ages 9-12. This age group, as with other younger children, shall not be left alone at home after 2100 hours (9:00PM) under any circumstances. However, they can be left without direct adult supervision for a maximum of 3 hours before 2100 hours providing the children have telephone contact with parents or an adult supervisor. Children at this age should be capable of taking appropriate action in the event of fire and injury to themselves or others nearby. **Children in this group should not be left alone to supervise children in the 0-5 age group.**

E. Special Provisions.

1. Pre-teens ages 9-12, when left alone, must remain in their designated area; however, approved exceptions may be made by parents or designated guardians, such as attending official school or youth services functions. If an exception is made, there must be a responsible adult available for the children to report their actions to and receive guidance as necessary.
2. Minors will be supervised between 2300 (11:00PM) and 0630 (6:30AM) at all Housing facilities. All children 17 years of age and younger are required to be in their quarters after 2300 unless accompanied by an adult 21 years or older. Please escort unattended children to the Security Guard so that their parents/guardian may be notified to take custody of them. Security personnel are required to follow up this action with an incident report submitted to the Executive Officer for appropriate action.
3. Children under the age of 18 will not be left unattended for any amount of time in places where alcoholic beverages are being served, sold or imbibed.

4. No one under 13 years of age should be designated as the sole caregiver/babysitter for an infant, toddler, or preschooler. A babysitter should be mature, focused and able to make good judgments and common sense decisions. The babysitter is responsible for taking appropriate action in the event of fire, as well as knowing first aid and proper child CPR techniques in the event of emergencies.
5. Children not under direct supervision should know at a minimum – their name; their home address & telephone number; their caregiver's name, location and phone number; what to do in case of a problem (injury, fire, assault, parents not returning as expected, etc.).

BEDROOM ELIGIBILITY

Number of Dependents (excluding Spouse)	Minimum Number of Bedrooms
Zero or one	2
Two, except as follows: One 10 years or older One 6 years or older and other of opposite sex	2 3 3
Three, except as follows: Two 10 years or older One 10 years or older and other two of opposite sex with one 6 years or older	3 4 4
Four, except as follows: One 10 years or over One 6 years or older and all three the opposite sex of the one Two 6 years or older of opposite sex and both the same sex Two 10 years or older and other two of opposite sex with one six years or older Three 10 years or older	3 4 4 4 4 4
Five or More	4 or More

Notes:

1. This table applies to both leased and owned housing.
2. The table is based on the following:
 - a. No child should share a bedroom with their parents;
 - b. At most two children should share a bedroom;
 - c. A child 6 years or older should not share a bedroom with a child of the opposite sex; and
 - d. A child 10 years or older is entitled to a separate bedroom.
3. Dependents are those who actually reside with the sponsor more than 50 percent of the time (does not have to be consecutive).
4. With proper medical documentation unborn children are considered dependents.

CHECKOUT INSPECTION ITEMS

1. Inspect the fire extinguisher to see if it is charged. For replacement fire extinguishers submit a Work Request at the Housing Office. Replace batteries in smoke detectors
2. All kitchen cabinets and drawers free of debris. Remove all shelf covering or contact paper and glue.
3. All closets and shelves free of debris.
4. Floors will be free of wax. Members may contract this work prior to final inspection.
5. Stove cleaned and free of all grease and baking residue. Switches, oven drawer, drip pans, oven racks, broiler pans, and all burners cleaned thoroughly. Remove any residue of oven cleaner. Areas behind the appliance must be swept, free of grease, and mopped clean.
6. Refrigerator. Free of marks, dirt, and moisture. Trays, compartments, drawers, shelving, freezer section, and gaskets cleaned with a mild abrasive. Report any tears found in gaskets. Leave unit on low setting once it has been cleaned out for inspection.
7. All pictures, hooks and curtain rod holders removed.
8. For unaccompanied personnel with a government furnished washer and dryer:
 - a. Washing machines will be thoroughly cleaned. Agitator shall be removed and all soap film or other sediment shall be removed from washing drum and agitator. Soap holder and lint filter must be cleaned and doors left open to allow inside and door to dry completely.
 - b. Remove and clean dryer lint catcher. Clean dryer inside and out; tip and clean underneath.
9. Affix a note to each appliance in need of service. The note should describe the repairs required, i.e. thermostat not working properly.
10. All government furnishings must be free of dust, dirt, and lint. Mattresses and pillows must be aired and linen cleaned and returned to the housing office.
11. All light fixtures must be properly cleaned and burned-out bulbs replaced.
12. Garage or carport cleaned of grease, dirt, and debris.
13. All air conditioning units removed. Screens returned.

CHECKOUT INSPECTION ITEMS

14. Grass cut and edges trimmed. Leaves raked and shrubbery trimmed to specification. Grounds policed for litter and trash. Trash/garbage cans must be clean and present.
15. All self-help projects and temporary structures must be removed or assumed by another/incoming tenant. Unit must be restored to original condition.

General: Each occupant is responsible for the care and preservation of their quarters and its furnishings. Normal wear and tear is to be expected, but malicious damage or obvious abuse of Government property will be brought to the attention of the Facilities Engineering Officer or the Executive Officer for appropriate action per Coast Guard directives. In cases of loss or damage to real or personal Government property, the occupant/member may elect to repair or replace the property in lieu of making payment. Repair or replacement shall be of like kind, type, comparable quality and workmanship. Repairs to or replacement of the property in lieu of cash reimbursement is preferred and will be encouraged.

Department of Homeland Security
U.S. Coast Guard
ASBQN 001 (Rev. 09-08)

CHANGE IN DEPENDENT STATUS NOTIFICATION

Section I (MEMBER INFO)

Fill in all requested information completely. This form may be mailed, faxed, scanned or hand delivered to the Housing Office.

Member's Name (Last, First, MI)	Employee ID	Contact Phone Number	Rank/Grade
Agency:		Qtrs Address:	

Section II (MEMBER ACKNOWLEDGEMENT/REQUEST)

I understand that Air Station Borinquen Housing Manual, ASBQNINST M11101.1F and Coast Guard Housing Manual, COMDTINST M11101.13E state, "Dependents are those who actually reside with the sponsor for more than 50 percent of the time of the year". Therefore, I understand that failure to meet this requirement could result in reassignment to the appropriate house size. My signature below is my assurance to the Housing Office and this Command that my dependent will or will not be residing with me for more than 50% of the time of the year while assigned to this command. Any evidence of misrepresentation of dependent status will result in loss of housing privileges and/or possible disciplinary action under the UCMJ.

