



**Hafa Adai!
Welcome to Guam**

PLEASE READ

You have been assigned to Government Bachelor Quarters. To ensure that you receive complete information upon checking in with Unaccompanied Housing, please read the letter briefing in its entirety. Please follow the steps below to ensure a smooth transition process.

- 1) Complete housing application, DD form 1746. A copy of your stamped orders and updated page 2 is required.
- 2) You are required to sign a condition of residency agreement. It is highly recommended that you read it entirely before signing.
- 3) Once completed you will be assigned a room with a scheduled check in inspection date. **YOU MUST BE PRESENT FOR THIS INSPECTION.** If you fail to show for your inspection without notice or contact the UH office to reschedule, upon checking out any damages or discrepancies found in the unit will result as a liability at the members expense.
- 4) Once assigned, after hour services are available for maintenance issued.
 - a) **Normal hour lock-outs:** In the event that you are locked out during normal working hours you may visit the UH main office in SB1 to regain access to your room.
 - b) **After hour lock-outs:** In the event that you are locked out after normal working hours, please contact the trouble desk at 649-9572.
 - c) **Maintenance issues:** The maintenance service desk is available 24 hours, 7 days a week. You may contact the trouble call desk at 649-9572 to report or request repairs or maintenance needed for your quarters.
- 5) If assignment to Unaccompanied Housing is temporary with the intent of living off base in the private sector it is recommended that you delay your delivery of household goods to coincide with your move of any personal property afterwards. Arriving members are authorized 90 days of storage for their inbound household shipment. An additional extension may be granted on a case by case basis by the Personal Property Office.

Included for your reference is a copy of the Naval Base Guam Unaccompanied Housing Instruction. Please educate yourself with this instruction as it contains important information regarding your stay as well as requirements within unaccompanied housing.

If you have any questions or concerns in regards to your residency, please feel free to let us know.







