



ASBQNINST M11101.1G

AIR STATION BORINQUEN INSTRUCTION M11101.1G

Subj: AIR STATION BORINQUEN HOUSING MANUAL

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13G
(b) ALCOAST 016/13 Mandatory Assignment to OCONUS Government Controlled Housing

1. PURPOSE. This manual establishes policies, procedures, and standards for the administration of the Housing Program under jurisdiction of the Local Housing Authority (LHA) at Coast Guard Air Station Borinquen in accordance with Reference (a).
2. ACTION. This manual is effective immediately. Each tenant residing in Coast Guard-owned housing at Air Station Borinquen shall be provided a copy and shall comply with the provisions of this manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Air Station Borinquen Housing Manual, ASBQNINST M11101.1F, is cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Major updates include requirements set forth in Reference (a), prohibited items, Family and UPH guest policy, and pet policy. All changes are summarized in [Enclosure \(1\)](#).
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) #05 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA

regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version of this instruction will be located on the Air Station Borinquen CG Portal page.
8. RECORDS MANAGEMENT CONSIDERATION. This manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. The forms referenced in this manual are available locally in the Housing Office or in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. REQUEST FOR CHANGES. Individuals may recommend changes in writing via the chain of command to the Air Station Borinquen Housing Officer.



K. A. OVERSTREET
Commanding Officer, U.S. Coast Guard
Coast Guard Air Station Borinquen

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ENCLOSURES

- (1) [Summary of Changes](#)
- (2) [Application for Assignment to Housing & Status of Housing](#)
- (3) [UPH Inventory List](#)
- (4) [Bedroom Eligibility](#)
- (5) [Checkout Inspection Items](#)
- (6) [Change in Dependent Status Notification](#)
- (7) [Notice of Intent to Vacate Quarters \(CG Portal\)](#)
- (8) [Housing Inspection Check-Off Sheet](#)
- (9) [Pest Control Recommendations](#)
- (10) [Fence Specifications](#)
- (11) [Self-Help Items](#)
- (12) [Pet Agreement \(CG Portal\)](#)
- (13) [Garage Request](#)
- (14) [Yola Landings FAQ](#)
- (15) [Base Housing Diagram](#)

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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 a pleasant and desirable place to live.
- B. General. The Housing Office phone number is (787) 890-8470 and it is located on the south side of La Plaza in the Lower Level next to the Child Development Center. The office is open weekdays 0800-1630, and has the option of closing on Wednesday mornings 0800-1200 for administrative purposes. There are over 200 housing units within the housing area consisting of two, three, and four bedrooms. All units are equipped with air conditioning, electric range, countertop water filter, and refrigerator. Unaccompanied military quarters are additionally equipped with washing machine, dryer, microwave, and a basic allotment of government furniture. All housing on Air Station Borinquen was built to withstand hurricane conditions. The walls, roof, and floors are reinforced concrete. Floors are tiled 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, 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 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.

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CHAPTER 2. HOUSING ADMINISTRATION

A. Eligibility.

1. **Coast Guard Military Personnel.**

- a. 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 on a space available basis. **The only exception is for unaccompanied single members who are E-6 and above.** These members have the option of requesting a release from mandatory housing assignment. All members reporting to Air Station Borinquen must submit a **DD Form 1746 and a copy of their PCS orders to the Housing Officer.** The Housing Officer will then track the PCS orders and complete a Status of Housing Availability, DD Form 1747. This form allows time for the housing office to manage housing inventory, while also allowing the member time to prepare for his or her move. The comments section of the Status of Housing Availability, DD Form 1747 will include the statement, "Member (is/is not) released from mandatory assignment and (is/is not) eligible to collect housing allowance." If the member will be assigned housing, information about the type of housing (family/unaccompanied; owned, DoD, or leased; 2BR, 3 BR, or 4BR), location (housing site, address) and date of anticipated availability is also entered into the comments section.
- b. LHOs may grant a release from mandatory housing assignment only when government housing is not available, or is fully occupied, and when members already rent or own housing in the same geographic area or within an reasonable commuting distance of the new permanent duty station (PDS).
- c. All other exceptions to mandatory assignment must be approved by the AHA on a case-by-case basis. Examples of circumstances where a member might be granted a release from mandatory assignment to government-controlled housing include, but are not limited to, homeownership and family medical requirements. Members who are denied a release will be advised by the Area Housing Authority of the process to appeal the decision to the Personnel Service Center Personnel Services Division (PSC-PSD). Members who do not obtain a release from assignment to government-controlled housing will be ineligible for basic allowance for housing or overseas housing allowance entitlements. The reasonable commuting distance for active duty personnel should not exceed 30 miles from the air station.
- d. Family housing and Unaccompanied Personnel Housing (UPH) units are equipped with air conditioners, electric stoves, and refrigerators and are considered adequate. Accompanied personnel must provide their own washer and dryer, whereas UPH units include a washer and dryer. [Enclosure \(3\)](#) provides a UPH Inventory List (not all-inclusive).
 - a. Minimum Period of Occupancy: Minimum occupancy of **12 months** is required in order to reduce costs attributable to change of occupancy. Members remain assigned to family housing until a subsequent assignment of the house is made to another qualified member. Assigned housing is not available for subsequent assignment until 95 percent occupancy standard is achieved, at which time the originally assigned member may be terminated from housing and then becomes entitled to OHA. AHAs

may authorize individual waivers on a case by case basis. The minimum occupancy period for assigned personnel to family housing is 12 months. Written requests for exceptions or release after 12 months will be made via Request for Release from Military Housing. Requests must thoroughly document exceptional circumstances and needs.

- b. Unaccompanied with Dependents: Unaccompanied members with dependents shall be assigned 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 (CO). Assignment to a transient UPH unit 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. Full time permanent civilian employees (GS-7 or equivalent and above) of agencies of the Department of Homeland Security. Full time permanent 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. **Conducting Official Business**. It is the active duty or civilian renter's responsibility to conduct all official business with the Housing Office.

B. Application for Housing Assignment

1. **Coast Guard/Civilian Members**. All prospective occupants of Coast Guard housing must fill out an application, DD Form 1746, and submit it to the Housing Office. Civilian applicants will also sign and date CG Form-6088 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 Form-2020.
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), and 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.

C. Housing Assignment Policy.

1. **Policy.** Assignment to Coast Guard owned family housing and UPH is mandatory when it is available and adequate. Assignment to leased housing is not mandatory. For outside the Continental United States (OCONUS) locations where Coast Guard owned family housing or UPH is not available, housing officers must refer members to DoD, Department of State (DoS), or other sponsoring agencies housing office. Members must vacate government housing at their previous PDS before occupying government housing at their new PDS.
2. **Authority.** Assignment of quarters must conform to the general policy provided by Commandant (CG-1333). Assignment of families to available housing must be consistent on a Coast Guard-wide basis.
3. **Assignment Precedence.** Per Reference (b), a reasonable attempt will be made to assign one bedroom per dependent, excluding spouses. However, where family size and existing inventory preclude this, the Coast Guard assignment guidelines and criteria set forth in the Coast Guard Housing Manual and provided as [Enclosure \(4\)](#) shall be used. Inability to assign one bedroom per dependent, excluding spouses, is not a basis to grant a release from mandatory assignment. Individual circumstances or availability may require case-by case deviations. The LHO and Housing Manager work in concert on all housing assignments. Questions regarding assignment should be directed to the Housing Manager. Unresolved questions shall be brought to the attention of the LHO. Requests for waivers to this policy shall be submitted via your departmental chain of command, Housing Officer, Executive Officer for review and action by the LHA (*Note: Final approval authority normally rests with CG-1333 or Area Housing, depending on the nature of the request*). 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. 1 Cliff is designated as the Commanding Officer's residence.
 - b. Unaccompanied E-4s and below will share two bedroom UPH quarters. Housing will attempt to assign unaccompanied E-5s and above to single occupancy UPH quarters.
 - c. Members with dependents who elect an OCONUS Unaccompanied tour are considered members without dependents for housing assignment purposes upon reporting.