Per Air Station Borinquen Housing Manual, ASBQNINST M11101.1F, and Coast Guard Housing Manual, COMDTINST M11101.13E, I hereby notify the Housing Office of the following change to my dependent status:

- ACQUIRED DEPENDENT: _____ MARRIAGE , _____ BIRTH OF CHILD , _____ ADOPTION
NUMBER OF DEPENDENTS ACQUIRED: _____
- LOSS OF DEPENDENT: _____ DIVORCE , _____ EARLY RETURN OF DEPNS,
NUMBER OF DEPENDENTS LOSS: _____
- OTHER _____

(Check box that applies):

- Change of quarters or housing due to the increased number of dependents who will be residing with me. I understand I am fully qualified for the larger house per Table 6-3 of the Coast Guard Housing Manual. I am requesting change of quarters from a UPH / 2 / 3 / 4 / 5 (circle one) - Bedroom unit - to a UPH / 2 / 3 / 4 / 5 (circle one) Bedroom unit.
- To remain in present quarters, although based on decreased or increased number of dependents, I am no longer eligible for size house currently assigned.
- Termination of government housing assignment (Submit Request for Release from Military Housing form if applicable).

Comments: _____

Service Member's Signature/Date:	
Supervisor Signature/Date:	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Disapproval
Housing Representative Signature/Date:	<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Disapproval
Executive Officer Signature/Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

PEST CONTROL RECOMMENDATIONS

The following recommendations are made to help you control pests:

- Don't give rats and flies a chance to find a feeding/breeding place. Keep garbage cans closed; keep tree limbs away from roofs; don't leave pet foods outside overnight; clean up pet droppings regularly; and eliminate areas of standing water outside. Good housekeeping is the key to control of pests.
- Frequent cleaning of shelving in food storage areas will discourage roaches and vermin inside the house.
- Empty all containers that hold stagnant water and change water for plants and pets frequently. These places can give mosquitoes a breeding place. *Aedes Aegypti*, a domestic mosquito, is a carrier of Dengue and Yellow Fever. They breed in houses as well as in the vicinity of houses. Even a vase containing water provides a breeding place for thousands of these mosquitoes.

WARNING: POISON OF ANY FORM MAY BE FATAL TO CHILDREN OR PETS.

FENCE SPECIFICATIONS

CHAIN LINK FENCE

- Line posts shall be 1-5/8" diameter and corner and gate posts shall be 2-1/2" diameter. Posts shall be galvanized.
- Wire mesh fabric shall be 11 gauge (minimum) and shall be either galvanized or plastic coated. All fabric shall have the same coating.
- All posts must be vertical and wire mesh must be stretched tight.
- Gates must be of the same material as the fence and have a minimum of a 33" opening.

WOOD PICKET FENCE

- Pickets shall be 1" x 4" x 4' and solid wood (no plywood or scrap wood).
- Stringers shall be 2" x 4".
- Posts shall be 4" x 4" buried a minimum of 2' into the ground.
- Pickets shall be fastened to the stringers with 8D (2-1/2") common nails.
- Entire fence, i.e. pickets, stringers and post shall be painted white using exterior grade latex or oil base paint.
- All pickets and posts must be vertical.
- Gates must be of the same construction as the fence and have a minimum of a 33" opening.

Yola Landings

What's a "yola" you ask? A yola is a small, 20-30 foot fishing vessel common in the western Caribbean. They are frequently used to illegally transport migrants from Haiti and the Dominican Republic to Puerto Rico. With Borinquen lying on the northwest corner of the island, it's not unusual that periodically a yola will land at or near Survival Beach.

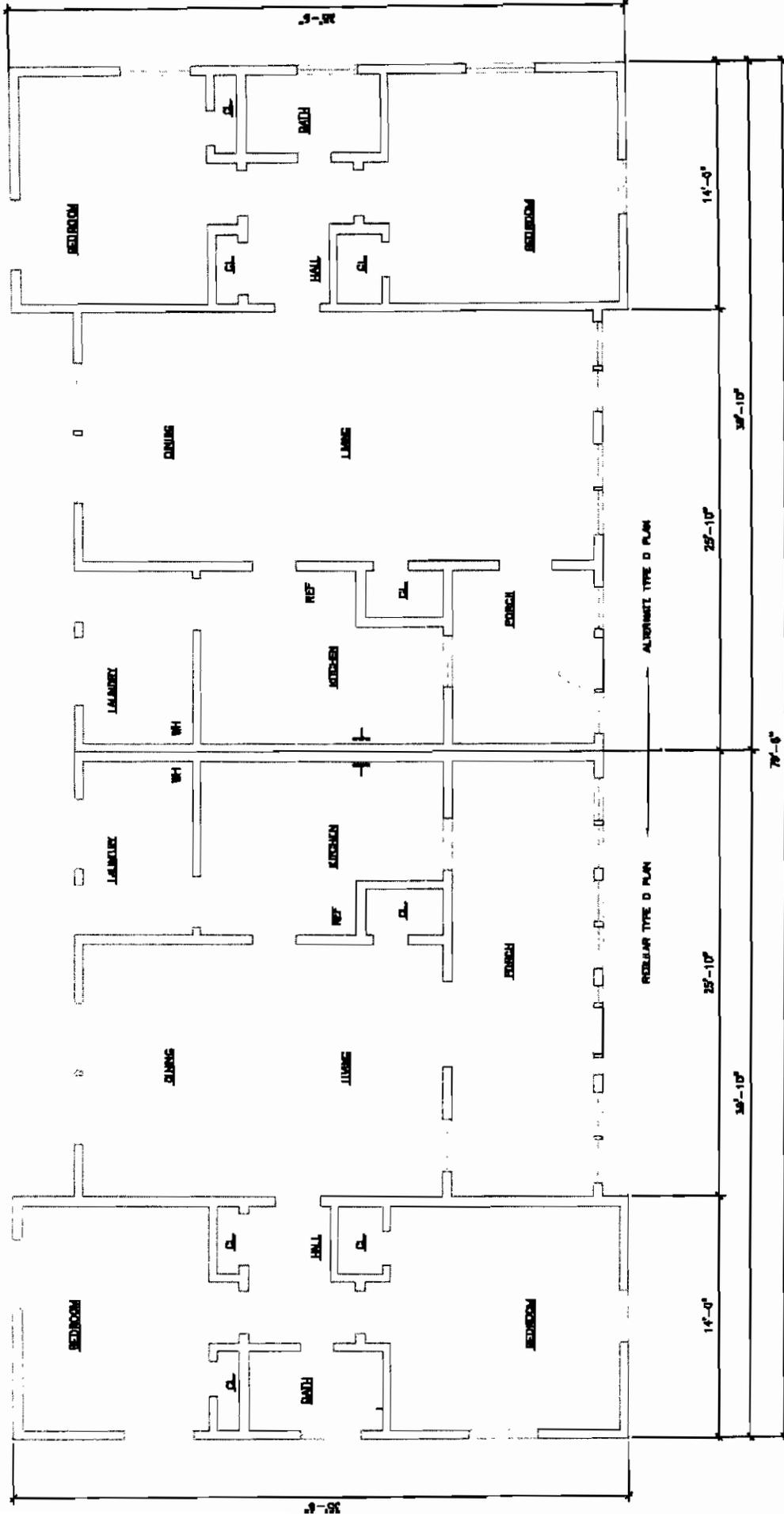
While most migrants are harmless, there are some who have threatened violence in their sometimes desperate search for a better life. There are precautions for you to take when you see a yola approaching or migrants on the beach. Please use the following guidelines:

