



SECSJINST 11101.2

SECTOR SAN JUAN INSTRUCTION 11101.2

JAN 21 2009

Subj: UNACCOMPANIED PERSONNEL HOUSING (UPH) INSTRUCTION

Ref.: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(b) Sector San Juan Organization and Regulations Manual, SECSJINST 5400

1. Purpose. This instruction establishes policy and procedures for administration, assignment, and utilization of the Base San Juan Unaccompanied Personnel Housing (UPH). This instruction shall apply to all units located on Base San Juan.
2. Action. The Housing Branch of the Engineering Division will implement and execute the provisions of this instruction. Department heads, supervisors and commanding officers/officers of subordinate units and supervisors of tenant commands shall ensure that all military members are aware of this instruction and its contents.
3. Directives Affected. GANTSECINST 11101.2A is hereby cancelled.
4. Environmental Impact. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.
5. Organization.
  - a. UPH Manager. Responsible for day-to-day operation of the UPH. The UPH Manager reports to the Housing Manager.
  - b. Housing Manager. Responsible for the overall administration of the UPH program.
  - c. Engineering Division Chief. Responsible for oversight of the UPH for administrative and maintenance related issues.
  - d. Sector San Juan Officer of the Day (OOD). Responsible for enforcing UPH policies and regulations and performs limited management duties in the absence of the UPH Manager.
6. Responsibilities.
  - a. Sector Logistics Officer shall appoint a Billeting Fund Administrator and a UPH Central Cashier by letter per the requirements of reference (a), Chapter 8.

- b. Sector Engineering Officer shall ensure a quarterly audit is performed to ensure proper management, detect fiscal impropriety and verify that the billeting funds are being properly used. The audit shall be conducted by personnel outside of the Sector Engineering Division.
  
- c. Housing Branch. The Housing Branch is responsible for the execution of the UPH program and shall effectively manage all UPH units to maximize efficient use and meet occupancy goals established in reference (a). Policies shall reflect the command goal of providing equitable housing opportunities for all unaccompanied members and providing a safe environment for all residents of the UPH facility. In addition, the Housing Branch shall:
  - (1) Establish and maintain 10 rooms as transient quarters for TDY personnel and other command-sponsored guests, as further described in paragraph 7 of this instruction.
  - (2) Establish and enforce rules and regulations that promote a healthy and safe living environment for all personnel residing in UPH units as per chapter 8 of reference (a).
  - (3) Maximize efficient use and meet occupancy goals established in chapter 8 of reference (a).
  - (4) Maintain a waiting list for personnel desiring or required to occupy a UPH unit, a prioritized list of personnel seeking release from the UPH, and a list of each member who has been released along with the reason for the release.
  - (5) Notify PERSRU when assigning or terminating UPH units so that pay entitlements can be adjusted.
  - (6) Develop and implement a furniture replacement program to ensure a cyclical replacement of furniture.
  - (7) Complete daily inspection of all common areas (except galley and mess deck areas) of the UPH Buildings, monitor the custodial contract for quality assurance and notify the Contracting Officer's Technical Representative (COTR) of any observed deficiencies.
  - (8) Develop and submit through the chain of command any reports, surveys or other information related to the unaccompanied housing program and closely monitor U. S. Coast Guard policy for changes and new initiatives in the housing program.
  - (9) Establish a schedule of service charges for use of the Transient Quarters and modify it as necessary to properly manage the units. Service charges must be within the limits set by reference (a), Chapter 8.
  - (10) Establish and maintain a non-appropriated billeting fund to receive and disburse monies collected from service charges.

(11) Use the monies derived from the service charges to purchase those products and services allowed by reference (a), Chapter 8.

b. Master at Arms (MAA) and/or UPH Manager shall conduct UPH room inspections in accordance with reference (a), Chapter 8.

7. Policy.

a. Occupancy and Assignment Requirements.

(1) All unaccompanied E-6 and below assigned to a shore unit shall be assigned to the UPH or obtain a release from government housing prior to collecting OHA and finding living quarters on the economy.

(2) All unaccompanied E-5 and below assigned to an afloat unit shall be assigned to the UPH or obtain a release from government housing prior to collecting OHA and finding living quarters on the economy.

(3) Reference (a), Chapter 8.G, allows for unaccompanied tour personnel, regardless of rank, who are receiving BAH for dependents located elsewhere to be assigned to the UPH, provided adequate space is available. However, personnel who elect to complete their tour without dependents must seek approval from the Sector Commander, through their respective chain of command, to obtain a UPH room. These personnel must understand that only in exceptional cases will a UPH room be granted and that they must be prepared to obtain private housing on the economy.

b. Exceptions to Mandatory UPH Assignment.