D. Civilian Occupant Rent and those without a Host Tenant Agreement or ISSA.

1. **Authority.** Pursuant to Title 14 U.S.C. §685, civilians may lease Coast Guard housing. Commandant (CG-1333) must approve each request for civilian employee occupancy of government housing and any government contract guaranteeing housing. Dependents who are also civilian employees may not occupy government housing under a civilian occupancy agreement.
2. **Family Housing.** All civilian occupants will be assigned housing based on the same bedroom qualifications as military members. Civilians requesting to reside in government owned housing must submit an Application for Assignment to Housing, [Form DD-1746](#), to the local housing office. The housing officer will verify the application and dependent information and determine the bedroom requirement for housing. Civilians are required to sign an Agreement for Civilian Occupancy of Coast Guard Family Housing, [Form CG-6088](#). All agreements automatically terminate on February 28th of each year. Civilians who desire to continue occupancy must submit

a new Application for Assignment to Housing, Form DD-1746 by February 1st of each year. Commandant (CG-1333) approval is not required for continued occupancy.

3. **UPH.** Commandant (CG-1333) must approve each request for civilian occupancy of more than 30 days. Civilians residing in an UPH for less than 30 days are not required to submit an Application for Assignment to Housing, Form DD-1746.
4. **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.
5. **Rates.** The rent and charges will be listed on the Agreement for Civilian Occupancy of Coast Guard Family Housing, Form CG-6088. These charges are subject to periodic revisions, as outlined in the Office of Management and Budget (OMB) Circular No. A45. Electricity and water are included in the rent payment.
6. **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, but no later than the 5th. Payments will be considered in arrears after the 5th of the month, and will be reported to the Executive Officer, with 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 (5).
- E. Detached Garages Used for Storage Units. There are a limited number of detached garages. Active duty military residents of Air Station Borinquen can request a detached garage by filling out a garage request form. Active duty residents have priority and civilian residents may request detached garages if they are available. 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 a Change in Dependency Status Notification - Enclosure (6). Failure to provide notification, or providing false status information, WILL be grounds for termination of housing and/or disciplinary action.

G. Waiting List Procedures

1. Assignments to housing will be made from the top of the waiting list. A member's position on a waiting list is determined by need and estimated date of arrival. A separate waiting list must be maintained for each bedroom category. Current waiting lists will be posted or made available during office hours for members to view. Posted waiting list must contain only last name, first initial, and position sorted by bedroom type.
2. Hardships. LHAs may hold a member's position at the top of the waiting list for up to 60 days for documented hardships.
3. Transfer to Another Waiting List. If the number of dependents changes, or other circumstances justify it, a member may request to be placed on a list for a house with a different number of bedrooms. Placement on the new waiting list is based on the estimated date of arrival. A member may hold a position on only one waiting list at a time.
4. DoD Member Waiting List. DoD members may be assigned on a space available basis unless otherwise stated in the terms of an ISSA.

H. Check-In Procedures

1. The Housing Manager will notify personnel when their quarters are available for occupancy. Personnel must occupy quarters as soon as they are available and HHG are ready for delivery. Personnel cannot move into quarters without HHG. TLA may be extended up to 60 days if quarters are not available. **Prospective housing residents are not permitted inside of their quarters before assignment, or while active renovation and/or construction work is on-going.**
2. On the initial date of assignment of military personnel to quarters, the Housing Office will prepare an e-mail to the Air Station Borinquen Servicing Personnel Office for the purpose of updating their BAH entitlements. It is the responsibility of the member to IMMEDIATELY contact the Administration Office in the event that BAH continues after quarters are occupied.
3. Members must report to the Housing Office to schedule a check-in inspection. It is the member's responsibility in coordination with the Housing Office Inspector to document the condition of the quarters. Note any damage to an item in the quarters otherwise 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

1. Members are required to give written notice of intent to vacate housing to the housing office no less than 30 days prior to departure. The notice must include name, address, reason for vacating, departure date, and forwarding address.
2. ALL residents must fill out the Notice of Intent to Vacate Quarters, [Enclosure \(7\)](#). Pre-Checkout and Final Inspection dates will be scheduled. You are responsible for being at your unit on the dates and times agreed upon. Any changes to these dates must be approved by the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or Discharge date unless approved in advance by the housing office. The Pre-Checkout inspection is performed to brief the occupant on responsibilities for

cleaning quarters prior to the Final Checkout Inspection. The final inspection will only be done when all household belongings have been packed and the house has been thoroughly cleaned, including the exterior of the unit and landscaping per standards established in this manual. Use [Enclosure \(8\)](#) – **The Housing Inspection Check-Off Sheet – 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 assignment termination. Housing will reschedule the inspection if the discrepancies cannot be resolved that day. Members have the option of paying a cleaning and/or grounds maintenance contractor to clean the house. Check with the Housing Office regarding this possibility and cost requirements for having the unit cleaned by contract.

J. Housing Assignment Termination

1. 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 within 30 days after becoming ineligible. Requests for waivers to this policy should be submitted via your chain of command to the Housing Officer for review and action by the LHA (CO or as delegated to the XO). Reasons for termination include but are not limited to:
 - a. Dependents no longer reside permanently with sponsor.
 - b. Discharge, retirement, or separation from the service.
 - c. When a civilian occupant's rent is greater than 10 days in arrears or when no longer employed by the U.S. Government.
 - d. Dependents who are absent in excess of 90 days.
 - e. Personal conduct of the sponsor or dependents so warrants. Examples include:
 - a. Unauthorized modifications of housing unit.
 - b. Use of prohibited items and activities as outlined in the CG Housing Manual
 - c. Failure to notify the Housing Office of change in dependent status.
 - d. Repeated or gross violation of housing or security policies.
 - e. Repeated intervention by base security.
 - f. Vandalism of government property.
 - g. Illegal drug use or distribution.
 - h. Violation of local laws or the UCMJ.
 - i. 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.
2. 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.

3. A termination inspection will be conducted when terminating a lease. Form CG-5571B, is used for this inspection. The lessor, or lessor's agent, must attend the inspection, sign the inspection form, and receive a copy.
4. 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.
5. Or determined by the LHA (CO, or XO by delegation) to be in the best interest of the service.

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CHAPTER 3. MAINTENANCE RESPONSIBILITIES

A. Damage or Loss to Government Housing

1. **Policy.** Occupants of government housing shall exercise reasonable care. Damage or loss due to abuse or negligence will require the member to repair or replace the property or pay the cost of restoration. Any repairs or replaced property must be approved by the Housing Officer. Member's pay may be subject to involuntary garnishment for costs of repair or restoration, if the member does not comply voluntarily. The Housing Officer shall initiate administrative disciplinary measures in cases involving excessive damage to government housing.
2. **Authority.** 10 USC 2775 states a member of the armed forces is liable to the United States for damage to assigned housing or loss of any equipment or furnishings, if member's abuse or negligence caused the damage or loss. Federal civilian employees assigned government housing who cause damage or loss of any equipment or furnishings also incur a debt owed to the United States. 5 USC 5514 permits the United States to collect a debt owed by a Federal civilian employee.
3. **Definitions.**
 - a. Abuse. Intentional or unintentional misuse that causes damage or abnormal wear and tear that is attributable to the member, his or her dependents, pets, or guests.
 - b. Guest. Anyone the member or his or her dependents allow to enter the house.
 - c. Cost. For replacement, the current price of the same or a similar item, minus depreciation, based on the age of the damaged item. For repair or cleaning, the actual charge to repair or clean, but not more than the item's depreciated replacement cost. Use depreciation schedules contained in standard industry home repair and remodeling cost guides. Housing staff shall publish a list of standard charges for replacement items.
 - d. Damage. A decrease in an item's value not attributable to age or normal wear and tear. Damage is also any change that adds to the cost or difficulty of maintaining the house.
 - e. Negligence. Failure to exercise a reasonable degree of care. Negligence can be either a failure to act or a conscious action. For example, a small plumbing leak results from normal wear and tear, and the member knows about it, but fails to report or fix it. It is considered negligence when the member's omission causes serious water damage to the house.
 - f. Liability. Members shall be responsible for all damage or loss caused by abuse or negligence.
 - g. Settlement Authority. The officer to whom appropriate authority has delegated to compromise, waive, or terminate collection of a claim. See the Claims and Litigation Manual, COMDTINST M5890.9 (series), Chapter 5. Consult the local legal office to identify the responsible settlement authority.
 - h. Keys. Housing will consider the excessive loss of keys as negligence and will require materials for rekeying to be replaced in kind.
4. **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.