1. Notify security immediately at 890-8472.
2. Remain clear of Survival Beach or the affected area until given the "all clear" by security.
3. Secure all items that could possibly be attractive as a quick getaway (your car, bicycles, etc.).
4. If darkness is approaching it's recommended that you lock your house and remain in doors. Although 99% of these people are friendly, harmless, and usually more frightened than you, there may be criminals among the migrants.

How safe are you really, and how does Security respond?

Our fence line is patrolled day and night until the situation is determined to no longer be a threat. In an attempt to notify base residents of landings in the future, Security will secure the gate to Survival Beach, and will attempt to deliver a message to each house. Typical yola landings pose no threat, but in the interest of safety, it is always best to follow the guidelines listed above.

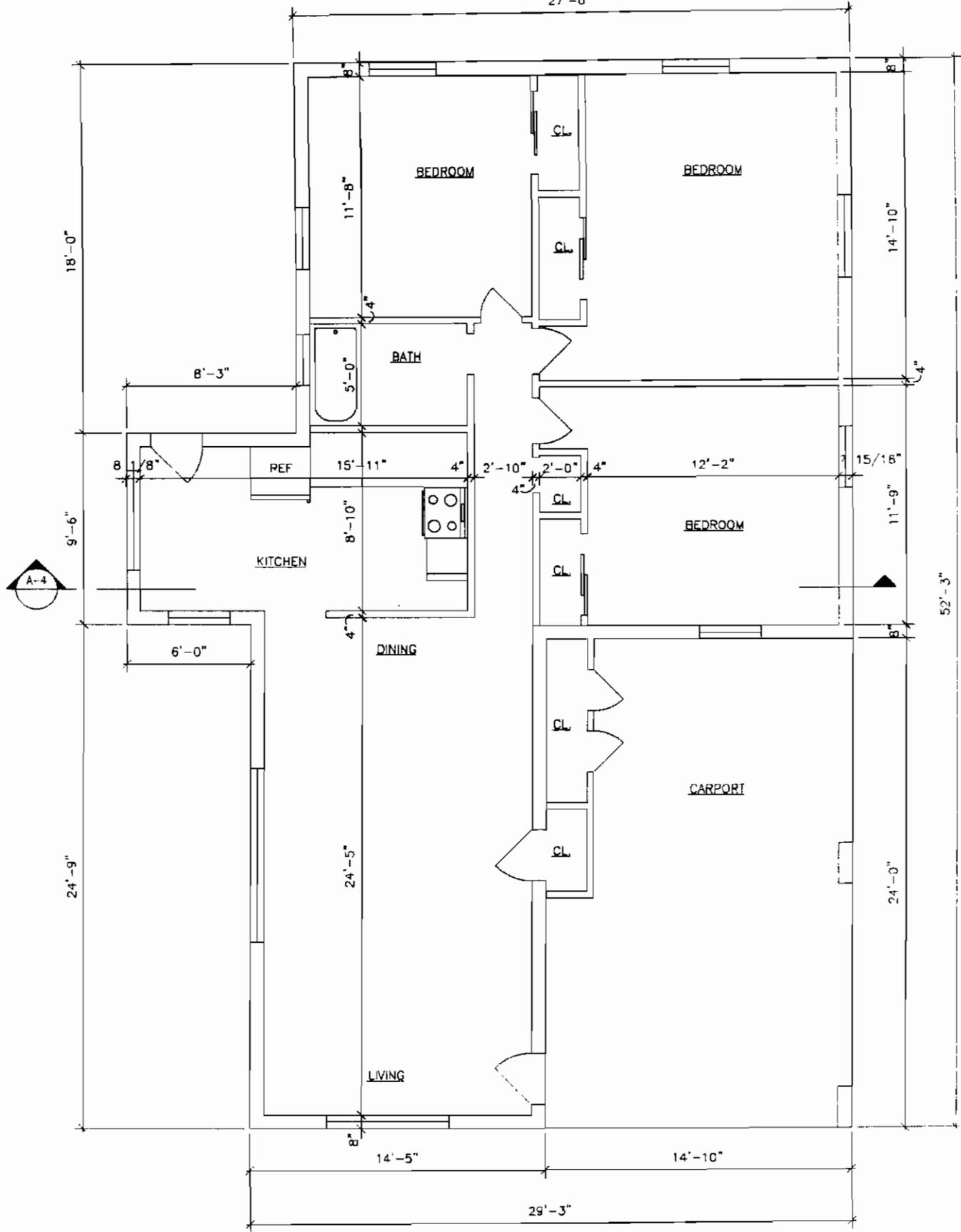
1. Security immediately notifies Border Patrol, which responds without delay. The FBI is also very quick to respond.
2. Our own Coast Guard Intelligence agent is notified and responds, ready for any situation.
3. The Security Office also forms a security task force, consisting of: the Officer of the Day, Junior Officer of the Day, Security Chief, Security Petty Officer, Security Officer, Ready and Responsible Base Guard, and numerous Coast Guard members from the Air Station.