(1) Normally, requests for release from mandatory housing will not be approved. There are, however, cases in which release may be granted. In all cases, the member must submit a written request through their chain of command to the Housing Branch. The Sector Logistics Officer and Sector Command Chief shall approve all exceptions not listed below.

(a) Members with legitimate hardships including, but not limited to, court ordered visitation of dependent child(ren) for a prolonged period.

(b) Pregnant members residing in UPH may request authorization to move off base beginning in the fifth month of pregnancy or earlier if determined necessary by medical authorities.

(c) Members with excessive amounts of personal property for which government storage and drayage costs would exceed the amount of OHA the member would forfeit during assignment to quarters there.

c. Room Assignment Priority.

- (1) Regular single or double UPH Rooms shall be assigned to the following personnel, in this order:
  - (a) Unaccompanied permanent party E-1 through E-4 assigned afloat.
  - (b) Unaccompanied permanent party E-1 through E-4 assigned ashore.
  - (c) Unaccompanied permanent party E-5 and above assigned afloat.
  - (d) Unaccompanied permanent party E-5 and above assigned ashore.
  - (e) Unaccompanied tour personnel E-6 and below who are receiving BAH for dependents located elsewhere.
  - (f) Accompanied members completing an approved early return of dependents (ERD). Note that assignment to UPH is on a space available basis only. If a higher priority member requires a room, the ERD personnel will be required to move.
- (2) Suite Rooms designated for personnel E-7 and above.
  - (a) Unaccompanied permanent party E-7 and above assigned to afloat units.
  - (b) Unaccompanied permanent party E-7 and above assigned to ashore units.
  - (c) Unaccompanied tour personnel E-7 and above who are receiving BAH for dependents located elsewhere.
  - (d) Accompanied members E-7 and above completing an early return of dependents. Note that assignment to UPH is on an availability basis only. If a higher priority member requires a room the ERD personnel will be required to move.

d. Room Release Priority.

- (1) Unaccompanied E-4 through E-6 **not receiving BAH for dependents located elsewhere** are automatically placed on a list for release from the UPH. The list is updated/maintained by the UPH manager. The list is prioritized based on rank and longevity (from check-in date). Rank shall supersede longevity in determining release from the UPH. For example, an E-6, regardless of longevity, shall be released before any E-5 or E-4. However, an E-4 with the greatest longevity shall be given the priority for release over other E-4s. Personnel who decline release shall be moved to the end of the priority list.
- (2) The Logistics Officer may authorize/grant room release to members from the list using the priority established once the minimum 95% occupancy rate requirement is

reached/exceeded. Member's may be denied release from the UPH, regardless of priority, if their chain of command so recommends.

- e. Terminating Quarters. An assignment to UPH berthing is terminated (with specific written notice of "Termination of Assigned Housing") when:
  - (1) A resident departs on PCS or on the effective date of termination of active military service.
  - (2) A resident gains a dependent who will live with the member.
  - (3) An individual has been authorized by proper authority in writing to live off base with OHA entitlements.
  - (4) Quarters are required for an individual with a higher priority in accordance with reference (a), Chapter 8. Personnel are terminated in reverse order of priority.
  - (5) A resident is away from their permanent duty station and their status is changed to PCS.
  - (6) A resident is subjected to extended confinement.
  - (7) A resident is evicted, following due process, due to negative behavior or willful damage to government property.
  - (8) A member is in unauthorized absence (UA) status. Members who are UA for more than 72 hours will have their room inventoried and the contents placed in storage.
  
- f. Inspections.
  - (1) The UPH Manager, Housing Manager, CMAA and any other personnel authorized by the Chief of Logistics may enter UPH rooms for inspection purposes. At least two personnel are required to conduct inspections when the resident is not present. Rooms are subject to the following inspections:
    - (a) Monthly Inspection. UPH rooms will be inspected monthly to ensure they are clean, and meet safety and sanitation standards. These inspections will be conducted during the first week of each month. All UPH residents will be notified at least 48 hours prior to the actual inspection date. Residents assigned to afloat units must ensure their rooms meet cleanliness standards prior to underway periods. An inspection memo, enclosure (2), will be left in each UPH room listing the discrepancies and whether a re-inspection is necessary. Personnel whose quarters do not meet living standards will be counseled and re-inspected by CMAA and/or UPH Manager. If a re-inspection is conducted and the discrepancies are not corrected, the appropriate command will be notified.

