



CG BASEALAINST 11103.1B

FEB 19 2018

COAST GUARD BASE ALAMEDA INSTRUCTION 11103.1B


Subj: BARRACKS ASSIGNMENT, POLICY AND REGULATIONS

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. PURPOSE. To establish specific regulations and procedures for the operation of the Base Alameda Barracks facility controlled by Commanding Officer, Base Alameda located on Coast Guard Island, Alameda.
2. ACTION. Commanding Officers and Officers-in-Charge shall ensure all personnel are aware of the contents of this instruction. All military, active duty, and reserve personnel who are assigned to Barracks shall adhere to the contents of this instruction. All personnel assigned to the Barracks will acknowledge their understanding of the contents of this directive in writing.
3. DIRECTIVES AFFECTED. CG BASEALAINST 11103.1A is cancelled.
4. DISCUSSION. Base Alameda Barracks provides berthing to qualified personnel who are in a transient status.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Clarification on the Assignment policy.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 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 notice 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 the 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 NEDPA Regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this instruction. An electronic version will be located on the Base Alameda SharePoint site: <https://cgportal2.uscg.mil/units/dol/dol-3/BA/SitePages/Home.aspx>.
9. PROCEDURE. All procedures are identified in the Base Alameda Policy, Rules and Regulations.
10. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any changes to existing records management requirements.
11. FORMS/REPORTS. None.
12. REQUEST FOR CHANGES. Individuals may recommend changes by writing via the chain of command to: Area Housing Officer Base Alameda; Coast Guard Island, Building 21; Alameda, California, 94501.



J. P. Hickey
Captain, U.S. Coast Guard
Commanding Officer, Base Alameda

Enclosure: (1) Barracks Policy, Rules and Regulations

Barracks Policy, Rules and Regulations for Coast Guard Island Barracks B-24/26



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Chapter 1 – General Information

A. Welcome

The Area Housing Authority understands an individual's morale and efficiency is directly related to the habitability, material condition, and cleanliness of the berthing spaces provided. In order to provide the best possible quarters for the comfort and security of residents, the Housing staff will adhere to the following management precepts and have all residents read and acknowledge the Barracks Policy, Rules and Regulations:

- Continually manage and control the Barracks.
- Provide continual quality service to all residents.
- Ensure optimum utilization of rooms.
- Apply cleanliness, conduct and accountability standards for the resident's well being.

B. Area Housing Authority (AHA)

The Area Housing Authority is responsible for the development of policy and guidance relative to all Barracks functions, in accordance with higher authority.

C. Area Housing Officer (AHO)

The Area Housing Officer is responsible for the oversight of administration and maintenance of all housing and barracks facilities in the AOR.

D. Local Housing Authority (LHA)

The Local Housing Authority is responsible for the direct supervision of the Local Housing Officers in their area of responsibility.

E. Local Housing Officer (LHO)

- Is responsible for the administration of the Barracks.
- Exercises authority over the Barracks through the Master-At-Arms.
- Serves as point of contact for all Barracks eligible personnel.
- Is the Reviewing/Approving authority for all budgets submitted for the Barracks, which will include all procurement documents.

F. Master at Arms and Staff (MAA)

- The MAA shall be assigned by the local unit and is directly responsible for room assignments, the enforcement of Barracks regulations, linen service, Barracks familiarization tours, the overall condition of the Barracks and the issuance of this instruction.
- Applies cleanliness, conduct and accountability standards for the resident's well being.
- Carries out all orders that pertain to this instruction and standard operating procedures.
- Submits a yearly barracks budget to the LHO for approval
- Carries out Barracks management duties as directed by the supervisors, LHO, LHA, AHO and Command in accordance with this instruction.

G. Officer of the Day (OOD) and Watch Stander

- The OOD shall assume the responsibility and authority of the MAA's duties during non-working hours and ensure good order and discipline is maintained. The watch stander will assist with barracks duties.
- The OOD shall be responsible to ensure the watch standers perform correct check-in or check-out procedures in accordance with this instruction.
- The OOD shall be responsible to ensure cleanliness of all duty rooms and common spaces on their respective duty day.

Chapter 2- Barracks

A. Barracks Reservations

The Coast Guard Island Barracks provides Transient (TR) and Watch Stander (WS) berthing to eligible members. There is no permanent berthing provided. All Temporary Assigned Duty (TAD) and Temporary Duty (TDY) members may contact the MAA no earlier than 60 days of their report date to see if Transient (TR) berthing is available at the Barracks. Reservations are processed on a first-come, first-serve basis. Members must provide orders at least two weeks prior to reservation date to complete their reservation.