TYPICAL 2 BEDROOM DUPLEX (TYPE D)

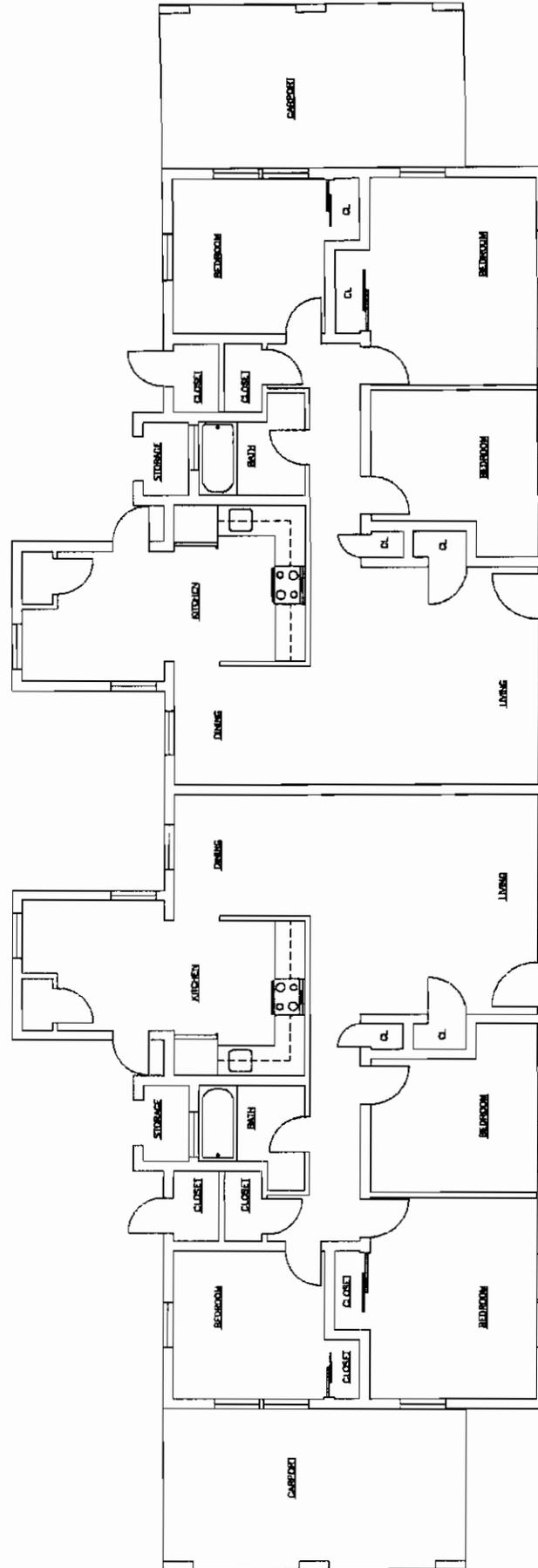
SCALE 1/4" = 1'-0"

Enclosure (8) to ASBQNINST M11101.1F
27'-0"

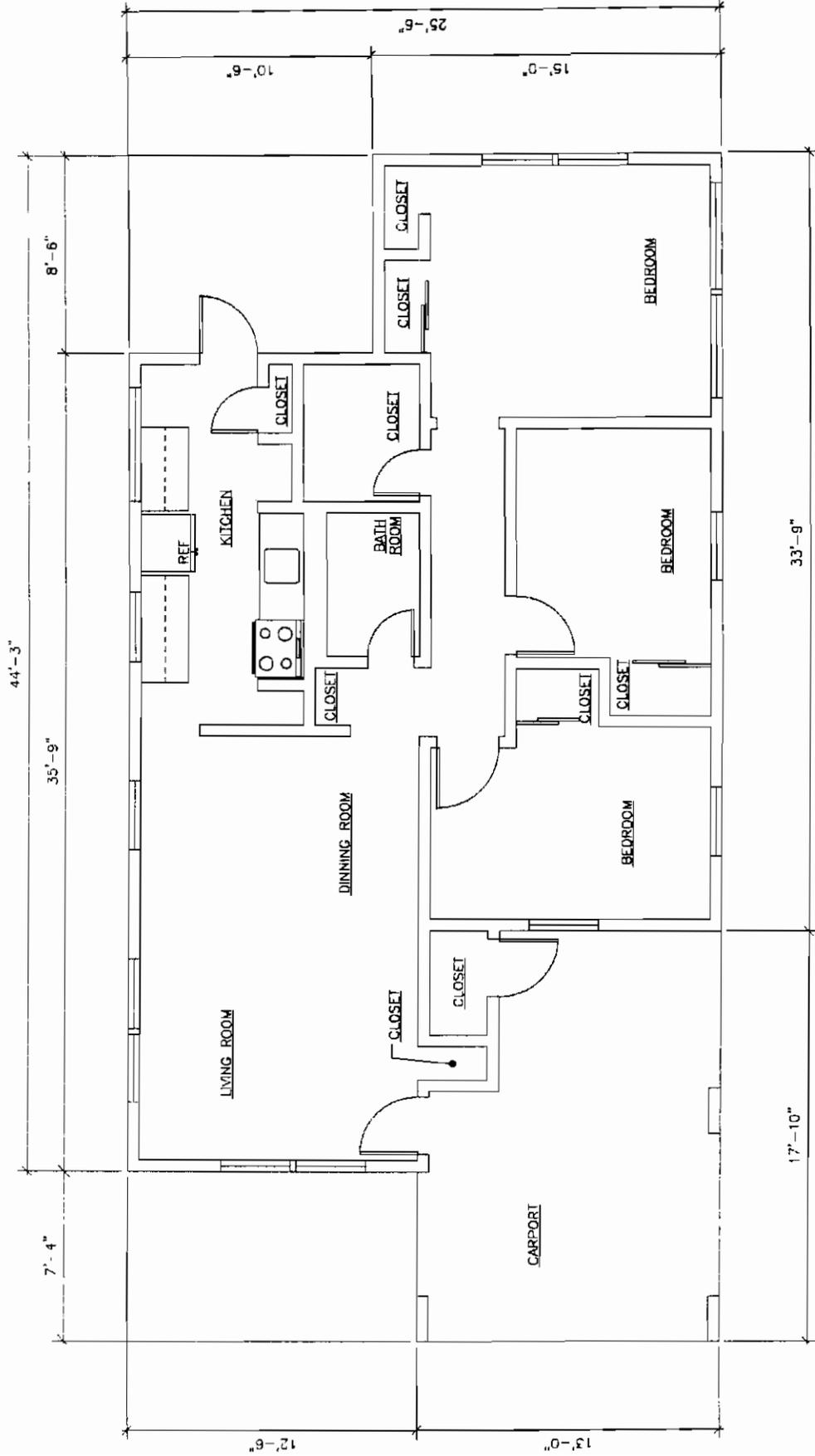


TYPICAL 3 BEDROOM RESIDENCE (TYPE E)