- (b) Inspections For Cause. The UPH Management, CMAA, or Base Officer of the Day can conduct this type of inspection anytime and without notice for fire, safety, protection of property, and security violations. **UPH Staff will consult with the Logistics Officer prior to conducting any search for contraband or evidence associated with a violation of the UCMJ.**
- (c) Inspection at Check-In. Upon arrival but prior to acceptance of the room, the UPH staff, the resident and/or any approved individual will perform a check-in inspection. A list of discrepancies will be made for file and a copy of the report will be given to the member. This report will be used to avoid conflicts when terminating occupancy. The Tenant Occupancy Agreement, enclosure (1), will be discussed and signed at this time.
- (d) Pre-Final Inspection. This inspection is required 45 days prior to terminating occupancy. It will provide residents with instructions and/or forms on the cleaning requirements. In addition, this will identify specific cleaning requirements and assess liability for any damages.
- (e) Final Inspection. This inspection will be conducted on the date agreed upon between the UPH staff member and resident.

## 8. Regulations.

### a. Guest Policy.

- (1) Guests are defined as non-UPH residents. This includes military, civilians and family members.
- (2) Visiting Hours. 0800 – 2200 daily.
  - (a) Visiting hours are extended to 2400 daily for those permanent party personnel on the 'Squared Away Sailor' program. The 'Squared Away Sailor' program is defined in enclosure (3).
- (3) Each sponsor will register all guests at the UPH office. Guests not arriving in the company of the person being visited will be asked to wait until the sponsor arrives. The sponsor must remain with his/her guest until he/she leaves the UPH.
- (4) Under most circumstances guests will not be allowed to remain overnight in a permanent party or duty room. Exceptions are as described below.
  - (a) When permanent party residents receive written permission from their chain of command and the Sector Logistics Officer, they may have a single guest remaining overnight.
  - (b) Guests are limited to relatives (mother, father, brother, sister, etc.).

- (c) Only personnel residing in single-occupancy rooms may request overnight guests.
  - (5) Sponsors must escort their guests to the front gate before visiting hours end.
  - (6) Guests may enter any space in which the sponsor is authorized within the confines of the UPH. The sponsor is fully responsible for damages or violations caused by his/her guest.
- b. Room Outfitting.
- (1) Members are allowed to arrange assigned furnishings to enhance personal comfort, including the use of privately owned furnishings. Each member is responsible for assigned furnishings and may not remove any furnishings unless approved by the UPH Manager.
  - (2) Damage to quarters beyond normal wear and tear and missing government property in assigned quarters shall be the individual's responsibility. Restoration of missing/damaged property shall be made on a timely basis.
  - (3) Residents shall maintain their assigned quarters, including interior walls, woodwork, windows, floors, etc., in safe and sanitary condition.
  - (4) Residents may hang pictures, photos, and posters; no wall painting will be allowed. All rooms must be returned back to original condition before members are released from the UPH.
  - (5) Residents will provide prompt notice to the CMAA, UPH manager and/or authorized representative of any defect in the plumbing, furnishings, or appliances in assigned space or any other part of the UPH.
  - (6) Residents determined to be responsible for the willful, malicious, negligent abuse or destruction of government property shall reimburse the government for this damage and may be subject to disciplinary action.
- c. Laundry Facilities.
- (1) Laundry facilities in Albino Hall are for permanent party residents' use only.
  - (2) Permanent party residents, duty section personnel, members and their families on TLA, and transient quarters guests may use the laundry facilities in Gonzalez Hall.
  - (3) Residents shall provide their own laundry detergent and ensure lint traps are clean after each use.
  - (4) Users must be aware that laundry facilities are public use. Clothes and personal belongings should never be left unattended in the in the laundry rooms.

d. Security.

- (1) All residents will be issued a room key when assigned to quarters. If the key is lost, the resident must notify the UPH Manager as soon as possible. A \$25.00 fee will be required to replace all lost keys.
- (2) Residents are responsible for their own personal possessions and should lock their rooms whenever they leave for any length of time and not allow others to remain in their room during their absence.
- (3) Residents deploying, going TAD or on leave in excess of 14 days should notify the UPH Manager so that extra attention to the security of the room is in place.
- (4) Residents shall not install locks in any door or window of the Room without the written permission of the UPH Manager or the Housing Manager. Non-compliance with this rule may lead to disciplinary action, including the eviction of the CG member. The CG member agrees to return all keys to the UPH Manager, upon his or her departure.

e. Alcohol Policy.

