

UH CHECK-IN/AGREEMENT PACKAGE

UH – Check In
Commander, Fleet Activities Yokosuka
 COMM: 011-046-816-5569 DSN: 243-5569

LAST NAME		FIRST NAME		RATE
DOD ID		GENDER	BUILDING	ROOM / BED
AGE	DATE OF BIRTH	REPORT DATE		DATE OF RANK
PROJECTED ROTATION DATE		GOVERNMENT E-MAIL/ PERSONAL EMAIL		DUTY STATION PHONE #
COMMAND/ DEPARTMENT				

Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.

House Rules: Please initial on each line below:

☐ I have been advised of my responsibility to read and comply with the UH Regulations for which I will be held accountable for under the Uniformed Code of Military Justice (UCMJ).

☐ I understand that I am liable for any charges incurred during my stay and/or any loss/ damage caused by myself or my guests. I hereby authorize pay check deduction for financial liabilities incurred.

☐ I will notify the Front Desk if my Projected Rotation Date (PRD) has changed.

Financial Liability for Damages: I read, understand, and will obey the rules and regulations provided on this document and in the Bachelor Housing Handbook. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. Violation of any of these rules and regulations are subject to disciplinary action under the Uniform Code of Military Justice, Article 92, "Failure to Obey Order or Regulation" and may result in loss/damage fees, eviction, and administrative or disciplinary action.

I certify that I am not receiving Basic Allowance for Housing (BAH).

Signature: _____

Request BY: _____

Command HPA Coordinator

ATTACHMENT R

COMMANDER, FLEET ACTIVITIES
YOKOSUKA NAVAL BASE
JAPAN

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNACCOMPANIED HOUSING OFFICER, FLEET ACTIVITIES YOKOSUKA
AND
CFAY UNACCOMPANIED HOUSING/HOMEPORT ASHORE RESIDENTS

Subj: UH RULES AND REGULATIONS

Ref: (a) COMFLEACTINST 11103.2B
(b) CFAY MOA UH HOMEPORT ASHORE

1. Visitation Policy. Per reference (a):

a. Cohabitation is strictly prohibited (i.e. males may not occupy female's rooms or vice versa.)

b. Minors (persons under age 18) and high school students are not allowed in any UH buildings.

c. Guests will be escorted at all times; they may not remain in a resident's room if the resident is not present.

d. As per CNRJ Fire Department Instruction, the maximum number of occupants in UH rooms at any time is six.

e. The sponsor is responsible for the conduct of guests including liability for any loss or damage to UH property that the guest causes.

f. Guests are not allowed to utilize the UH laundry facilities.

g. All authorized guests need to be registered by the sponsor at the front desk. All guest need to sign out by 2200 Sunday through Thursday and 2330 Friday through Saturday and holidays.

2. Smoking Policy. All UH rooms are designated Non-Smoking as per reference (a). Smoking is only authorized at designated smoking Gazebos areas that are located outside the Unaccompanied Housing buildings. Smoking in stairwells and Emergency Exit areas is not allowed.

3. Alcohol Policy. The possession and consumption of alcohol, in moderation, is permitted in all UH buildings, in rooms only, for residents and guests 20 years of age or older. Those in possession of alcoholic beverages in UH shall ensure that minors do not consume alcoholic beverages. Consumption of alcohol in UH front desk area, lounges, or outside of rooms is

prohibited. Drunkenness and/or abuse of alcohol will not be tolerated. Violation of this policy will lead to an immediate eviction.

4. Loud Music/Noise. Residents will refrain from creating disturbances or loud and unnecessary noise. Any noise that can be heard outside of the room is considered excessive. Repeated and/or egregious violations may result in administrative and/or disciplinary actions.

5. UH Property. Residents will refrain from making any permanent change to the physical structure of the room or furnishing. Due to storage constraints, only government-furnished furniture is authorized in rooms. However, a limited amount of personal furniture may be placed in a room if authorized by the UH Officer. Any damages to the UH furniture, walls, carpets, etc. Other than the normal wear and tear will be repaired or replaced at the resident's expense.

6. Unassigned Bed and Lockers. Occupying a bed or locker other than the one assigned at the time of check-in is not permitted.

7. Fire Safety.

a. No open flame producing devices other than matches and cigarette lighters are permitted. The use of candles and incense are strictly prohibited.

b. Cooking on devices not installed in the room (i.e. electric griddles, deep fat fryers etc.), is not permitted in the UH rooms.

c. Residents and their visitors are directed to vacate the building upon hearing the fire alarm.

d. Fire exit doors will not be used for access into the buildings.

e. Discharging of fire bottles for reasons other than extinguishing a fire is an unlawful offense and disciplinary action will result.

8. Room Keys. Residents will not loan, borrow or swap keys with another resident/guest. Under no circumstances will residents duplicate room keys. Lost/stolen keys will be immediately reported to the BM or the Front Desk. Lost or Damaged room keys will be charged to the occupant using a statement of charges. Multiple lost/damaged or stolen keys will result in a counseling chit.