Sincerely,
Unaccompanied Housing Management

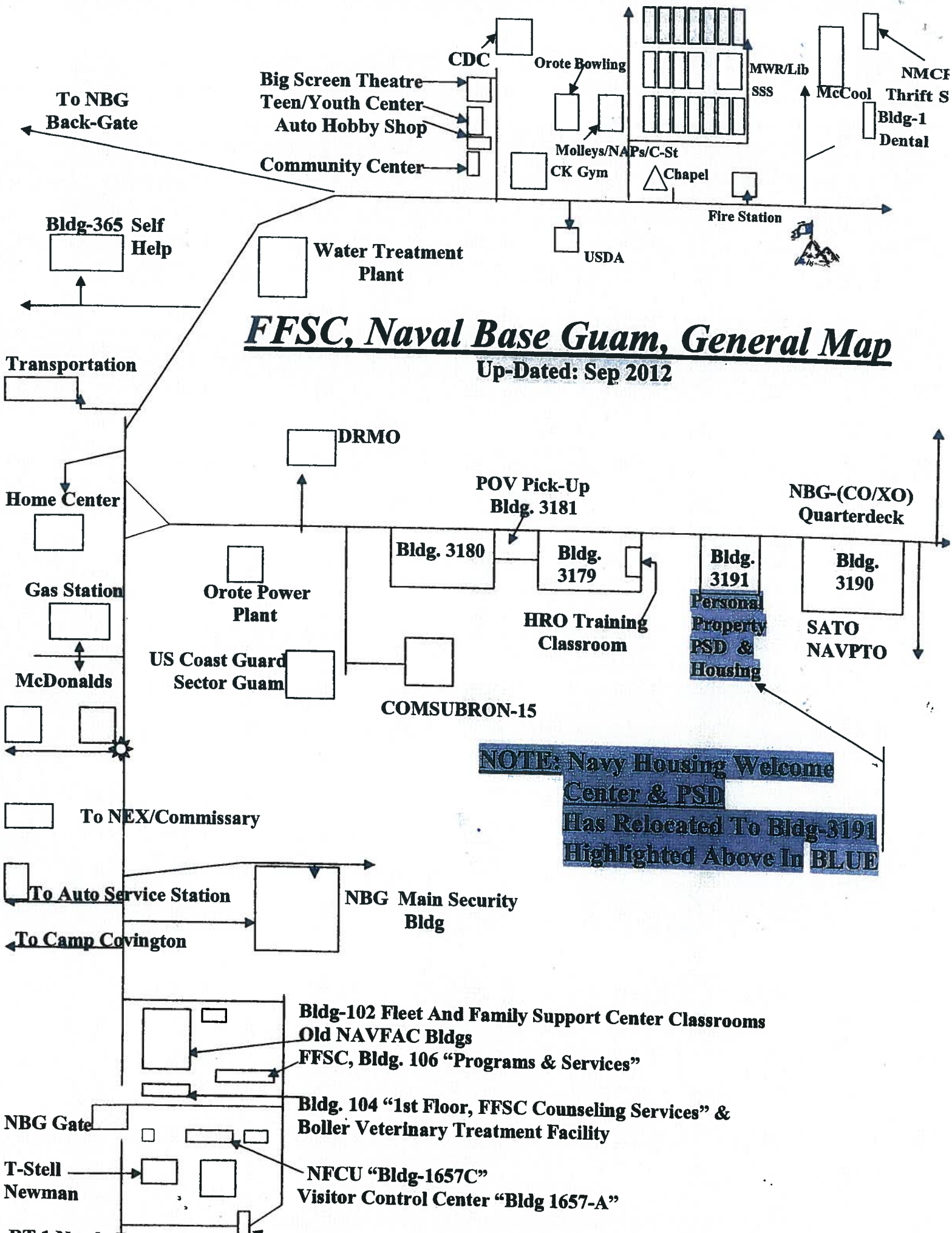
USEFUL INFORMATION

There are many places to find information to help make a smooth relocation to Guam. These are some of the frequently used offices. This list should give you a general idea of what to do, however, sponsoring command may have additional, more specific information.

OFFICE	PHONE	LOCATION
Base Information		
*Security	339-3414	
*Fire Department (EMERGENCY)	333-help (4357)	
*Base Operator	355-1110	
Housing		
Family Housing	333-2081/2	BLDG 3191, NBG
Unaccompanied Housing	333-2284/5	Barracks 18
Troubledesk	649-9572	
Personal Property/Household Goods		
Counseling and scheduling of shipments	333-2045/6 339-6087	BLDG 3191, NBG
POV Shipment/Processing Office		
	339-2205 564-2109	BLDG 3179, NBG
Personnel Support Detachment (PSD)		
Pay entitlements	339-2311/339-3175	BLDG 3181, NBG
ID Cards	339-8301	
Navy Legal Service Office		
Wills	333-2061/2	Barracks 1A 1st deck, NBG
Power of Attorney		
Damage Claims on Household Goods		
U.S. Post Office		
Navy Personnel	339-3228	Barracks 4, NBG
Civilian Personnel	564-2473	Barracks 4, NBG
Health Care		
Medical Records	344-9264	Naval Hospital
Tricare Enrollment	344-9797	Naval Hospital
Naval Hospital Appointments	344-9202	Naval Hospital
Naval Hospital Pharmacy	344-9265	Naval Hospital
NBG Branch Clinic	339-7118	Barracks 6, NBG
NBG Branch Pharmacy	339-3017	Barracks 6, NBG
USNH Information and Quarterdeck	344-9340	Naval Hospital
Cable/Internet/Cell Phone		
GTA	644-4482	624 N. Marine, Tamuning
Docomo	635-4mcv (4628)	Macheche Plaza, Dededo
Docomo Pacific	688-care (2273)	Agana Shopping Center
Iconnect	888-8888	Century Plaza, Tamuning
IT&E	922-4ITE	543A Top Plaza, Tamuning
		Micronesia Mall
		Agana Shopping Center



Colors Flashing on Vingcard Door Lock		Indicating
Green		Normal
Yellow		Dead bolt engaged from inside
Red		Key card not working properly
Green, Yellow, Yellow		Batteries are weak but still opens door. Report to front desk for battery replacement.
Green, Red, Red, Red		Dead batteries
No Light		Dead batteries





DEPARTMENT OF THE NAVY
U.S. NAVAL BASE, GUAM
PSC 388 BOX 162
FPO AP 96340-1000

NAVBASEGUINST 11103.1, CH-1
N00
20 Jun 08

NAVBASEGU INSTRUCTION 11103.1 CHANGE TRANSMITTAL 1

Subj: BACHELOR HOUSING

1. Purpose. To issue policy for the assignment of permanent party personnel to Navy Bachelor Housing (BH).
2. Action.
 - a. Change subparagraph 4.a. of Enclosure (1) to read as follows:
 - a. By residents and guests/visitors, 21 years of age or older, in the following areas:
3. Cancellation. Upon completion of required action.