SCALE: 1/4" = 1'-0"

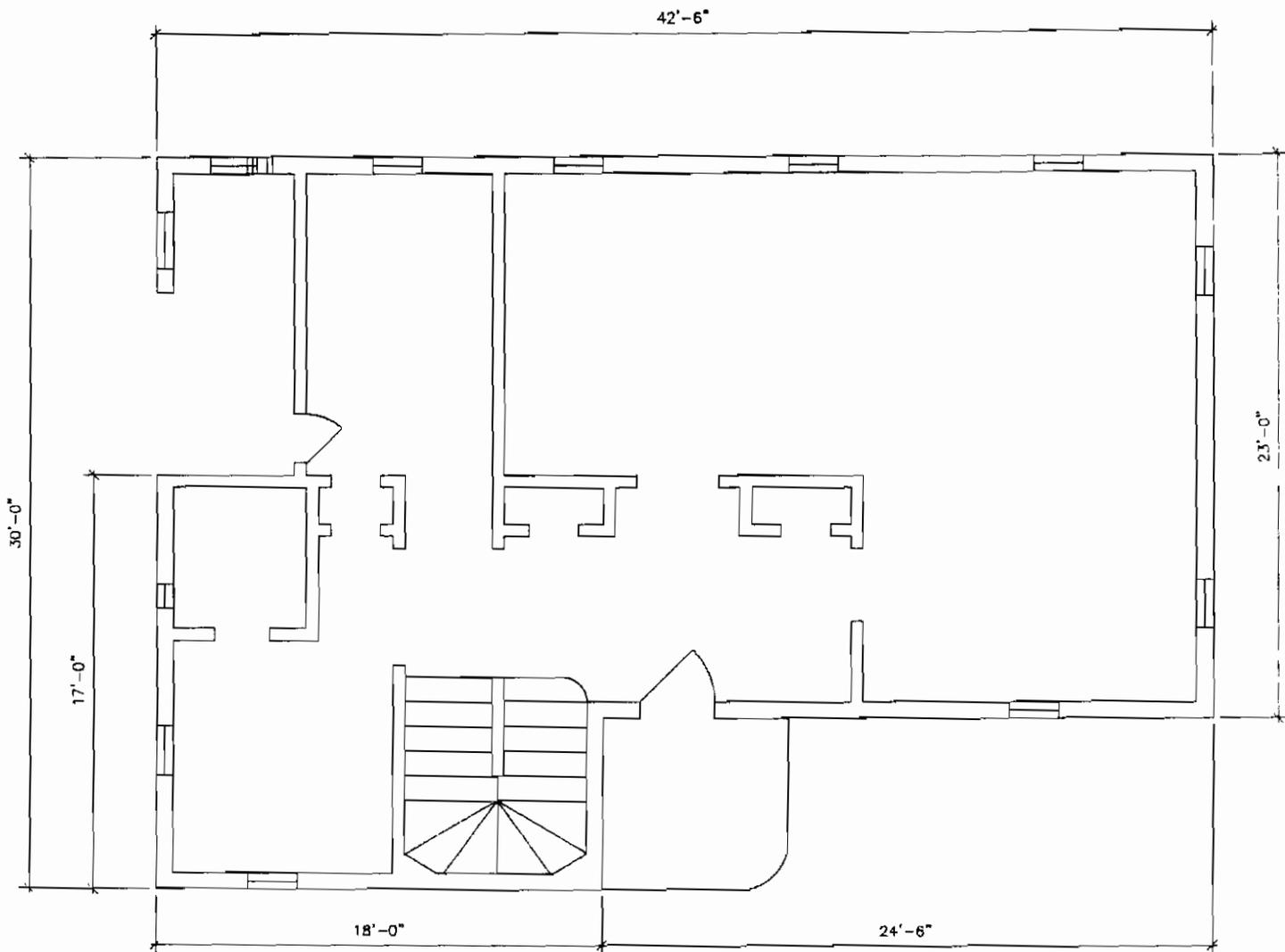


TYPICAL 3 BEDROOM TYPE F HOUSING UNIT
SCALE 1/4" = 1'-0"