Reserve personnel performing Inactive Duty for Training (IDT)/Active Duty Training (ADT) drills, and who live outside a 50 mile radius from their drilling unit, will stay in the Barracks on an equal assignment as active duty TAD/TDY personnel, if rooms are available. Any reserve member living within a 50 mile radius will not be assigned on an equal basis and will be charged a service fee. To secure a reservation, the appropriate Reserve Berthing Coordinator (RBC) may contact the MAA no earlier than 60 days in advance of their drill dates in order to see if berthing is available. The RBC must provide orders at least two weeks prior to reservation date to complete their reservation. If berthing is not available at the Barracks, the MAA will send a "Non-Availability Form" to the requester.

Personnel will be placed in a single person room (if available). If a single room is not available, residents will share a room with other residents. Rank is not a determining factor when it comes to sharing a room. The Barracks Staff provides linen and pillows to all residents but does not provide towels or toiletry items. If rooms are not available, TAD/TDY/Reserve personnel may be authorized commercial lodging from their parent command. Walk-ins are acceptable, however, failing to make a reservation may result in non-availability.

Priority – The below priorities will be utilized for assignment purposes. A member can have their stay terminated early, based on their priority category below, by a higher priority member.

1. Command Authorized military necessity (i.e. permanent party, marital discord less than 15 days, NJP, medical, duty personnel and discipline/investigation.)
2. Active Duty/Reserves on official orders. Note: The individual's home must be over 50 miles away from CGI, otherwise, they will be required to pay the daily service fee. See paragraph X regarding service fees. If the member is single they will have their BAH stopped.
3. Auxillarist on orders (Note: Individual's home must be over 50 miles away from CGI and orders must state lodging is approved. Otherwise, Auxillarists are not authorized to stay in the barracks since a service fee cannot be applied.)
4. Space-Available Transients (Note: Geographic (Geo) Bachelors or other personnel whose PDS is within the area will be required to pay the daily service fee, see paragraph X. Occupancy by any geo bachelor will not be permanent and will be considered a short term solution until the member makes permanent housing arrangements on the local economy).

5. Other requests may need approval from CG-1333 via memo through the AHO.

B. Cutter Members

If a cutter is U/W and needs to fly a member back to the area for any reason (Medical, TDY/TAD, Discipline, etc.) and that member currently lives on board the cutter, the cutter must provide full name, EMPLID, rate, and reason why the member is being flown back to the Barracks Manager as soon as the Command knows a member needs to disembark the cutter.

Any Geo Bachelor who is assigned to a cutter and needs berthing in the Barracks because the cutter is currently U/W will only be granted berthing on a space available, or "Space A", basis. "Space A" means if a Geo Bachelor is residing in the Barracks and the rack space is needed for higher priority personnel (PCS, TAD/TDY, Reserve, etc.), the member will be required to vacate the Barracks for that member.

All berthing requests for Geo Bachelors staying in the Barracks because the cutter is U/W, or in dry dock, must come from the cutter's Chain of Command and include the member's full name, EMPLID, rate, dates requesting berthing, address/location of dependents, and member's current BAH Code. These requests must be submitted to the Barracks at least 2 weeks in advance of the requested check-in date unless an immediate emergency exists that would not allow 2 weeks advanced notice. All Geo Bachelor berthing requests need to be approved by the MAA or Higher Authority depending on the length of stay requested; this includes all Geo Bachelors who are flown off the cutter for medical, disciplinary, or TDY/TAD reasons and all PCS members who arrive to an area while the cutter is U/W. Geo Bachelors are authorized to stay in the Barracks only on a space "A" availability and all Geo Bachelors should be prepared and have enough money/resources to pay for commercial lodging if berthing is not available at the Barracks when a cutter is U/W and not currently in port. In all cases, Geo Bachelors requesting berthing will be charged a daily service fee during their stay.

C. Check-in Procedures

The MAA staff or duty section is responsible for the check-in of incoming personnel. Each assignment will be notated on Form PSD-fs-Form 011 (enclosure 2) and signed by the MAA and member. A copy of the member's orders must be attached with this form. If a member doesn't have orders they will need to meet with MAA before they depart. Linens will be issued to the member, which consists of a fitted sheet, a flat sheet, a blanket, a pillowcase and a comforter.

The member will be escorted to their assigned room to ensure the key works and to complete the check-in inspection utilizing Form CG-6091 (enclosure 3). All deficiencies will be noted on this form. If possible, the inspector will immediately correct any discrepancy. Once the inspection is complete, all paperwork will be placed in the MAA's inbox for database processing. The MAA will make all proper entries in the Housing Management Information System (HMIS) and forward an e-mail to the appropriate SPO to stop BAH, if applicable.