S. M. GALBREATH

Distribution:
NAVBASEGUINST 5216.2
Lists I & II



DEPARTMENT OF THE NAVY

U.S. NAVAL BASE, GUAM
PSC 455 BOX 152
FPO AP 96540-1000

NAVBASEGUINST 11103.1
N93
10 Mar 08

NAVBASEGU INSTRUCTION 11103.1

Subj: BACHELOR HOUSING

Ref: (a) CNIC ltr Ser CNI/15962 of 24 Jan 06
(b) DODINST 4165.63-M
(c) DOD Financial Management Regulation, Volume 7a
(d) NAVSUP Pub 485

Encl: (1) Bachelor Housing Regulations

1. **Purpose:** To issue policy for the assignment of permanent party personnel to Navy Bachelor Housing (BH).
2. **Cancellation:** NAVACTSGUINST 11103.1
3. **Scope:** This policy applies to all Navy bachelor housing on Guam. For the purpose of this instruction, BH includes all property listed on the internet Navy Facility Assets Data Store (iNFADS) under the following category codes numbers (CCN): 721-11 through 721-13, 721-24 through 721-26, 721-30, 721-31, 724-11, 724-12, 724-22 and 724-23.
4. **Responsibility:**
 - a. Naval Base Guam (NBG) BH is controlled by the Commanding Officer, U.S. Naval Base, Guam. Assignment of personnel to these facilities, or the shifting of personnel within quarters, is done at the sole discretion of the Naval Base Guam Commanding Officer in accordance with reference (a).
 - b. BH management personnel will adhere to the procedures set forth in this instruction. Deviations from this instruction can only be authorized by the Commanding Officer, NBG.
 - c. The Housing Director, assisted by the BH Manager and the contractor, shall administer the direct functions of the Quarters as outlined in this instruction.

d. Commanding Officers and Officers-in-Charge of tenant activities are expected to assist in enforcing these regulations and to take appropriate action, including disciplinary action, when individuals fail to comply.

e. Requests for exceptions to this instruction shall be made in writing to Commanding Officer, U.S. Naval Base Guam for review and recommendation by the BH Advisory Review Board.

5. **BH Assignment Eligibility.** BH assignment is authorized for permanent party military personnel assigned to the installation or to a unit supported by the installation when any of the following conditions apply:

(a) Member has no dependents.

(b) Member has dependents but is executing dependent restricted orders.

(c) Member has dependents and is executing unrestricted orders but is unaccompanied by the dependents.

6. **BH Assignment Priority Categories:** Assignment to quarters will be made according to the following priority categories.

a. **Category I, Military Necessity.** Military necessity may be declared when, in the judgment of the Installation Commander, housing of an individual or unit is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Every effort will be made to provide adequate accommodations as outlined in reference (b) to members accommodated as a result of Military Necessity. Military necessity will not be declared for the sole purpose of avoiding the payment of Basic Allowance for Housing (BAH) or OHA.

b. **Category II, Junior Enlisted Shore-based.** Shore-based personnel in grades E1 through E3.

c. **Category III, Resident Advisors.** Resident Advisors who are also Overseas Geographical Bachelors (OGBs) cannot be housed at greater than the square footage criteria in reference (b) for single permanent party members of the same pay grade/rank without loss of their entitlement to BAH.

d. Category IV, E1-E3 Homeport Ashore (Sailors not legally eligible or entitled to OHA). Homeport Ashore supports Sailors assigned to all self-propelled vessels except two-crew submarines. E4 with less than four years of service will be included in this priority.

e. Category V, Shipboard and Sailors in Homeport and Shore Duty Sailors with Exceptional Family Members (EFM). Sailors that are registered in categories III, IV, V, VI of the EFM program who have executed Permanent Change of Station orders that authorized movement of dependents, but are not accompanied by those dependents.

f. Category VI, E4 and above shipboard and rotational in Homeport, and E4 and above Shore Duty.

g. Category VII, Overseas Geographical Bachelors (OGB). In accordance with reference (a), the Installation Commander may provide up to five percent of the BH inventory for use by OGBs.