5. **Government Liability.** Coast Guard active duty 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. Occupants of housing are responsible for routine housekeeping and related servicing of the house 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.
2. Report all maintenance discrepancies that are beyond the occupant's abilities to fix promptly to Facilities Engineering per procedures described in paragraph E of this chapter.
3. Maintain a neat appearance of walls, windows, floors, woodwork, bathrooms, garages (including assigned detached garages) or carports, and storage spaces.
4. Clean and maintain any government loaned furnishings and lawn care equipment. Clean stove/oven, refrigerator, sinks, tubs, and toilet fixtures.
5. Immediately notify the Housing Office of any situation that requires attention by Facilities Engineering to prevent damage or loss of Government property.
6. Changing and providing light bulbs and batteries for smoke detectors are the responsibility of the member. Light bulbs are available in the self help locker.
7. Only bodily fluids/wastes and toilet paper are the only things permitted to be disposed of in the toilet.

C. Lawn and Grounds Care.

1. Unkempt lawns and debris with standing water are breeding grounds for mosquitoes and other harmful creatures. All personnel are responsible for maintaining neat and orderly grounds for the benefit and health of all base residents.
2. Family Housing Occupants are responsible for keeping grass cut, edges trimmed, hedges and shrubs cut, as well as cutting tree branches that overhang the street or touch any part of the house. Shrubbery should not climb up walls or touch electrical lines. Occupants are also responsible for policing the area 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.
3. Unaccompanied personnel will have a contracted lawn care service for his or her unit provided to them. The contracted service will provide care for the lawn to include the grass, hedges and shrubs cut; however, in the event that a member installs an approved fence in the

backyard, the member will be responsible for the area of the lawn inside the fence. The member will also be responsible for any shrubs or hedges inside the fence.

4. 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 and shrubs will be neatly trimmed on the sides and top, and will not be shorter than two feet or higher than six feet.
5. Occupants who fail to comply with yard maintenance standards will receive a notice (verbal or written) from the Housing Office for the first offense. Repeated violations will be documented and reported to the LHA. If the lawn is not up to standard within a week or the second notice, a charge will be made to the occupant for contract lawn maintenance.
6. Numerous lawn maintenance service providers (at the resident's expense) are available in the local area at a reasonable rate. Contact the Housing Office for additional information.
7. 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 without authorization from the Housing Office. Residents are not permitted to remove trees, shrubs and plants from vacant houses without prior authorization from the Housing Office. Occupants should contact the Housing Office with any questions before investing in large plants/trees.
8. 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. Anything beyond a 6" wooden vegetable garden requires a work order to be submitted and approved.
9. Occupants are responsible for providing their own mower, edger, hedge trimmer and lawn trimmer for maintenance of their yards.
10. Though occupants are responsible to maintain their yard and hedges, exceptions may be approved due to hardship caused by unexpected deployments or illness. Official requests for exemptions should be made through the housing office for consideration.
11. Occupants are allowed to post on-base personal housing signage that designates their home on the front side of the house. This signage must be no larger than 3x3' and in good nature. Occupants must submit a request to the Housing Office and it must be approved prior to posting.

D. Coast Guard Maintenance and Responsibility

1. **Facilities Engineering Department (FACENG).** FACENG will perform maintenance services for housing in order to ensure suitable living conditions. Note that many services (i.e. housing and grounds maintenance, tree pruning, housing HVAC maintenance/repair, trash services 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. Grass mowing and weed/brush control at unoccupied homes and outside occupant maintained areas, commonly known as public areas.
- c. Spraying for household pests (spiders, ticks, fleas, roaches, etc) is conducted on an as requested basis by the Most Efficient Organization (MEO) Pest Control Manager. There are a variety of pest control applications and the pest control manager will do a spraying of the interior and exterior premises upon request. Infestation problems should be brought to the attention of the Housing Office. [Enclosure \(9\)](#) provides additional measures which residents should take to control pests.
- d. 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.).
- e. Major and minor maintenance housing repair contracts to include structural, plumbing, windows, doors, painting, etc.

2. **Trash, Green Waste and Personal Appliance Collection**

- a. Residential garbage pickup is every Tuesday.
- b. Recyclable items are picked up every other Tuesday.
- c. Military residents may dispose of large amounts of green waste (branches, limbs, hedge trimmings, etc) at the designated container located in the Hangar area behind the Vehicle Maintenance Shop (VMS). Residents may also place the waste in plastic bags and place next to his or her garbage can for pick-up by the garbage company. Military residents may coordinate a vehicle pick-up through VMS. Civilian residents may contact the housing office to coordinate green waste disposal.
- 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 Internet Web Page by clicking on "[Submit a Work Order](#)." If using the Intranet page, click on "Public Works" then "[Submit a Work Order](#)." Links can be found below:
 - a. <http://www.uscg.mil/d7/airstaBorinquen/Housing/web-form.asp>
 - b. <https://cg.portal.uscg.mil/units/airstaborinquen/SitePages/Public%20Works.aspx>

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 Officer of the Day (OOD) at (787) 306-7431. 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).

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. An email 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 CO 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 & Work by Occupants

1. **Policy.** 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 (i.e. unclogging sinks/toilets with a plunger, replacing and tightening screws in hinges, doorknob, screens, etc). Occupants shall not, generally, perform construction, alteration, modification and major repairs to the building, structure or utility system.
2. **Procedures.** Landscape and home improvements by occupants are encouraged. Any approved alteration is 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 its original condition at his or her own expense. The following list of alterations is permitted only after written approval has been obtained via a "Self-Help Request Form" from the Housing Office. A drawing of work to be performed must be included with your request for any construction projects. 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. 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 included in Self-Help Projects. You must submit a work order if you are requesting materials or supplies for accounting purposes. Materials can be obtained at the Housing Office and are not guaranteed.
 - a. Interior and Exterior painting of houses.

- a. Tenants approved will use only interior water-based latex paints. Upon check out from housing, residents who have painted the interior are required to restore all painted areas to the original color or housing designated color. Residents will be informed of the required paint during their pre-checkout inspection.
- b. 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.
- c. Under no circumstances shall the exterior of the house be painted.
- b. 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 put up in back yards with required hurricane anchors. Due to the liability of missile damage from government-supplied sheds, they will have to be disassembled and stored inside by the resident once setting HURCON 1.
- c. Pools. For safety and liability reasons, pools over 2' 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.
- d. TV and Other Antennas. Antennas or satellite dishes are not allowed on the tops of roofs (house or garage). They may be installed on the ground or pole with attaching points on the back or sides of the dwelling. Guy wires will be ground anchored. Residents are authorized to have a satellite dish drilled to the roof overhang or either side of the house, but holes cannot extend to the interior of the house. Satellite dishes may not exceed 36" in diameter. Installations shall be as aesthetically pleasing and unnoticeable from the front of the house as much as possible. In any case, verify the location of installation with the housing office. Use existing base plates or screws for satellite dishes if already installed on the house.
- e. Air Conditioning Units. Energy efficient split level air conditioning units are installed in every house. Personal window air conditioners are not authorized for use by residents. As a condition of the Coast Guard's Energy Savings Performance Savings contract, only the use of the installed split-level air conditioners is authorized. Do not secure air conditioning units or open windows for extended periods due to the potential of moisture build up and damage to the interior walls, floors, and furnishings.
- f. Fences. Fences may be temporarily put up in back yards at the occupant's expense. Fences shall extend aft from the back of the house. It shall not extend from the side of the house. Those fences visible from the street must be either chain-link or picket as outlined in [Enclosure \(10\)](#). 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 smoothed out to match the surrounding landscape.

- g. Hot Tubs/Spas. Not permitted in the housing area due to safety, structural, and energy concerns.
 - h. Tree Houses/Swings. Not permitted in the housing area due to safety concerns.
 - i. Open Fire Pits/Chimneys. Not permitted in the housing area due to safety concerns.
 - j. Personal Play Equipment/Structures. There are multiple playground areas in the housing community. Any resident who wishes to build or install play equipment on their residence must have prior approval from the Housing Office. Contact the LHO for recommendations of equipment or structures for playgrounds.
3. **Self-Help Locker Items**. Items available in the self-help locker are listed in [Enclosure \(11\)](#). If residents request decorative rock, sand, and gravel, an order can be placed and delivered to La Plaza where residents need to pick it up. Requests may be submitted through the Housing Office to the Facilities Engineering Department Head for Approval.
- H. 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.
- I. 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 AHA. Enterprises, such as food preparation and small “cottage industries” that do not affect parking or traffic flow on the base are not considered as a business for the purpose of this manual. 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 at 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.