TYPICAL 3 BEDROOM TYPE "G" RESIDENCE

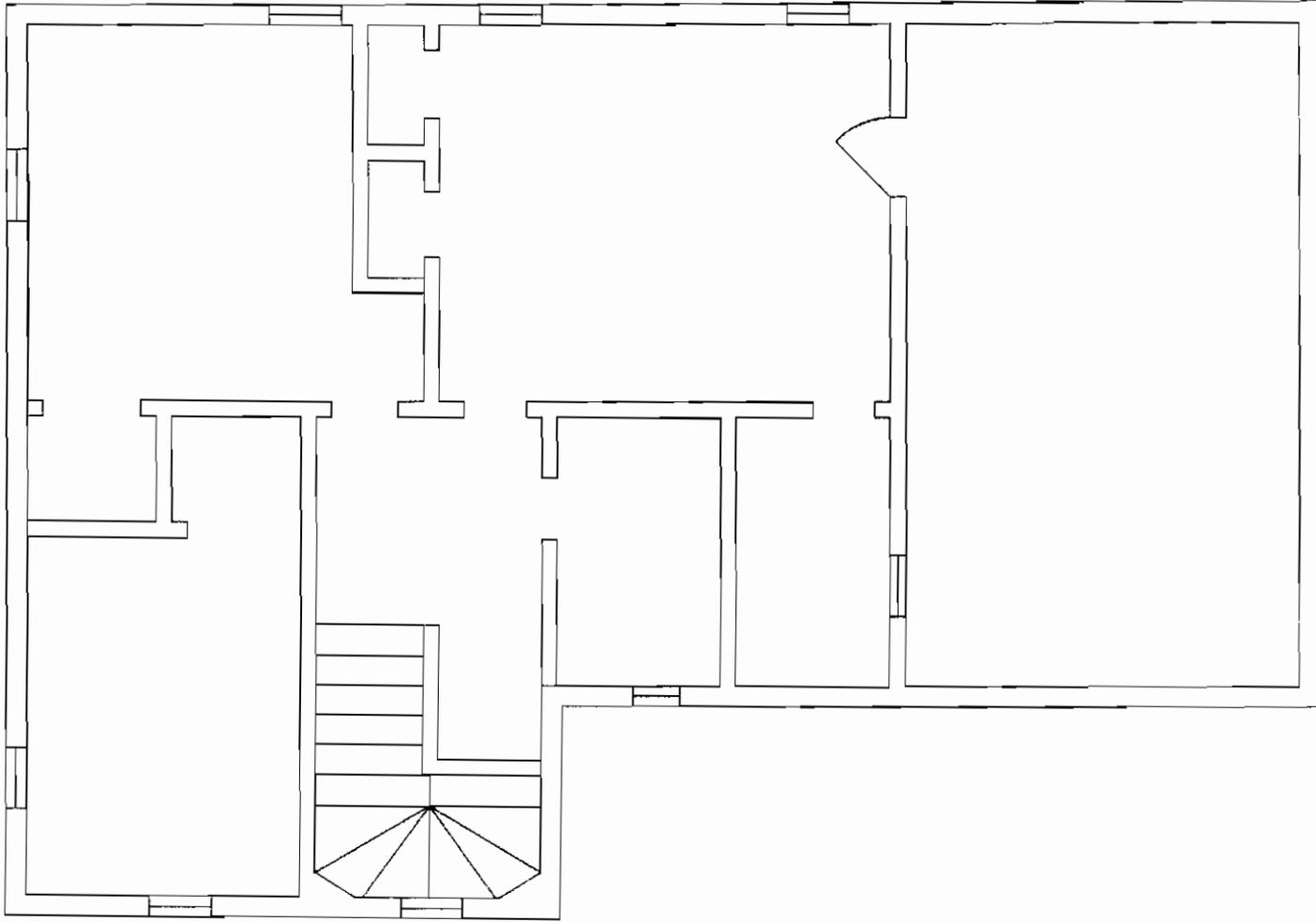
SCALE: 1/4" = 1'-0"