(1) Priorities for OGBs.

(a) Shore Duty OGBs.

(b) Shipboard OGBs in homeport.

(2) Assignment considerations for OGBs.

(a) OGBs may be housed at less than square footage criteria in reference (b) for their paygrade/rank. However, in no case will OGBs be assigned to less than 72 square feet unless the local Preventative Medicine Unit provides clearance. In accordance with reference (c), OGBs housed at greater than square footage criteria in reference (b) for single permanent party members of the same paygrade/rank will lose their entitlement to BAH regardless of any fees paid.

(b) A waiting list will be established for E1 to E3 personnel, E4 to E6 personnel, and E7 and above personnel for each OGB priority.

h. Category VIII, Permanent Party Personnel assigned to units not supported by the Installation.

6. Special Assignment Considerations.

a. Activated or Mobilized Reservists. Reservists recalled to active duty on PCS orders (and not authorized per diem in addition to BAH) are housed on the same basis as their active duty counterparts.

b. Frocked Service members

(1) All shipboard Sailors frocked to the paygrade of E5 may request and be authorized OHA to live in town regardless of the utilization percentage of BH.

c. Pregnant Servicewomen. Pregnant servicewomen who have no other dependents who reside in BH are authorized to remain in the BH for their full term of pregnancy.

(1) Up to her twentieth week of pregnancy, an E1-E3 shore duty servicewoman may request and the Installation Commander may authorize off-base housing and payment of OHA at the "without dependent" rate. From the twentieth week forward to full term delivery, the servicewoman may request and the Installation Commander will authorize off base housing and payment of OHA at the "without dependent" rate.

d. Civilian Personnel. Except as noted below, permanent party civilian personnel must rely on the private sector for housing. USO executive staff may be housed in BH on space available basis.

7. Service members may apply for BH at the Housing Welcome Center, Bldg. 1657A, Monday through Friday, 0730-1630. The following documents are required:

- a. Copy of orders.
- b. Copy of page 2.
- c. Application for Housing (DD 1746).

The housing application control date will be the date the application, with all supporting documents, are received by the Housing Welcome Center.

8. Sponsors of newly arriving personnel are encouraged to set up berthing arrangements prior to the arrival of the new personnel, especially if they are arriving after normal working hours. This, however, does not relieve the newly arriving person of the responsibility of checking in at the Front Desk as soon as

possible. Sponsors may make reservations for individuals up to 45 days in advance, and in some cases, may obtain the key to the new arrival's room so he/she may proceed straight to the room from the airport.

9. Waiting lists will be established for Categories I through VIII above. Waiting lists will also be established for Sailors that fall into the following category:

a. Shore based E3 and below desiring to reside in town and draw OHA at the "without dependents" rate. Service members on this waiting list will be authorized OHA when the member's name reaches the number one position on the waiting list and BH utilization is at 95%. The service member will be contacted and informed that they may request authority from their command to reside off base. The member is required to provide an approved request to the Bachelor Housing Manager with a copy to the Navy Housing Referral Office. All members must use Navy Housing Referral Services to locate suitable housing in the community. All members must use a government approved lease when renting a home in the community in order to draw OHA. A DD Form 2367, Individual Overseas Housing Allowance (OHA) Report must be submitted with a copy of the lease to the housing referral office for endorsement. Housing referral will transmit all required documents to the member's personnel support detachment to initiate OHA.

10. Advisory Review Board.

a. An Advisory Review Board (ARB) will be established consisting of:

(1) Installation Commander or designated representative (Installation Program Director for Housing).

(2) Installation Command Master Chief (CMC).

(3) Tenant CMCs representing all ship tenant commands (i.e. CSS-15), all shore tenant commands (i.e. Naval Hospital) supported by the installation.