- (1) Beer and wine are the only alcoholic beverages allowed. Consumption is allowed in the residents' rooms and in designated common areas. No glass containers are allowed outside of rooms.
- (2) Storage of alcoholic beverages is limited to 24 servings per assigned resident of each room.
- (3) Alcohol may only be consumed in the following areas.
  - (a) Courtyard of Albino Hall: 1130 – 2400, Monday – Sunday.
  - (b) Courtyard of Gonzalez Hall. 1730 – 2400, Monday - Sunday.
  - (c) Wood pavilion across Acacia Drive from Gonzalez Hall. 1200 – 2200, Monday – Sunday.
  - (d) Recreation Room in Albino Hall. 1530 – 2400, Monday – Friday and 1130 – 2400, Saturday and Sunday.
  - (e) In individual rooms. No restrictions on hours of consumption.
- (4) Failure to comply with these regulations will result in loss of alcohol possession and consumption privileges.

- (5) The UPH Manager and OOD may restrict or limit consumption in certain areas or all together if situations warrant such prohibition.
- (6) Requests for alcohol use in other areas or outside the times listed above must be in writing to the Logistics Officer at least 24 hours in advance of the activity.

f. Tobacco Policy.

- (1) The use of tobacco products, which includes all smoke and smokeless products including cigarettes, cigars, pipes, lug, leaf, chew, dip, snuff, etc. shall be limited to the areas designated below.
  - (a) Courtyard of Albino Hall,
  - (b) Courtyard of Gonzalez Hall (prohibited during meal times),
  - (c) Wood pavilion across from Acacia Drive.
- (2) At no time residents will use tobacco products in rooms or any interior spaces of the UPH Buildings and/or any area not designated in section 6.F.1 of this instruction.

g. Miscellaneous Regulations.

- (1) Residents will not have pets of any kind for any duration while residing in a UPH unit.
- (2) Utility consumption within assigned rooms shall be conserved; residents shall turn off all lights and turn off auxiliary window A/C unit when leaving quarters.
- (3) Cooking in rooms is limited to microwaves and coffee makers. Hot plates and other ancillary cooking appliances are not authorized.
- (4) Residents must remain off all roof areas including the roofs above the open porticos. These roofs have a very thin rubber membrane that can be damaged easily by foot traffic or having items placed on them.
- (5) No items may be placed outside the units, including satellite dishes and antennas.
- (6) Residents will not display any pornographic or questionable material that could be considered inconsistent with the core values of the Coast Guard.
- (7) Failure to comply with any of these regulations may be cause for disciplinary actions; violations should be reported to the UPH Manager or the Base OOD.
- (8) Due to the diverse population with numerous mission requirements and work schedules, strict quiet hours will be maintained in the UPH buildings from 2200 –

0600 daily. The recreation room in Gonzalez Hall shall observe quiet times from 2400 – 0600 daily.

- (9) Residents will keep rooms clean and presentable at all times; trash should be removed daily to avoid pests and foul odors.
- (10) Residents will report any facility deficiencies to the UPH Manager or by submitting a work order on the Sector San Juan web page. If the deficiency is such that further damage may occur if not addressed immediately, maintenance people are authorized to enter the room, after notifying the UPH Manager, to protect government property.

9. Transient Quarters.

a. Usage and Eligibility.

- (1) The following personnel are authorized to use the Transient Quarters in the UPH:
  - (a) Active duty and reserve military members on TDY orders;
  - (b) Active duty military members in transit on PCS orders;
  - (c) Civilian Federal Employees on TDY orders;
  - (d) Command-sponsored guests (written permission from the Sector Commander or Deputy Commander is required).
- (2) Transient Quarters residents are allowed one guest to stay with them for the duration of their stay for an additional nightly fee. Overnight guests are only authorized in the following rooms located in Gonzalez Hall: 201S, 202S, 203S, 205S, 207S, 208S, 210S, 214S, and 216S.



E. PINO

- Encl: (1) UPH Tenant Agreement  
(2) Sample Room Inspection Results Memorandum  
(3) Squared Away Sailor Program

U. S. Department of  
Homeland Security  
**United States  
Coast Guard**



## Tenant Occupancy Agreement for UPH Residents

(Print Info.)

Occupant's name: \_\_\_\_\_ Date: \_\_\_\_\_

Quarters Assigned	_____		
	Rank/Rate	Name	SSN

I accept custody of the Coast Guard lease/owned housing at the stated address. I have been issued keys to my assigned unit.

At the time of my check-in, the UPH Manager or his representative, and I, conducted an inspection of my quarters. I understand that if there are any additional discrepancies noted, I have five (5) working days from the date above to submit these in writing to the UPH Manager or his/her representative. (This is not applicable to TAD personnel.)

I have received a copy of the Sector San Juan UPH Instruction and understand that it is my responsibility to read and become familiar with its contents.