9. Mold and Mildew. Mold and mildew are not hard to prevent. Since they are tiny plants, you must make it hard for them to grow. Should mildew develop, remove it with a 60/40% solution of cleaning vinegar and water. Small amounts of dirt or dried food will help mildew grow. Keeping closets, drawers, walls and clothing clean will prevent many mold and mildew problems. Keep your room dry. To keep your home dry:

a. Wipe down shower walls and shower curtains after taking a shower.

b. Cover pots while cooking.

- c. Use exhaust fans in the kitchen, utility room and bathroom.
 - d. Use fans to ensure movement in all areas.
 - e. Leave closet doors and dresser drawers open sometimes.
 - f. Be sure clothing is dry when stored. Hang it loosely in the closet.
 - g. Use dehumidifiers to remove moisture from the air.
 - h. Use chemicals such as Silica gel to absorb moisture. Place on a closet shelf or hang in a cloth bag to absorb moisture. Keep out of the reach of children.
10. Checkout. Personnel checking out of the barracks must do a pre-inspection one week prior to check out. All personal items will be taken out of the room. All furniture must be returned to its original set up. All occupants of UH will schedule a final check out inspection, no less than 24 before departure.
11. Safety and Security. UH is NOT responsible for missing or stolen items. Any item, if found will be kept for 30 days only. It is still YOUR responsibility to secure high-value items. High Value Items should be tracked by occupant and Resident Advisor.
12. Laundry. Laundry should never be left unattended. UH is not responsible for lost or stolen. Laundry left for 24 hours will be bagged and removed from laundry areas. After 1 week, laundry will be discarded. Report all broken machines to Front Desk or Building Manager for repair or replacement.
13. Visitor Policy HPA. Overnight guest(s) are not authorized.
- a. With the exception of a bona fide “emergency”, HPA residents are not authorized to enter the HPA room of a HPA resident of the opposite gender.
 - b. Cohabitation is strictly prohibited (i.e. males may not occupy female’s rooms or vice versa.)

14. Violating the UH visitor policy will result in immediate eviction

I am the only person authorized to use this room. My guests will be registered. Any other person not listed in the registration records and found to be in my room will subject me to lose all billeting privileges or immediate expulsion without reimbursement. I will also be charged with falsifying legal documents and will subject me to Non-Judicial Punishment under UCMJ.

I, [REDACTED], have read and understand the above listed UH regulations and I have been advised that failure to follow these policies can result in disciplinary action.

RESIDENT'S SIGNATURE/DATE



Unaccompanied Housing, Yokosuka

Front Desk, BLDG. 3333
 COMM: 011-046-816-5569
 DSN: 243-5569

From: UH Front Desk/HPA Coordinator/Resident Advisor
 To: Resident

Please initial each block once you completed the orientation.

NAVY'S POLICIES

	Formal Inspection of Rooms		Sexual Assault Prevention & Response (SAPR)
	Daily Living Standards		Movement of Furnishings
	Key control		The Use of Unassigned Furnishings
	Security of Valuables		Damage to Furnishing & Equipment
	Cooking in Rooms		Emergency Message Service
	Guest Policy		Smoking Policy

UH PROCEDURES

	Cleaning Gear/Equipment for Check-out		Emergency Procedures
	Doors Left Propped Open		Reporting Trouble Calls
	Fire Evacuation Plan		Check Out Procedure

SERVICES, AMENITIES AND ALTERNATE COMMUNITY ROOMS

	Telephone & Internet Services		Lounges
	UH Community Kitchens		BBQ Areas
	Laundry Rooms		HPA-Lock Out


I , have been informed and fully understand the above policies, procedures & services set forth by the UH Rules and Regulations.

 Signature of Resident

 Date

 Sponsor/ HPA/ RA Name

 Date

		CFAY Unaccompanied Housing Furniture Condition Sheet		
Bldg: Room: Rack:		Last name:		First name:
Residents		E-mail:		
LPO/LCPO:				
ITEM	Quantity (Qty.)	Condition of item E = EXCELLENT G = GOOD P = POOR	Check-In Quantity	List ALL damage in room and on furniture (cosmetic or functional)
Mattress	1			
Mattress Frame	1			
Under Bed Drawers	1			
Wall Locker	1			
Desk w/carrel	1			
Desk Chair	1			
Bed In A Bag	1			
Dehumidifier (in room and common room)	1/2			
Container, Trash Medium	2			
Container, Trash Small	1			
Blinds	1			
Window Coverings	1			
Microwave	1			
Refrigerator	1			
Range Vent/Hood/Exhaust Fan	1			
Cooktop	1			
Cabinets	1			
Countertop/ Sink	1			
Shower Curtain	1			
Bathroom Cabinet	1			
Walls/ Floor/ Ceiling	EA			
Front Door	EA			

E = EXCELLENT: New or like new, fully functional.
G = GOOD: Functional, minor or cosmetic damage only.
P = POOR: Not functional. Requires repair.

RESIDENT'S SIGNATURE/DATE