(4) Command Personal Financial Counselor.

b. The board will be responsible for the following:

(1) Oversight of BH waiting list policy.

- (2) Approve/disapprove requests for priority housing.
 - (3) Oversight of the Resident Advisor (RA) program;
 - (a) Recommendation for approval/disapproval of all applications.
 - (b) Maintenance of the RA housing waiting list.
 - (c) Training of RAs.
 - (d) Assignment of RAs.
 - (e) Conduct RA evaluations at least on a quarterly basis.
 - (f) Terminations of RAs for non-compliance with required performance standards.
 - (4) Review and approve or disapprove overseas geographical bachelors (OGB) requests for increases in priority on the OGB waiting list.
 - (5) Review BH utilization and recommend changes as appropriate.
 - (6) Ensure that OHA is not granted solely to provide space to accommodate OGBs.
11. All members must check-in at the Housing Welcome Center, Bldg. 1657A. A check-in inspection appointment will be set with the member and building manager. All members are required to complete a "Conditions of quarters and furnishings" report and a "Conditions of Residency Agreement" upon check-in.
12. All members are required to file an "Intent to Vacate Quarters" form a minimum of 30 days in advance at the Housing Welcome Center. A pre-termination and final inspection appointment will be set with the member and building manager.
13. All quarters must be returned in original condition less normal wear and tear.
14. Assignments to bachelor housing will be made only by BH front desk personnel.

15. All geographical bachelors will be assigned to barracks 230 (E-7 and above), 197, 133 (E-6 and below) and 132 at NBG Telecommunications Site on a space-available basis. All geographical bachelors must submit an application for housing (DD Form 1746) along with command endorsement for review and approval/disapproval by the Command ARB.

16. The following furnishings will be provided when available basis to all bachelors residing in off-base community housing:

- a. Single bed with frame.
- b. Chest of drawers.
- c. Nightstand
- d. Lamp
- e. Dining table with 2 chairs.
- f. Sofa
- g. End table.
- h. Coffee table.

Furnishings will be provided only when declared excess. A furnishings wait list will be established in cases of non-availability.


S. M. GALBREATH

Distribution:
NAVBASEGUINST 5216.2
List I & II

BACHELOR HOUSING REGULATIONS

1. These regulations are established for the health, welfare, and safety of all residents. All BH residents must comply with the regulations herein. Failure to do so constitutes a violation of Article 92 of the UCMJ and may subject the violator to disciplinary action and potential removal from the BH. Civilian personnel may also have administrative and/or legal action taken appropriate to the circumstances, which may also include removal from BH.

2. Visitors and Guests Policy. BH residents are allowed to have visitors or guests in their room. The sponsor, however, assumes full responsibility for the visitor's or guest's actions and their adherence to the regulations of BH, including responsibility for any damage to BH property committed by the visitor or guest.

a. A visitor is defined as any person present in any BH room that is not a resident of NBG BH.

b. A guest is defined as a resident of NBG BH present in any BH room in which they do not permanently reside.

c. Minors, defined as individuals under the age of 18, are not allowed in any building or walkway at anytime unless accompanied by a parent or legal guardian.

d. No BH resident shall invite, harbor, receive, or permit the presence of any visitor or guest in any BH room, lounge, bathroom, or other portion of the BH, nor shall any resident be such a guest, except during the hours of 0700 through 2400 daily. Guests are not permitted to remain in BH rooms unaccompanied by their sponsor. Exceptions and procedures to be followed are:

(1) In the event a resident has relatives that would like to remain a guest, the resident may submit a request chit through his/her chain of command for ultimate approval by the NBG Housing Director.

(2) Violations of this policy may result in disciplinary action against the sponsor in addition to the loss of the right to have visitors or guests in their room.

3. Firearms, Ammunition, Explosives, and Other Types of Weapons. Firearms, ammunition, explosives, and other types of weapons (e.g. hunting knives, machetes, hunting bows, etc.) shall be checked into the NBG Armory for safekeeping. These items are prohibited in the BH complex, and if found will be confiscated and the owner or person in possession will be subject to disciplinary action.