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

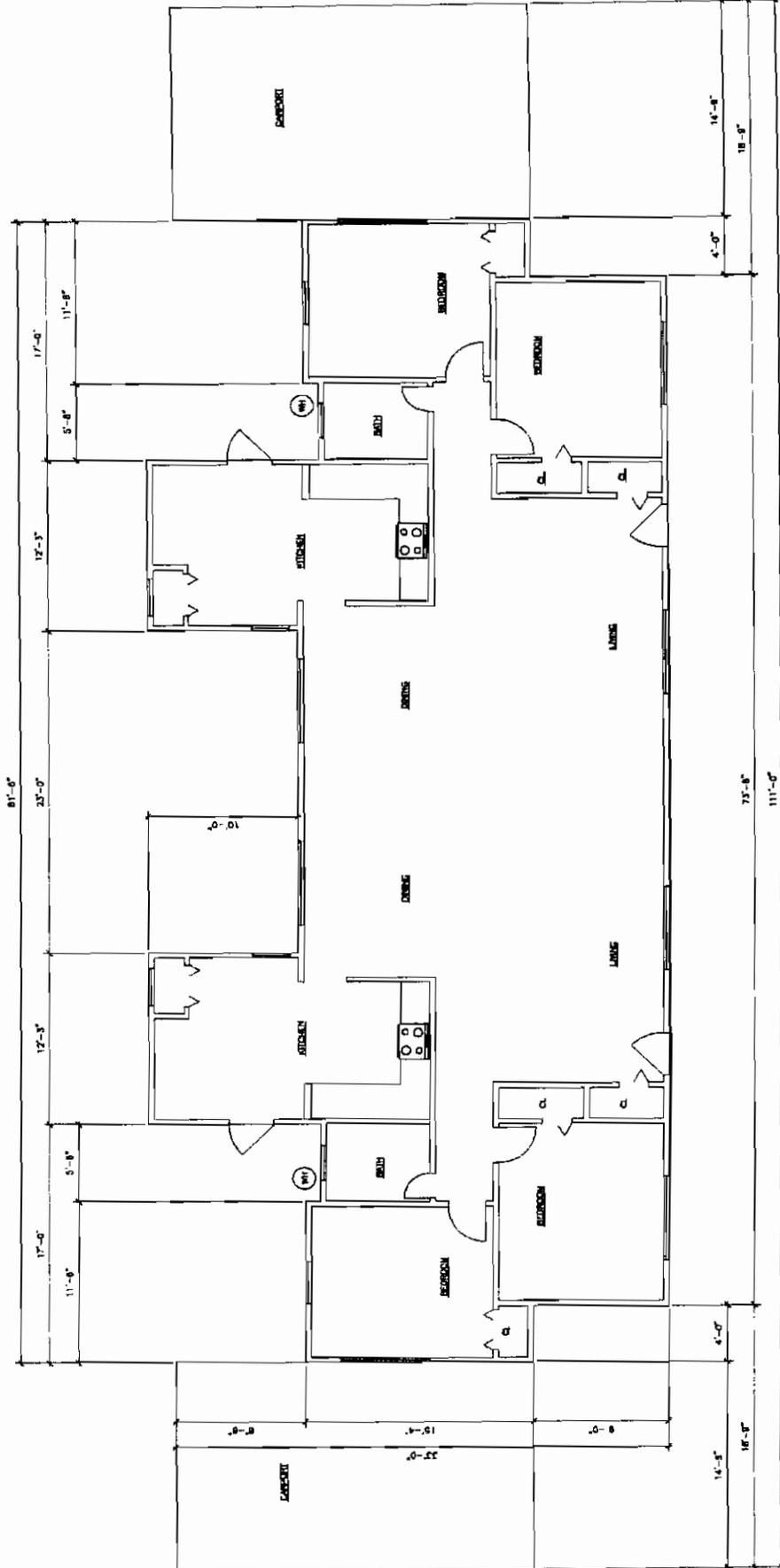




SECOND FLOOR PLAN

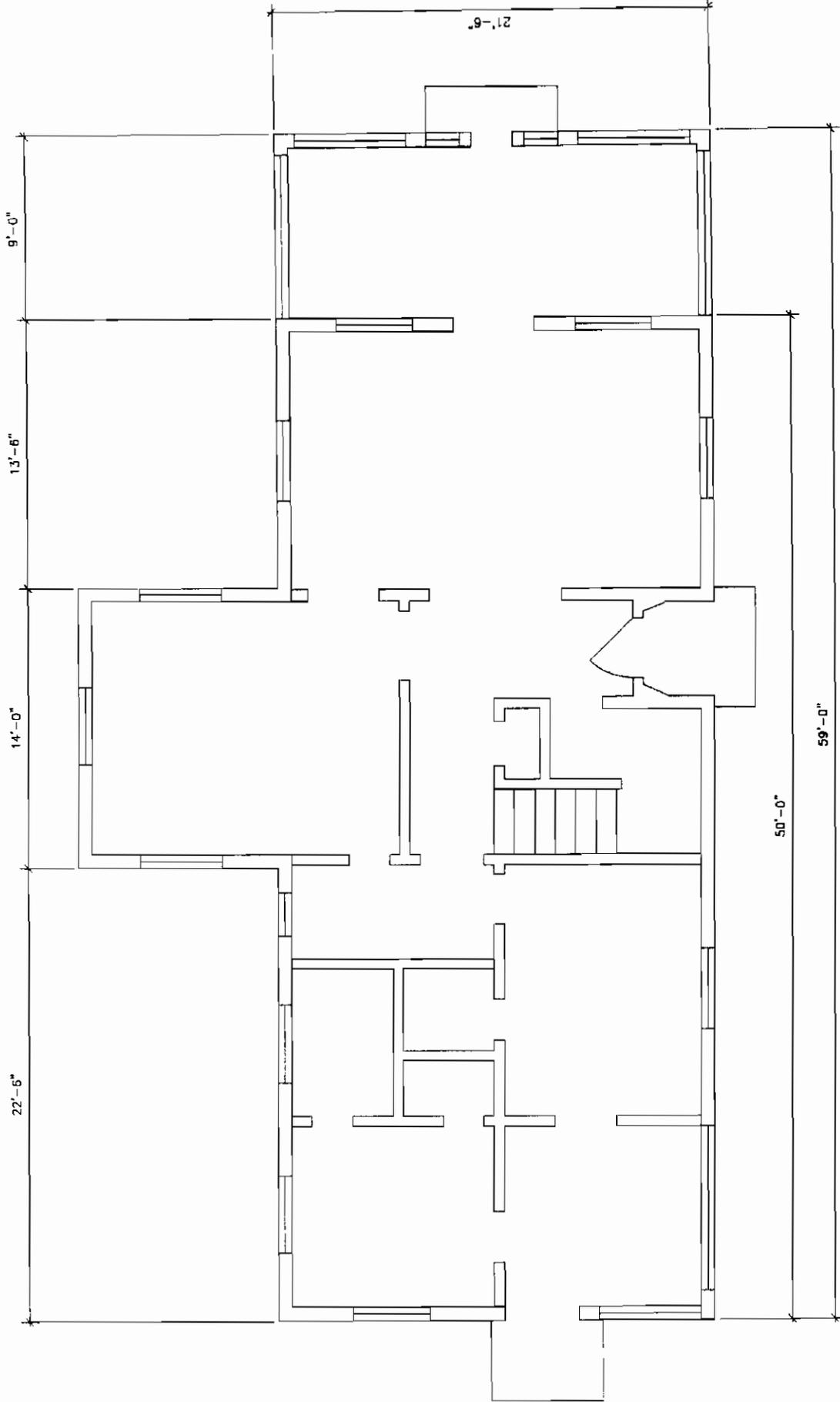
SCALE: 1/4" = 1'-0"