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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 shall 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 XO 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 (787) 890-8472 for further assistance.

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CHAPTER 5. GUESTS & SPONSORSHIP

- A. Policy. Only residents can sponsor a guest. Each sponsor is responsible for the conduct of guests, delivery services, and contract services 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.
- B. Temporary Visitor. The term refers to visitors remaining in the housing area for a time not to exceed 24 hours. The housing occupant must sponsor visitors each time they come aboard the station. The following are acceptable:
 - 1. Guests are only authorized entry through the Main Gate or an access point controlled by Security, in adherence to the current Force Protection status. Use of the pedestrian or other unmanned access points is not authorized for initial entry of guests onto the base.
 - 2. Residents may meet their guest at the Main Gate.
 - 3. Residents may notify the Main Gate in person prior to arrival of the guest.
 - 4. Residents may call the Main Gate prior to the arrival of the guest with expected arrival time and visitor's name. However, the Main Gate will contact the resident via the housing roster's contact numbers upon the arrival of the guest to verify the sponsor (*Note: ensure your contact information is up-to-date with the Housing Office, or your guest will be denied entry*).
 - 5. 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.
 - 6. Temporary Visitors need only to sign in and out with the main gate for arrivals and departures.
- C. Delivery and Contract Services. Normal delivery vehicles such as the USPS, UPS, or FEDEX do not require prior notification. The same notification procedure of paragraph B of this chapter shall apply to delivery and contract services requested by the occupant that do not have normal access to base housing. These services include (but are not limited to) food delivery, lawn and house care, and cable/internet services. For food delivery, a phone call to the front gate with the food delivery service, delivery address, and contact number is acceptable in effort to minimize impact on quality of life. For deliveries between the hours of 2200-0600, the resident must go to the gate to pick up the delivery. The gate guard may contact the resident to verify the food delivery service upon arrival or that the vehicle cannot access the housing residence. All delivery and contract services must have a valid driver's license, insurance, and registration to drive on base.
- D. Recurring Guests. The term refers to guests who frequently visit the Housing Area and are not considered a temporary visitor. Examples of recurring guests can be a family member or in-law who is not a dependent, a fiance/fiancee, baby-sitter, or dog-sitter. The sponsor is responsible for the behavior and actions of the recurring guest and any violation of Housing rules and regulations will result in loss of base access for the guest. Recurring guests will also receive a temporary I.D. card that includes name, sponsor's name, list of authorized spaces, and expiration date to gain access onto the base. Requests for recurring guests shall be made through the

Housing and Security Offices with final approval at the Executive Officer's discretion.

E. House Guests.

1. **Family Housing and Leased Family Housing.** Guests of members who live in government housing are authorized. Members assigned to housing must obtain the Housing Officer's written approval for individual visits of more than 21 consecutive days. Guest visitation beyond 30 days or exceeding 45 cumulative days requires AHA approval. If other active duty members and/or their dependents reside as guests for more than 30 consecutive days in housing assigned to another person, the Housing Officer must report this fact to the servicing SPO to determine the visiting member's housing allowance and entitlements.
2. **UPH.** Guests under the age of 18 are not permitted unless accompanied by their parent or guardian. Guests will be accompanied at all times with the exception of family members. All members are responsible for the conduct of their guests and will ensure they abide by all regulations and policies. It is the sponsor's responsibility to ensure that his or her guests understand Air Station Borinquen's Base Regulations. Overnight guests are not authorized in UPH quarters.

- F. 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.

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CHAPTER 6. PET RULES AND REGULATIONS

A. Policy.

1. 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 housing office via the [Pet Agreement – Enclosure \(12\)](#) – and the Security Office.
2. 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.
3. All regulations listed in the [Pet Agreement](#) shall be adhered to in addition to the following local directives:
 - a. Tenants are completely responsible for their pets.
 - b. Residents may install a fence if permission is granted per Section 3.H.1.e and [Enclosure \(10\)](#). Electric/invisible fences for pets shall restrict the pet to the backyard, must be clearly identifiable to passersby, and shall be offset from any sidewalks and walkways by a minimum of 8 feet. In any case, pets shall not impede normal access to the front entrance of the house or access to common areas near the house.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. Residents are not permitted to introduce stray pets into the housing area without prior permission from the Housing & Security Officer.
 - g. 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 5515(series).

- B. Family Tenants. 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. UPH Tenants. Pets are no longer permitted in UPH facilities, including converted family housing. The only exception to this rule is if that resident had a pet in UPH prior to 01MAY2016, and this pet is properly registered with the Security Office.

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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 toward conserving energy and being stewards of both the government's resources and the environment.
- B. Energy Conservation Tips.
 1. If each person takes the below energy conservation actions, which have little or no effect on personal comfort, power consumption in family housing will drop dramatically; as much as 20%. If we all do our part, it will conserve resources, defray costs, and prevent enactment of energy restriction policies.
 - a. Do not try to "refrigerate" your home. Close unused rooms and use a setting between 76-78°F for any extended vacancy of your home.
 - b. When air conditioning is used, close draperies during the day. Insulated draperies provide the best insulation and can cut window heat significantly.
 - c. Seal air leaks around doors and windows.
 - d. Use ceiling fans as much as possible to circulate air.
 - e. 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.
 - f. Do not over pack the freezer; this will ensure airflow throughout the fridge and cooling evenly throughout.
 - g. Limit the use of appliances with heating elements such as electric frying pans, toasters, counter top ovens, and stoves.
 - h. Preheat the oven for only ten minutes. Do not set the temperature higher than needed; the oven will not heat up any faster and you will be wasting energy.
 - i. Run full loads in the dishwasher to avoid wasting water and the energy required heating it.
 - j. 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. Lint build up is also a potential fire hazard.
 - k. Front loading washers are more energy efficient than top loaders.
 - l. Become thoroughly familiar with the operation of all appliances in your quarters; you may be unknowingly wasting energy.
 - m. Turn off everything not being used, especially incandescent light bulbs as it is the least efficient type of lighting. 90% of energy is given off as heat, only 10% results in light.

- n. 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.
- o. Have leaking water faucets and toilets repaired expediently, 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.
- p. Do not adjust water heater thermostats above 120° F. 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.
- q. 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.
- r. Report maintenance items that cause a waste of energy to the Housing Office.

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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 regardless of other medical or automobile insurance coverage. Active duty military members on orders to Puerto Rico have the option of keeping out-of-state tags and purchasing the ACAA sticker (contact security for the process of obtaining an ACAA sticker). 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) and Federal Law. Additionally, 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 Coast Guard property shall have a current registration, insurance, and the operator must have a valid driver's license.** All individuals entering the air station will obey the directions, instructions, and/or orders of security personnel. 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 and the Officer of the Day (OOD) are delegated the authority to issue DD Form 1408 – Traffic Ticket, Armed Forces. 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, RVs, campers and trailers shall be registered with the Security Office and parked at the designated 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, RVs, 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.** Security vehicles are equipped with sirens and flashing red or blue lights. An emergency vehicle sounding its siren and displaying its flashing lights has the right of way. Motorists shall pull off to the right hand side of the roadway and wait until the emergency vehicle passes before proceeding.
6. **Motorcycles.** All operators of motorcycles and mopeds shall adhere to [CIM 5100.5](#).
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 shall adhere to [CIM 5100.5](#).
8. **Bicycles.** All personnel are required to wear an approved bicycle helmet while riding a bicycle on air station property and shall adhere to [CIM 5100.5](#). 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, and shall adhere to [CIM 5100.5](#). 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 in accordance with [CIM 5100.5](#).
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 between sunset and sunrise in accordance with [CIM 5100.5](#).

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

1. 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 judgment 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.
2. The Armed Forces Traffic Judge will hear cases on the last Thursday of the month. Contact the command office to schedule an appointment time.
3. 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

Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.