4. Alcoholic Beverages. The possession and/or consumption of any alcoholic beverage is prohibited on BH grounds, lawns, parking lots, and associated structures or other areas except as follows:

a. By residents and guests/visitors, 18 years of age or older, in the following areas:

(1) Inside rooms

(2) In the lounges

(3) In specifically designated barbecue or picnic areas.

5. Electrical Appliances. A reasonable number of electrical appliances will be permitted in each room. These may include lamps, fans, radios, TV sets, VCR/DVD, refrigerators, etc.

6. Cooking in BH Rooms (Without Ranges). Limited cooking in BH rooms is permitted. Cooking must be limited to items that may be prepared utilizing appliances which do not have exposed heating elements. Examples of acceptable appliances are microwave ovens, hot air popcorn poppers, hot air ovens, electric skillets, rice cookers, and crock pots, all without an exposed heating element.

a. Cooking utensils such as hot plates with an exposed element and camp stoves are not authorized.

b. Residents are urged to make use of clubs and vending machines for meals and snacks.

c. Materials, equipment, and food used for cooking must be properly stowed and cleaned to prevent an attraction to insects, rodents, and other pests.

d. Proper sanitation and safety precautions must always be maintained, and will be checked by Building Managers on routine inspections. Utensils found to be unsafe, unsanitary, or to

have exposed heating elements, will be confiscated and placed in storage, and the resident may be subject to disciplinary action. Confiscated items may be returned to the resident upon check-out.

7. Pets. No pets are authorized in BH rooms.

8. Alterations to BH Rooms. No additions or alterations to the building, rooms, or government-owned equipment and furniture are authorized. Residents are not authorized to move furniture from one room to another or from a lounge to their room. Questions concerning removal of furniture or the acquiring of additional furniture should be directed to the responsible Building Manager. If excess furniture is available, it may be used by residents. Proper maintenance of room furniture and other government equipment is the responsibility of the resident. All damage to furniture, equipment, and/or room beyond that associated with normal usage (normal usage being determined by the BH staff) are the residents' responsibility. Residents are liable for damages.

9. Traffic and Parking Regulations. Parking spaces provided in the lots adjacent to the BH and in front of the North and South Tipalao housing area is on a first come, first served basis, except for reserved spaces, or those marked with yellow or red curbs/stripping. Motor vehicles which are illegally parked, or which appear to be abandoned, are subject to ticketing and towing at the owner's expense. Maintenance of any type of vehicles will be done at the Auto Hobby Shop, not in the parking areas.

10. Security of Personal Items. All residents must take action to safeguard their valuables, including the following:

a. Report unauthorized personnel in the BH complex to Security immediately.

b. Report any theft or vandalism immediately to the BH Office, and the Security Department.

c. Lock all lockers, doors, windows, and bathrooms when leaving rooms.

11. Privately-Owned Locks. Privately-owned locks will be opened or cut by the BH staff only under the following circumstances:

a. When an individual is declared a straggler, deserter, or becomes mentally or physically incapacitated. The personal effects shall be collected, inventoried, and sealed and delivered to the member's Command Supply Office for safekeeping and disposition per reference (d).

b. At the owner's request, if the owner presents proper identification, and is physically present and able to identify the contents prior to cutting.

c. When a locker is improperly occupied and the cutting of the lock is authorized by the BH Manager or higher authority, all personal effects are to be handled in accordance with paragraph 12a above.

12. Vending Machines. Vending machines are installed throughout the BH complex. These machines are owned and operated by the Navy Exchange.

13. Furniture and Decor

a. Permanent residents may rearrange room furnishings, with the following restrictions:

- (1) Fire exits will not be blocked.
- (2) Equal floor space will be provided to all occupants.
- (3) All occupants must agree with the change.
- (4) The removal or disassembly of government furniture is not authorized without the knowledge and consent of the BH Manager.
- (5) If the rearrangement of furniture is found to be unsafe or unsightly, the BH staff may direct that it be returned to its original position.

b. Residents may paint their rooms after consultation with the Building Manager. A request must be submitted to the BH Manager stating the specifics, and approval must be obtained from the BH Manager prior to commencement. All residents, and the staff, must agree on the colors chosen. In general, neutral colors that can be easily covered by a single coat will be

selected to minimize the effort and expense necessary to restore the room to its original condition.

c. Occupants are authorized to add personal touches to their rooms to improve habitability and quality of life.