I shall comply with the terms of this Tenant Occupancy Agreement. I further understand that my guests must also comply with the terms of this agreement and that, as an active duty member, I will be accountable for the actions of my guests.

I have been counseled regarding water and electricity conservation policies and will practice utility conservation. I understand if I am absent from my quarters, I will turn off all lights, water knobs and secure the auxiliary (window mounted) air conditioning unit.

I have been informed that pursuant to the provisions of the "Military Personnel and Civilians Employees Act," occupants of government-owned quarters can file claims for any loss or damage of their personal property. However, I understand that private renter's insurance should be purchased in order to fully cover major or catastrophic damage or loss of personal property.

I will notify the UPH Manager and the Servicing Personnel Office (SPO) within ten calendar days of any changes in eligibility status such as rank/rate, dependents, duty station, and marital status. Failure to notify the UPH Manager and the SPO within the specified time frame may result in disciplinary action.

I understand that, per paragraph 6.c of SECSJINST 11101.2A, other personnel may have a higher room assignment priority than me and that, depending on occupancy rates, I may be asked to terminate quarters for higher priority personnel.

I understand that the Government lease/owned quarters is a privilege and that I am subject to immediate eviction for failure to comply with established policies of the UPH program.

I understand that I am required to give the UPH Manager a minimum of 45 days written notice of my intent to vacate quarters.

I understand that I will not be released from quarters earlier than 30 days from the date of notice, should I fail to provide a timely notice.

Keys Received: \_\_\_\_\_

**I HAVE READ THE ABOVE LISTED STATEMENTS AND UNDERSTAND MY RESPONSIBILITIES AS AN OCCUPANT OF GOVERNMENT HOUSING AND HAVE BEEN FURNISHED A COPY OF THE RULES AND REGULATIONS OF THE UPH OR LESSOR.**

**Signatures:**

\_\_\_\_\_  
(Tenant/CG member/ Resident)

\_\_\_\_\_  
CG UPH Manager/Representative

\_\_\_\_\_  
Representative or Witness

\_\_\_\_\_  
Date

U. S. Department of  
Homeland Security  
**United States  
Coast Guard**



## MEMORANDUM

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Subject: UPH Room Inspection

Date:

From: CMAA and UPH Manager

To:

Room No.:

Ref. (a) Unaccompanied Personnel Housing (UPH) Instruction, SECSJINST 11101.2A

1. In accordance with reference (a), a scheduled inspection of your room was conducted on \_\_\_\_\_ . The following discrepancies were noted:

First Notice: \_\_\_\_\_      Second Notice: \_\_\_\_\_      Third Notice: \_\_\_\_\_  
(member copy)      (Copy member's command)      (Resolution is required by member's command)

- |   |   |
|---|---|
| <input type="checkbox"/> Trash not emptied                  | <input type="checkbox"/> Floor not swept/mop/vacuumed |
| <input type="checkbox"/> Toilet dirty                       | <input type="checkbox"/> Shower dirty                 |
| <input type="checkbox"/> Sink(s) dirty                      | <input type="checkbox"/> Mirror dirty                 |
| <input type="checkbox"/> Dirty laundry on floor and/or bed. | <input type="checkbox"/> Microwave dirty              |
| <input type="checkbox"/> Refrigerator dirty                 |   |
| <input type="checkbox"/> Other _____                        |   |
- 

You are required to correct these discrepancies immediately. Your room will be re-inspected on \_\_\_\_\_ . Failure of the re-inspection could result in disciplinary action including but not limited to a CG-3307 entry in my unit and headquarters PDR, and/or NJP.

2. If you fail three consecutive room inspections within a quarter you will be placed in a duty room for thirty days with daily room and personnel inspections conducted by your chain of command

3. If you fail four room inspections within a 12 month period, you will be subject to disciplinary action, as explained above, including eviction from the UPH.

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



Commanding Officer  
United States Coast Guard  
Sector San Juan

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San Juan, PR, 00901  
Staff Symbol: sl 2300  
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Fax: 787-729-2371

1700  
19 Nov 2008

## MEMORANDUM

From: K. L. St. Cin, LTJG *KLS*  
CG SECTOR San Juan

To: C. Zachariah, CDR *CZ*  
CG Sector San Juan (sl)

Subj: SQUARED AWAY SAILOR PROGRAM

1. This proposal is to provide an unorthodox incentive to our members residing in Unaccompanied Personnel Housing (UPH).
2. In order to improve the overall morale and wellness of the members residing in the UPH, decrease disciplinary issues, and increase productivity of junior members I respectfully request the implementation of this proposed "Squared Away Sailor" program. Members accepted in the program