Same as above

VIOLATIONPENALTY

Open container of alcoholic beverages (In a vehicle).	Same as above
Over 10 mph above posted limit	10 pts
Reckless driving (willful disregard for the safety of persons or property).	10 pts
Failure to stop for school bus	10 pts
Failure to wear PPE while operating a two wheeled vehicle.	8 pts
Failure to yield right-of-way to emergency vehicles	6 pts
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 pts
Improper passing	3 pts
Failure to yield (no official sign involved)	3 pts
Wearing of headphones/earphones while driving motor vehicles.	3 pts
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 pts
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 pts
Passengers riding in the cargo areas of vehicle (driver assessed points).	2 pts
Failure of occupants to use available restraint devices while moving (driver assessed points)	2 pts
Cell phone use while driving a motor vehicle	2 pts

VIOLATION

Driving without a driver's license (Person has a license, but not with them)

PENALTY

2 pts

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 ASBQNINST M3140.1(series), Natural Disaster Plan for more detailed info. A tropical storm is an organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph. As for a hurricane, it is an intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph or higher. Hurricane season is from June 1st to November 30th every year. It is always best to be proactive to a hurricane than to be reactive. The following Hurricane Conditions of Readiness and Response, which include personal items to have on hand, provide guidance with recommendations based on condition. For further information, the Natural Disaster Preparedness Officer can be contacted as well as the Hurricane Hotline at 787-890-8400 EXT. 8491.

1. **Condition Five.** The period between 01 December and 31 May when the time hurricane/heavy weather passage is least expected in the local area.
2. **Condition Four.** A seasonal hurricane condition automatically set by all units from 01 June and extending through 30 November unless directed otherwise by the District Commander.
 - 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.
3. **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.
4. **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.
- 5. **Condition One.** Hurricane imminent within 12 hours. Damage Assessment Teams assigned. Work parties continue work. Remove window air conditioners. 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.

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 Miami's Work Life Center at 1-800-872-4957 x307.

- B. 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 2000 and 3000-Watt generators for residents' usage. One generator will be distributed for two adjacent occupied units; residents shall share generator use (and responsibility) with neighbors. 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. The purpose of the generator is to preserve food supplies. Refrigerators should generally require power for 6-8 hours per day to keep foodstuffs safe for consumption. Treat these appliances like coolers, and only open when necessary. The generator does not run appliances as efficiently as commercial power, and if doors are repeatedly opened, food will NOT stay cold. 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. Blocking off unused areas with blankets will increase efficiency.
 - 1. These generators have a very limited power capacity when compared to commercially supplied electricity. Overloading, misuse, or lack of maintenance may result in lack of refrigeration and spoilage of foodstuffs. Generators are limited in supply and there may not be another to replace a damaged or malfunctioning unit.
 - 2. UNDER NO CIRCUMSTANCES ARE GENERATORS TO BE WIRED INTO BASE HOUSING. In addition, manipulation of the wiring or plugs to an existing outlet is PROHIBITED. 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. Generators are gasoline-consuming device that produce carbon monoxide gas, much like a car. UNDER NO CIRCUMSTANCES may a generator be operated inside the house, garage, or other enclosed space.

4. **Starting, Running and Maintaining Your Generator:**

- a. The generators will come with a full tank of gas. Fuel will be provided by Facilities Engineering department for generators for the duration of the electrical outage.
- 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 ready to shut down the generator, unplug all items, and allow the generator to run under no load for about one minute.

5. **How the Generator Works.** Every time an electrical item is plugged into to the generator, the total available power capacity decreases. 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. Only 2,200 watts available when the compressor is getting started (5,000-2,800). Once it settles out, another refrigerator may be started.
- b. USE CAUTION AT ALL TIMES! Check extension cords and appliance wires frequently. If they are worn or appear to be hot, unplug immediately!

6. **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 and Ramey School property.
2. **Air Soft 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, except when authorized by CMD sponsored events such as MWR.
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. Tree houses and swings are not permitted on any tree in the housing complex due to safety and liability concerns.
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. Supervise 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 Department. 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 children in how to use the equipment correctly and safely to avoid accidents/injury.
 - h. Requests for specific playground equipment may be made via Work Order.

6. **Family Safety.**

- a. Do not make electrical installations.
- b. Do not attempt to make repairs without proper tools.
- c. Do not make repairs that are beyond personal 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 manufacturer's 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. The Main Gate at (787) 890-4036 may also be called 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 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. 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 the 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 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.** 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. 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 instruction, dependents and 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 or older.
 - 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 or 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, will 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 from 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. Playgrounds. Playgrounds have been provided for your use and enjoyment. We ask that you abide by the following rules for the safety of all users:
1. Exercise good common sense and use equipment at your own risk.
 2. Instruct your children in how to use the equipment correctly and safely to avoid accidents/injury.
 3. Report any damages or defects on the equipment immediately to the Housing Manager's office. Broken or damaged playground parts can contribute to accidents if they are not corrected.
- F. 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 Chief, Logistics for appropriate action.
 3. 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.

4. Children not under direct supervision should know at a minimum: their name; their home address and telephone number; their caregiver's name, location and phone number; and what to do in case of a problem (injury, fire, assault, parents not returning as expected, etc).

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SUMMARY OF MAJOR CHANGES
FROM ASBQINST M 11101.1F

CHAPTER 1	
Article 1.A	Housing Office has the option of closing on Wednesday mornings from 0800-1200 for administrative purposes.
Article 1.A	Updated forms DD-1746 & 1747. LHO's Authority for release from Housing.

CHAPTER 2	
Article 2.C.1	Policy update on Housing Assignment
Article 2.D.2	Civilian Occupancy of Rent

CHAPTER 3	
Article 3.C.1	Lawn and Grounds Care Guidance

CHAPTER 5	
Article 5.D	Added classification of Recurring Guests

CHAPTER 6	
Article 1.D	Updated Pet Policy for UPH tenants

ENCLOSURES	
Enclosure (2)	Updated Application for Housing and Status of Housing Availability Form

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APPLICATION FOR ASSIGNMENT TO HOUSING				1. TYPE SERVICE DESIRED (X one or both)	
(Before completing form, read Privacy Act Statement and Instructions on reverse)				a. MILITARY HOUSING	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR (Last, First, Middle Initial)		3. PAY GRADE	4. EMPLID	5. COAST GUARD COMPONENT	
6. ADDRESS (Street, City, State, Zip Code, Email)		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT (X one)	
		a. CELL		a. MILITARY MEMBER	c. CIVILIAN
		b. HOME		b. MILITARY SPOUSE	d. FOREIGN NATIONAL
		c. DUTY (DSN)			
9a. EMAIL		9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS (X one)	
				a. VOLUNTARILY	b. INVOLUNTARILY
11. I REQUEST HOUSING FOR (X one)			SECTION II - MILITARY CAREER INFORMATION (Civilians skip to Item 15.)		
a. SELF ONLY			B. SELF AND DEPENDENTS		
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			14. DATES (Enter in YYMMDD order)		
			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME (If more space needed, continue on plain paper)					
a. NAME (Last, First, Middle Initial)		b. DATE OF BIRTH (YYMMDD)	c. SEX	d. RELATIONSHIP	e. REMARKS (friendship, health problems, expected additions to family, etc.)
SECTION IV - HOUSING DATA					
16. COMMUNITY HOUSING DESIRED (X as applicable)					
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE SPACE	
b. PURCHASE CONDOMINIUM		c. RENT APARTMENT		h. SHARE	
c. PURCHASE MOBILE HOME		d. RENT MOBILE HOME		i. RENT ROOM	
				j. ROOM AND BOARD	
				k. SUBLET	
				l. TRANSIENT	
17. AMENITIES DESIRED (X as applicable. Write in d. and e.)			18. DATE HOUSING NEEDED (YYMMDD)		19. PRICE RANGE (Community Housing)
a. FURNISHED			e. NO. BATHS		
b. UNFURNISHED			d. PETS (Allowed) see h, i and j		
c. AIR CONDITIONING			g. OTHER (Explain)		
d. NO. BEDROOMS			20. LOCATION PREFERENCE (Community Housing)		
PETS			h. NUMBER OF DOGS		i. WEIGHT
					j. NUMBER OF CATS
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED (YYMMDD)	
SECTION V - DISPOSITION (To be completed by the Housing Office)					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED (YYMMDD and time)	b. APPLICATION EFFECTIVE (YYMMDD)	c. DD FORM 1747 PROVIDED (YYMMDD)		d. HOUSING AVAILABILITY (Boxes indicated on DD Form 1747)	
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT (YYMMDD)	g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED (YYMMDD)	
SECTION VI - HOUSING REFERRAL CERTIFICATE					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted List. I have been brief on (1) the services provided by the Housing Office, (2) the DOD program on equal opportunity for military personnel in Off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have the reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED (YYMMDD)