14. Canvassing, Soliciting, or Selling. Door-to-door canvassing, soliciting, or selling is prohibited (including by BH residents). Occupants who are contacted by salespeople or solicitors, other than by appointment, are requested to notify the BH office.

15. Trouble Calls. Material or maintenance problems should be brought to the attention of the trouble desk at 333-4663/339-4663 as soon as they are identified so that they may be documented and corrected.

16. Energy Conservation. Every resident should cooperate in energy conservation. The following actions should be taken at a minimum:

a. Turn off all electrical items when not in use.

b. Keep doors and windows closed to air conditioned spaces.

c. Report all water leaks immediately to the trouble desk at 333-4663/339-4663.

17. Smoking. There will be no smoking in any BH buildings.

a. Incense will not be burned in any BH spaces.

18. Fire Safety

a. Smoking is strictly prohibited.

b. Flammable materials are prohibited in BH spaces. Small quantities of (one pint or less) in their original purchase container, lighter fluid, shoe polish, model paint, etc. may be maintained for personal use.

c. Open flames, such as those produced by candles, camp stoves, and incenses are prohibited in BH spaces.

d. All residents must be alert to fire hazards. Report potential fire hazards to the BH staff/Resident Advisor.

19. Flags. The use of National Flags as room décor is prohibited.

20. Inspection Program. NBG inspection program is designed to ensure that daily living standards are being maintained, and that deficiencies are identified and corrected as expeditiously as possible.

21. Living Standards. Daily living standards are enforced to ensure that residents are afforded a healthy environment in which to reside. Daily living standards are designed to maintain required levels of sanitation, military smartness, a good Quality of Life, and material condition of spaces. The following living standards will be maintained:

a. All trash cans will be emptied when they become full. Trash will not be allowed to accumulate beyond the capacity of the receptacle provided in the room. Trash is to be placed in the dumpsters provided in parking lots outside the BH complex.

b. All locker tops, furniture, windowsills, ledges, and frames will be dusted regularly, and remain free of unnecessary gear drift.

c. Window panes will be kept clean on the inside.

d. Decks shall remain swept and swabbed as necessary.

e. Beds will be properly made when not in use.

f. Bulkheads and doors will be kept clean and free of marks. Material displayed in plain view will be tasteful within reasonable norms. Lewd, lascivious, and/or provocative material is not permitted to be displayed in plain view. Questions should be referred to the individual's Command Master Chief. The Commanding Officer, NBG is the final resolution authority if a question cannot be settled at a lower level.

g. Refrigerators will be clean.

h. Heads will be kept clean and sanitary. Scale will be kept removed from commodes and tile grout and shower curtains will be kept free of mold and mildew.

i. All air supply and return vents will be clean and free of dust and lint.

j. Lockers are to be locked when not in use.

k. No weapons (e.g., firearms (loaded or empty), knives, machetes, etc.) are allowed in BH rooms. Such articles must be kept in the NBG armory.

22. Inspections. Inspections are conducted on a regular basis by a number of different parties. The following inspections are conducted:

a. Commands will conduct random and unannounced inspections of rooms under their cognizance on a weekly basis. These inspections are designed to monitor the conformance to daily living standards and to identify and document material discrepancies.

b. The Executive Officer, U.S. Naval Base, Guam will conduct a random inspection of spaces on an unscheduled basis.

c. Military Working Dogs and their handlers, escorted by the BH staff, will conduct random and unannounced sweeps through BH spaces.

23. Discrepancies. The primary emphasis during inspections conducted is to identify non-conformance with daily living standards, and to identify material discrepancies. The individual's command is responsible to determine appropriate disciplinary action when the room does not meet the minimum daily living standards and to follow-up with re-inspection as appropriate. Material discrepancies are to be reported to the BH staff via email to N701@guam.navy.mil or via telephone to (trouble desk). (671) 333-2284/5

24. Abandoned Personal Effects. In any case where a resident has abandoned any personal effects, reference (d) will apply.