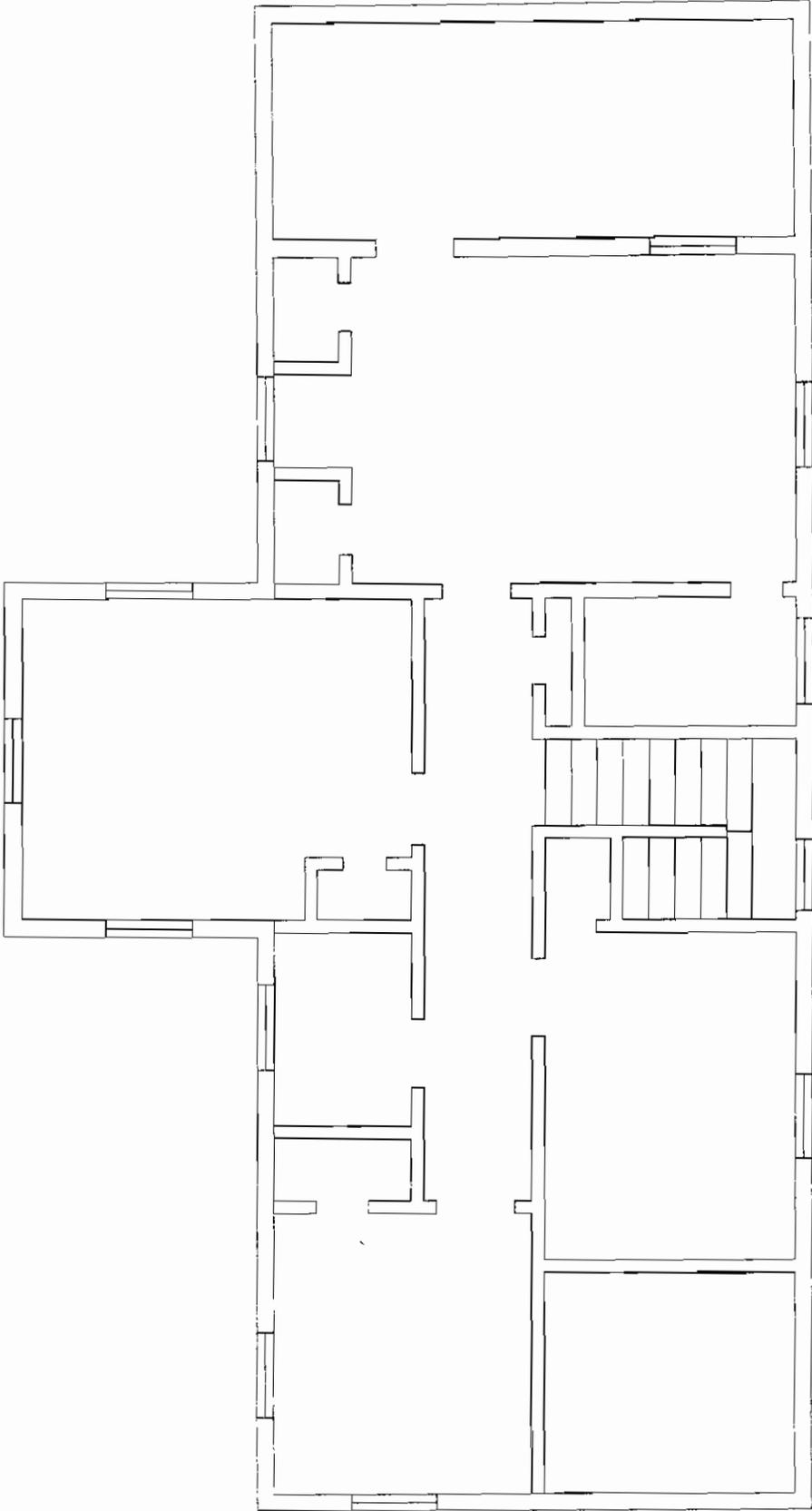


TYPICAL 4 BEDROOM CONVERTED DUPLEX
SCALE: 1/4" = 1'-0"

Enclosure (13) to ASBQINIST M11101.1F

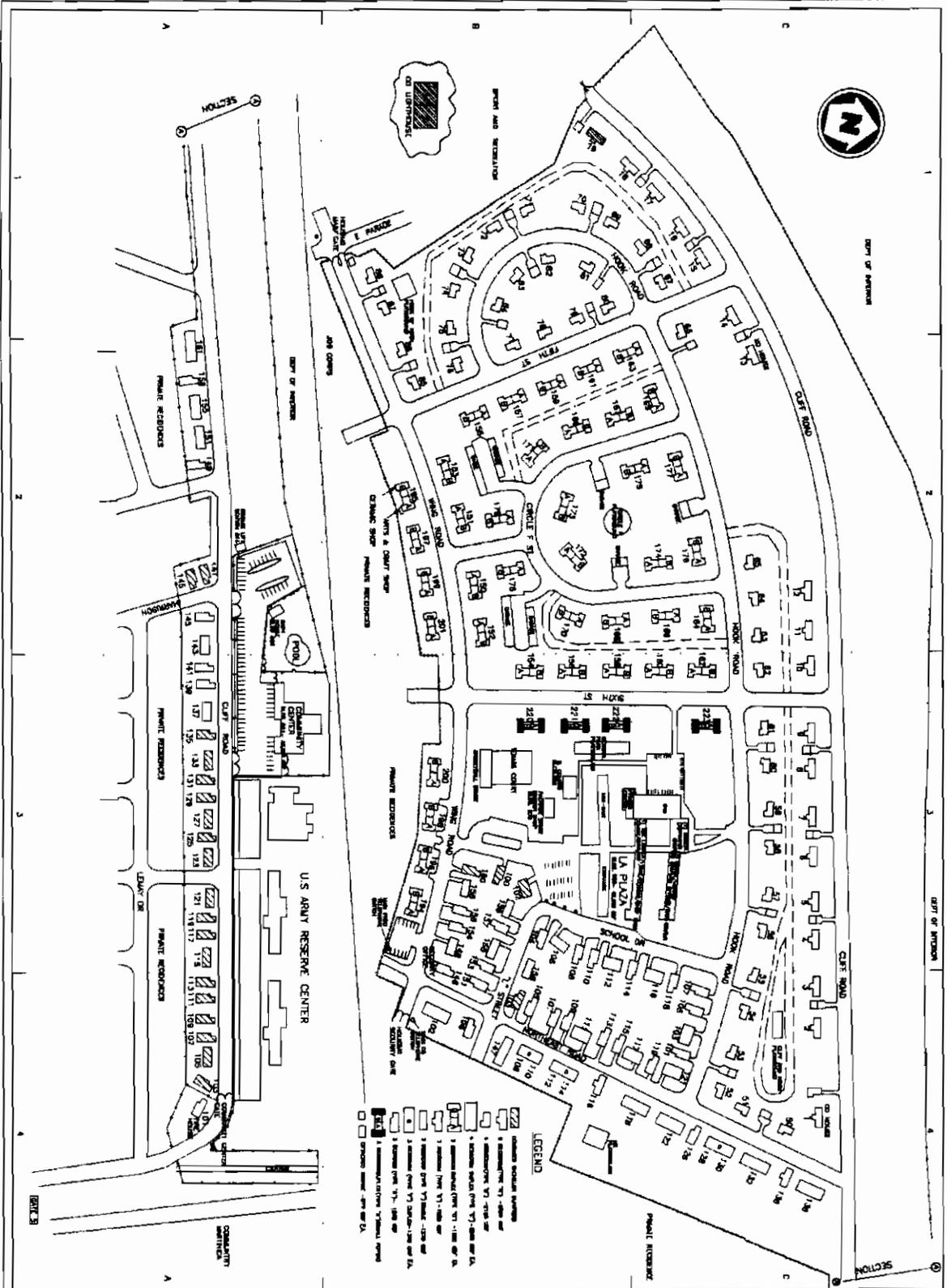


FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"



		U. S. COAST GUARD AIR STATION BORINQUEN AGUADILLA, P.R.	
LEGAL FACILITIES ENGINEERING 280 GUARD ROAD/BUILD 408 AGUADILLA, P.R. 00903		DATE: _____ DRAWN BY: _____ CHECKED BY: _____ DESIGNED BY: _____ SCALE: _____ SHEET NO.: _____ PLAN NO.: _____	
HOUSING AREA AIR STATION BORINQUEN AGUADILLA HOUSING AREA PLOT PLAN		APPROVED BY: _____ DATE: SEPT 2001 DRAWN BY: _____ CHECKED BY: _____	