STATUS OF HOUSING AVAILABILITY			
1. FROM: Family Housing Office		2. TO: Applicant's Name (Last, First, MI)	
a. Installation Name			
		3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE (Day, Mo, Yr, Hour)	
b. Phone (DSN) (Commercial)			
4. YOU ARE ADVISED THAT: a. You can expect military housing to be available			
<input type="checkbox"/>	(1) Immediately upon your arrival	<input type="checkbox"/>	(3) Within 12 months of your arrival
<input type="checkbox"/>	(2) Within approximately 30 days of your arrival	<input type="checkbox"/>	(4) After 12 months or more, or not at all
4b. Considering the availability of family housing you should make alternative housing arrangements that will be		<input type="checkbox"/>	(1) Temp
		<input type="checkbox"/>	(2) Semi-Perm
		<input type="checkbox"/>	(3) Permanent
c. Comments			
5. HOUSING AVAILABILITY IN THE COMMUNITY IS:			
<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair
<input type="checkbox"/>		<input type="checkbox"/>	Limited
6. YOU MUST CONTACT THE FAMILY HOUSING OFFICE (housing referral) UPON ARRIVAL BEFORE YOU MAKE HOUSING ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE ABOVE.			
7. SIGNATURE (Family Housing Office Representative)		8. DATE (Day, Month, Year)	

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UPH INVENTORY LIST

UPH Quarters have the following items available:

Appliances:

- Washer
- Dryer
- Microwave
- Electric Stove
- Refrigerator
- Television
- Water Heater
- Water Filter
- Power Surge Protector (for the TV)
- Air Conditioning

Government furnished items:

- Coffee Maker
- Toaster
- Silver ware
- Pots and pans
- Hand can opener
- Dinner Ware Set
- Beverage Glasses
- Knives
- Cook ware set (Saucepan, Dutch oven, and skillet)
- Water Pitcher
- Salt and Shaker set
- Cutlery Tray
- Mixing Bowl set
- Measuring Cup/Spoon set
- Small Cutting Board
- Vegetable Peeler
- Bottle and can Opener/Corkscrew
- Nylon Basting, Slotted spoons, ladle

Furniture:

- Dresser w/mirror
- Desk w/hutch
- Chair (desk)
- Night stand
- Desk lamp w/shade (B/R)
- Bed Mattress/box spring (Queen Size)
- Bed Head/foot board & side rail/slats (Queen Size)
- Lounge Chair
- Sofa

Love Seat (2 seat)
Pillow (1 x Member)
Cushions (for the sofa & love seat)
End tables (2 each)
Desk lamp with shade (L/R)
TV Stand
TV Stand side Chest
Coffee Table
Dinning Table (with four chairs)
Shower curtain
Linen set
Towels
Iron and Ironing board

We provide replacement light bulbs for UPH. Each unit has a hallway smoke detector and a kitchen fire extinguished.

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Bedroom Eligibility

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

Notes:

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

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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.
2. Replace batteries in smoke detectors.
3. All kitchen cabinets and drawers free of debris. Remove all shelf covering or contact paper and glue.
4. All closets and shelves free of debris.
5. Floors will be free of wax. Members may contract this work prior to final inspection.
6. 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.
7. 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.
8. All pictures, hooks and curtain rod holders removed.
9. 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.
10. Affix a note to each appliance in need of service. The note should describe the repairs required, i.e. thermostat not working properly.
11. All government furnishings must be free of dust, dirt, and lint.
12. Mattresses and pillows must be aired and linen cleaned and returned to the housing office.
13. All light fixtures must be properly cleaned and burned-out bulbs replaced.
14. Garage or carport cleaned of grease, dirt, and debris.
15. Grass cut and edges trimmed. Leaves raked and shrubbery trimmed to specification.
16. Grounds policed for litter and trash. Trash/garbage cans must be clean and present.
17. All self-help projects and temporary structures must be removed.
18. 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 XO 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

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Department of Homeland Security U.S. Coast Guard ASBQN 001 (Rev. 12-11)		CHANGE IN DEPENDENT STATUS NOTIFICATION	
Section I (MEMBER INFO)			
Member's Name (<i>Last, First, MI</i>)	Rank/Grade	Employee ID (if applicable)	Contact Phone Number
Agency:	Qtrs Address:		
Section II (MEMBER ACKNOWLEDGEMENT/REQUEST) <p>I understand that Air Station Borinquen Housing Manual, ASBQNINST M11101.1(series) and Coast Guard Housing Manual, COMDTINST M11101.13(series) require I notify housing of changes to my dependent status. 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 can result in loss of housing privileges, overpayments, and/or possible disciplinary action under the UCMJ.</p> <p>Per Air Station Borinquen Housing Manual, ASBQNINST M11101.1(series), and Coast Guard Housing Manual, COMDTINST M11101.13(series), I hereby notify the Housing Office of the following change to my dependent status:</p> <p><input type="checkbox"/> ACQUIRED DEPENDENT: _____ MARRIAGE , _____ BIRTH OF CHILD , _____ ADOPTION NUMBER OF DEPENDENTS ACQUIRED: _____</p> <p><input type="checkbox"/> LOSS OF DEPENDENT: _____ DIVORCE , _____ EARLY RETURN OF DEPNS, NUMBER OF DEPENDENTS LOSS: _____</p> <p><input type="checkbox"/> OTHER _____</p> <p>_____ (Check box that applies):</p> <p><input type="checkbox"/> Change of quarters or housing due to a change in the 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 <u>UPH / 2 / 3 / 4 / 5</u> (circle one) Bedroom unit to a <u>UPH / 2 / 3 / 4 / 5</u> (circle one) Bedroom unit.</p> <p><input type="checkbox"/> To remain in present quarters, although based on decreased or increased number of dependents, I may no longer be eligible for house currently assigned.</p> <p><input type="checkbox"/> Termination of government housing assignment (Submit Request for Release from Military Housing form if applicable).</p> <p>Comments: _____</p> <p>_____</p>			
Service Member's Signature/Date:			
Supervisor Signature/Date:		Recommend <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	
Admin Dept Signature/Date:		Command Sponsor Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Housing Representative Signature/Date:		Recommend <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	
Executive Officer Signature/Date:		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

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Department of Homeland Security U.S. Coast Guard PSD-fs Form-007 (rev 02/11)	NOTICE OF INTENT TO VACATE QUARTERS
<p>Use of this Form: This form shall be submitted to the Local Housing Office at least 45 days in advance of your anticipated vacate date. Work orders will not be processed 45 days prior to termination of quarters unless an emergency exists. Print legibly and complete all blocks in Section 1 – Member Information. The Housing Office will contact you to coordinate your pre-check out and final inspection dates upon receipt of this form.</p> <p>Copy of Orders: Residents are required to provide a copy of their Permanent Change of Station (PCS)/Retirement/Discharge/Release from Active Duty (RELAD) orders with their date of detachment stipulated. Residents are not entitled to remain in quarters beyond their date of detachment. The Housing Office must receive any requests for an exception to this policy at least 60 days prior to detachment.</p> <p>Moving to the Economy: Minimum occupancy of 12 months is required in order to reduce costs attributed to change of occupancy. Members assigned to Coast Guard owned family housing may elect to live on the economy at their own expense prior to 12 months, but they are not entitled to Basic Allowance to Housing (BAH) and will not be granted a release. Members remain assigned to housing until subsequent assignment of the house is made or the 12 months have passed. Area Housing Authorities may authorize individual waivers on a case by case basis.</p>	
Section 1 – Member Information	
Name (Last, First, MI): _____	
Housing Site or Barracks Name (enter the name of the Local Housing Office for Leased Housing units): _____	
Reason For Vacating: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input type="checkbox"/> PSC Transfer </div> <div style="text-align: center;"> <input type="checkbox"/> Discharge/RELAD </div> <div style="text-align: center;"> <input type="checkbox"/> Retirement </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Other: _____ </div>	
Departure Date: _____	
Member's Signature (print name and sign): _____	Date: _____
Section II – Inspection Dates	
<p>Inspections: The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit on the dates and times agreed upon as indicated below. Any changes to these dates must be approved by the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or Discharge date unless approved in advance by the housing office.</p>	
Pre-Check Out Inspection Time and Date: _____	Final Inspection Time and Date: _____
Member's Signature (print name and sign): _____	Date: _____
Housing Representative Signature (print name, sign and enter HU# or BR# below): _____	Date: _____
Section III - Housing Use Only	
Unit Cleared by (Housing Representative Signature/print name and sign): _____	Date: _____
# of Unit Keys Returned: _____	# of Mailbox Keys Returned: _____

HU# or BR #: _____

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AIRSTA BQN HOUSING LOCAL FORM		HOUSING PRELIMINARY INSPECTION CHECK-OFF SHEET	
<i>Instructions.</i> The items indicated on this sheet must be accomplished prior to your final inspection. For your convenience, a space has been provided for your use to check off each item as you complete it.			
Section I - General Information			
Tenant Name:		Pre-Check Out Inspection Date:	Final-Check Out Inspection Date:
Housing Unit:			
	Item	Action	Done
Kitchen	<i>Cabinets</i>	Clean inside and outside of all cabinets. Wipe out all drawers. There should be no dust or food crumbs left on shelves or in drawers. Leave doors and drawers open for inspection.	
	<i>Counter Tops & Sink</i>	Clean all counters and sink. They should not have any remains of food in it. Remove all personal paper liners from drawers and shelves.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out, free of grease. Clean filter completely and allow to dry. Disconnect or turn off the power switch to the fan in order to clean fan blades. Replace bulb if burned out. Do not use oven cleaner on hood area as it will damage the enamel paint finish. Also, do not use oven cleaner on any aluminum parts, it will ruin the aluminum parts.	
	<i>Range / Stove</i>	Carefully pull stove/range away from counters to clean the sides of the stove, sides or the cabinets and floor under the stove. Care must be taken when pulling out stove (a piece of carpet or cardboard works well to protect floor). Remove all top burner grills, drip-pans, grease traps, oven racks and broiler pans. Clean with recommended oven cleaner (oven cleaner <u>should not</u> be sprayed on burners knobs, dials, painted areas, aluminum or chrome parts of the stove). Scrub racks and broiler pans with a brillo pad to remove remaining residue, food, dirt etc. Lift the range top and clean outside edges and around the under edges, removing all burned matter and grease.	
	<i>Refrigerator</i>	Carefully move the refrigerator away from the wall, where feasible, to clean the exterior and floor below the refrigerator. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all trays and racks in warm water and detergent. Clean all interior and exterior surfaces. Clean rubber door gasket to remove all food particles and mildew. Refrigerator can be left unplugged with doors open.	
	<i>Floors</i>	Floors must be swept, mopped and disinfected. There should be no dirt or scuff marks on the floor. Clean baseboards.	
Bathroom(s)	<i>General</i>	All bathroom accessories and fixtures shall be cleaned and free of any soap deposits.	
	<i>Tubs, Tiles & Showers</i>	Clean bathtub & tile. There should be no soap film, mildew, sediment and stains left in the tub or on the walls. Do not use an abrasive cleaner if you have a fiberglass tub. Pull out drain covers from sinks/tubs & clean.	
	<i>Floors</i>	Floors must be swept and mopped. There should be no dirt or scuff marks on the floor. Clean baseboards.	
	<i>Sinks, Mirrors & Counter Tops</i>	Clean out sink(s). There should be no stains on counter top or in sink. Mirrors should be clean and spot free. Clean inside and outside of all cabinets. Wipe out all drawers	
	<i>Medicine Cabinet</i>	Clean and wipe down shelves.	
	<i>Toilets</i>	Clean and disinfect entire commode.	
MODS	ALL MODIFICATIONS TO THE HOME MUST BE REMOVED PRIOR TO THE FINAL CHECKOUT INSPECTION. THIS INCLUDES BUT IS NOT LIMITED TO FENCING, SATELLITE DISHES, AIR CONDITIONERS, ANTENNAS, AWNINGS, SHEDS, SHELVING, TARPS, WALL MOUNTS, CURTAINS & RODS, HOOKS, PLAYGROUND EQUIPMENT, ETC...ETC...		
	SAT DISH	YES / NO	
	FENCE	YES / NO	
	HOW MANY ROOMS YOU PAINTED WITH DIFFERENT THAN ORIGINAL COLOR? GALLONS REQUIRED _____		

	Item	Action	Done
All Interior Rooms	Floors	FLOORS MUST BE FREE OF WAX. Tenants may contract this work prior to final inspection (call the Housing Office). You may use the Self Help buffer for wax stripping.	
	Walls	Remove all nails, picture hangers from walls and spackle/patch. Remove all marks, stickers, handprints from walls. Thoroughly clean all electrical plate covers. Clean baseboards and all trim.	
	Ceilings	Remove cobwebs and remove dust out of corners	
	Windows	Clean all windows and window tracks. Clean the outside and the inside of the downstairs windows. Clean the inside of the upstairs windows. Wash all blinds, screens and hardware.	
	Doors/Closet Doors/Hallway Closets	Remove scotch tape, decals, nails, tacks, etc. Clean both sides, tops, and clean knobs. Ensure baseboards, walls, and floors of hallway and closet bedroom closets are clean.	
	Light Fixtures	Clean light fixtures and light covers. Replace any missing or burned out light bulbs	
	Screens	Wash all screens. Place excess screens in laundry room.	
	Blinds	Clean all blinds.	
Exterior	Dryer Vent / Dryer & Washer	Clean outside dryer vent (if accessible). If dryers and washers were furnished, clean along the edges and around the lids of both. Clean filter in dryer.	
	Garbage	Bags, boxes, and discarded items are not to be left in garage, carport or common areas. Garbage and Recycling Bins will be cleaned prior to Check Out Inspection.	
	Lawns / Garden Areas	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. 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 (Page 3-1&2, Housing Manual, ASBQNINST M11101.1F).	
	Carport & Driveways	Carports/driveways must be swept, free of oil, and if required power washed.	
	Walls and Doors	Wash down all exterior walls and doors, front and back, including doorframes. Remove all marks, stickers, handprints from walls.	
	Back Patio & Upstairs Balcony	Wall, floor and ceiling are to be wiped down and PRESSURE WASHED. You can use the Self Help pressure washing machine.	
	Light fixtures & Mailbox	Clean all outside light covers and mailboxes. Replace burned out light bulbs.	
Other Information	Garages	Remove all personal items, Wash down walls, sweep and mop or power wash deck.	
	Ceiling Fans	All ceiling fans/fan blades inside and outside the house need to be cleaned.	
	Keys	All keys must be turned in to the inspector at final inspection.	
	Communicate	Call attention to any repair work that had not been completed by the Maintenance Shop. Alert the Housing Representative to any problems you may be aware of either in the unit or the neighborhood.	
	To-Do's	<ul style="list-style-type: none"> o Inform Security of PCS – Turn In Swipe Card(s) and remove Base Decals o Change of Address Cards. o Provide forwarding address. o Provide PCS orders generated by PERSRU. 	
	The Final Inspection	<p>If something comes up and you can not make the final inspection date, please contact the Housing Office immediately. Remember, your entitlement to BAH depends on a successful and complete Final Inspection.</p> <p>Please have your cleaning supplies on hand for the final inspection. This is just in case you missed some areas and need to do some touch up. However, all personal belongings must be removed.</p>	

	Item	Action	Done
MISCELLANEOUS	PAINTED AREAS	All walls need to be the same color as they were the day you checked in. It is the responsibility of the resident to restore walls to the original condition. Contact the Housing Office for the specific paint brand and color/type.	
	EXTERIOR HOLES DRILLED	In order to minimize the potential for water filtration and weather damage to the home, ALL holes drilled on the exterior of the building must be filled using a hydraulic or epoxy type cement caulking. Regular cement will not work.	
	FLOOR TILE	Any floors that have been tiled over; those too must be removed. Even if it may look better to you, the next occupant may not have your same taste in tile. This has happened and cost us \$400+ to have it removed.	
	TACK PAPER	All tack paper in closet shelves, cabinet drawers, and vanity cabinet must be removed.	
	PERSONAL APPLIANCES	If you are not able to bring your old items to FACENG for disposal in the appropriate dumpsters or recycling bins, please place a work order for their removal. These items can be a danger to little kids playing in the alleys. If you are disposing of refrigerators or freezers please remove the door immediately. In this heat a kid stuck inside would not last long.	
	MOVING NAILS AND DEBRIS	Tenants vacating government quarters are responsible for checking the street area in front of the dwelling for nails and debris left by moving companies.	
	Item	Action	Done
UPH	Air Conditioning (A/C's)	AC's need to be wiped down (free of dust, mildew and mold).	
	Walls Dryer Vent / Dryer & Washer	Clean outside dryer vent. Dryers and Washers: Wipe down entire unit and clean along the edges and around the lids of both. Clean filter in dryer.	
	Furnishings	Wipe down all surfaces. Clean inside all drawers and cabinets. Wipe out all drawers. There should be no dust or stains on furniture. To facilitate the cleaning process we have acquired a steam cleaner, each member in government furnishing will be required to steam clean the sofa and bed mattress.	
	Hospitality Kit items	All items issued as part of the hospitality kit will be cleaned and neatly stored for inventory. This includes, but is not limited to, the coffee maker, toaster, pots & pans, and utensils.	
	Linens and towels	All government bed linens and bath towels will be washed and neatly folded. They will be situated on top of bed. Items will be inventoried.	
	Microwave	Clean all surfaces. Remove all caked-on food particles.	
	Cable Box, TV, Modem, & Power Supply	Wipe down all items.	

NOTE: THE USCG AIR STATION BORINQUEN HOUSING OFFICE IS NOT DIRECTLY OR INDIRECTLY ASSOCIATED WITH ANY CLEANING OR GROUNDS CONTRACTOR. OUR ROLE IS TO FACILITATE AVAILABLE SERVICES AND HELP THE MEMBER CHECK-OUT IN A TIMELY AND EFFICIENT MANNER. YOU MAY CHOOSE ANY CONTRACTOR YOU DESIRE AND ARE NOT OBLIGATED TO SELECT FROM THE BELOW LIST.

CONTRACT CLEANERS:	MARIA CRESPO:	(787) 597-2353 OR (787) 891-9423
	MARITZA CABAN:	(787) 240-2378 OR (787) 890-1173
	EMILY SOTO:	(787) 891-6931 OR (787) 472-2594
	DEBBIE ECHEVARRIA:	(787) 475-2098 OR (787) 872-1165

GROUND CONTRACTORS:	DENNIS ORTIZ:	(787) 452-7489
	JORGE MUÑIZ:	(787) 314-6166

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PEST CONTROL RECOMMENDATIONS

The following recommendations are made to help you control pests:

1. Keep lawns regularly mown and all spaces in orderly/clean condition.
2. 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.
3. Frequent cleaning of shelving in food storage areas will discourage roaches and vermin inside the house.
4. 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.

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FENCE SPECIFICATIONS

CHAIN LINK FENCE

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

WOOD PICKET FENCE

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

PRIVACY FENCES

1. If a resident feels the need to make their patio a more private space there are multiple options available. However before constructing or planting, the resident must send a request to the housing office for approval.
 - a. The Coast Guard will plant vegetation at no cost to the resident.
 - b. A fence may be constructed that is no more than 20' wide and 6' tall

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SELF-HELP ITEMS

240v receptacle cover plates	Range & Dryer cords
3/4in spring-loaded plastic towel bar	Range electric elements for all brands
Aerators	Replacement towel bar end
Blank cover plates	Roller covers
Blower	Shovel
Cable TV/Phone cover plates	Single receptacle cover plate
Clear appliance bulb	Single switch cover plate
Compact fluorescent bulb (various watts)	Smoke detectors
Disposable paint brushes	Stainless Steel sink baskets
Double receptacle cover plate	Standard shower head
Double switch cover plate	Stove Burner
Drip pans for all brands	Toilet Plungers
Dryer aluminum duct	Tree Pruner
Electric Hedge Trimmer	Triple switch cover plate
Elongated plastic toilet seat	Weatherproof GFCI cover plate
Flappers	Wooden Paint paddle
Force cup plungers	
Gas trimmer (weed eater)	
GFCI cover plates	
Grass Seed	
Hand digger	
Lawnmower	
Metal toilet levers	
Paint poles	
Paint rollers	
Paint trays	
Pick	
Plastic toilet tissue roller	
Plunger	
Power Washers	
Rake	

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Department of Homeland Security
U.S. Coast Guard
PSD-fs Form-003 (Rev: 02/11)

PET AGREEMENT

Section I – General Information *(Please Print)*

Name *(Last, First, MI)*:

Housing Site:

Section II – Pet Information *(Please Print)*

	Type of Pet/Color <i>(i.e. Dog, Black Lab/Cat, brown/white mix)</i>	Pet Name	License/Exp Date	Sex	Age
1					
2					

Caged Pets or Aquariums:

Section III – Terms and Conditions

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

1. I am allowed a maximum of two dogs, **or** two cats, **or one of each**, which I have identified in Section II above.
2. I am allowed a **reasonable number** of other pets, such as caged birds, fish, hamsters and the like. Barnyard and exotic species such as rabbits, chickens, snakes, lizards, etc. are not allowed.
3. I must keep my dog(s) restrained on a leash (no longer than 8 feet) when I either walk my pet(s) or when outside of my dwelling. I will not leave my dog(s) outside of my fenced yard unattended.
4. I understand that my pets must never be kept in the garage or on my balcony.
5. I must adhere to all local animal control ordinances, including licensing requirements and vaccinations. It is my responsibility to update my Housing records verifying they reflect accurate/current pet information.
6. I will maintain the area where my pet(s) are kept in a sanitary condition at all times.
7. I will ensure my pet(s) shall not be a public hazard or nuisance and will be under control at all times. I understand if my animal bites or menaces a person or another animal, I will be ordered to permanently remove my pet from the housing area within five days and I may lose my pet privilege.
8. I understand the breeding/raising of animals of any species is prohibited. I am aware accidental litters, which would exceed the total number of two (2) pets, must be removed by the age of 10 weeks.
9. I understand my pets are not to be left in my quarters or fenced yard unattended while I am away for more than 24 hours. I understand that even though I may have someone care for my pet(s) in my absence, I am still fully responsible for my pet(s) and their actions. I understand I am required to notify the Housing Office with the name and phone number of the pet guardian prior to my departure.
10. I understand it is my responsibility to exterminate fleas in my yard and in my unit. At the time I vacate my assigned quarters, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I understand I will be held financially responsible for a professional extermination. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.
11. I understand a random yearly pet/house cleanliness inspection will be performed at my quarters by the Housing Office staff. I also understand "just cause" inspections may be conducted at any time.

Section IV – Certification

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

Member's Signature *(print name and sign)*:

Date:

Housing Office Representative's Signature *(print name, sign and enter HU# or BR# below)*:

Date:

HU#: _____

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Department of Homeland Security U.S. Coast Guard ASBQN-017 (Rev. 01-10)	A. <u>GARAGE REQUEST</u>			
Section I MEMBER				
Member's Name <i>(last, first, MI)</i>		Rank/Grade:	Date of Request	Rotation Date
Quarters Assigned	Work ext.	Home Phone	Member's Signature	
Section II HOUSING/ACCEPTANCE INFO				
WAITING LIST DATE: _____ DATE GARAGE OFFERED: _____ GARAGE ASSIGNED: _____ <u>Please initial next to paragraph 1 or 2 (whichever applies).</u> () I accept the garage and take <u> 1 </u> key/s effective _____. <div style="text-align: right;">(date)</div> () I decline garage offered to me effective _____. I understand that if I decline the garage offered to me I can submit another request at a later time. Waiting list date will be based on the new request.				
1. Member's Signature		2. Date		
Housing Representative's Signature		3. Date		
Section III: Decline				
I decline to place my name on the garage waiting list at this time.				
Member's Signature:		Date Offered:		
Housing Representative's Signature:				
IMPORTANT INFORMATION Our detached garages were originally designed for POV storage back in the 1950s and 1960s. They are not temperature or humidity controlled. Please do not store high value items of furniture and/or any other items susceptible to high humidity/temperature damage. Please keep the garage area clean to avoid termite and spider infestations.				

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YOLA LANDINGS

What's a "yola" you ask? A yola is a small, 16-30 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 located 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 787-890-8472.
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 is recommended that you lock your house and remain indoors. Although most migrants have been known to be 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, Security Chief, Security Petty Officer, Security Officer, Security Guard, and numerous Coast Guard members from the air station.

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