D. Check-out Procedures

All residents **must** officially check-out with either the MAA Staff or a member of the duty section prior to vacating the room. The resident's room will be clean. The following must be completed to pass the check-out inspection, whether or not a roommate remains in the room:

- Vacuum entire room.
- Empty all trash cans.
- Dust the furniture in the entire room.
- Clean and empty lockers and drawers.
- Clean refrigerator and microwave; the inside/outside must be clean and free of spills.
- Remove all linen including pillow case (except for pillow and mattress cover) and dispose of in the proper bin(s).
- Turn in room keycard upon verification by MAA Staff/Duty member that above items were completed.

E. Room Inspections

The Barracks Staff is responsible for room inspections. The Base CO or a designated representative may also conduct inspections. The inspections are random and normally held to ensure cleanliness; however, the MAA can inspect rooms for any reason, at any time. In addition:

- All occupied rooms will be inspected at least once a week. All vacant rooms will be inspected on a daily basis.
- Every effort will be made to consolidate inspections to minimize disruptions to the residents.
- The inspection party will knock firmly at least twice and allow sufficient time for the door to be answered. If there is no answer, the door will be unlocked and the inspection party will loudly announce themselves and enter the room.
- If the resident is indisposed, the inspection party will move onto another room and return shortly thereafter. Note: certain situations may warrant an immediate inspection. In this circumstance the resident will be required to rise/dress and make the room available immediately.
- Any resident's room found in noncompliance of Barracks policy will receive a notice (Form CG-6091) from the MAA. CG-6091 will specify the particular areas that require attention. If there is more than one area, the MAA will notate "Complete Field Day Required." The MAA will also include a date for re-inspection. If the member's room fails again, the MAA will notify the member and the member's immediate supervisor/housing representative, and also include a

date for re-inspection. If the member's room fails a third time, the member's department head will be notified, and the member may face disciplinary actions and/or eviction from Barracks.

- If any inspection finds illegal personal property, classified materials, or misappropriated government property, the Command Cadre, as well as CGIS, will be notified.

F. Inspection Responsibilities

All residents will keep their rooms in a clean, orderly fashion. All items will be neatly stowed in lockers, dressers, etc. All decks will be clutter-free. Food items will be stowed in lockers or in refrigerator units only. Residents are responsible for the cleanliness of their rooms.

G. Room Furnishings

Government-owned room furnishings will not be moved, re-organized, removed, etc. without the permission of the MAA. Residents are responsible for any damages to government-furnishings or property. Any resident found negligently or willfully causing damages to government property will be held financially responsible and will be held accountable for the repair/replacement of the item(s), as well as subject to disciplinary action(s) under the UCMJ. Any unauthorized furnishings will be removed by the MAA. All furnishings are entered in HMIS and must be updated if the MAA makes any changes.

H. Gender Separation

The Barracks is a mixed gender facility; however rooms are separated into the male or female wings of the building. The following rules apply:

- No males will enter the female berthing wings unless approved by the MAA/OOD or Command.
- No females will enter male berthing wings unless approved by the MAA/OOD or Command.

I. Guests

Guests are defined as people invited into the Barracks by a Barracks resident. Guests are permitted into the Barracks provided they do not interfere with good order and discipline or are an inconvenience to other residents. The following rules govern guests:

- There is a limit of up to two guests at any one time.
- Sponsors are solely responsible for the actions of their guests. In addition, if the visitor is a Civilian (non-government employee), the sponsor is responsible for their conduct while onboard the Base. Sponsors will be held accountable for any damage to government property caused by the guest.

- Sponsors are responsible for ensuring Security is notified, the guest(s) is listed on the Base Access roster, and their guest(s) has a thorough knowledge of all the Barracks rules and regulations.
- Any resident expecting guests will meet them at the front door of the facility and notify the MAA or duty crew member upon arrival. Sponsors **MUST** escort all visitors at all times while in the Barracks facility for security reasons.
- All guests shall remain in common spaces only and are not allowed in barracks rooms unless approved by the MAA, OOD or Command.
- Guests are permitted during the following daily hours: 0800-2200.
- Physical contact of an intimate nature is strictly prohibited. The MAA, OOD, or any competent authority, may terminate a resident's guest privileges at any time for failure to adhere to this regulation. Furthermore, any resident found in violation of policy can also be subjected to administrative and/or disciplinary action as deemed appropriate by Commanding Officer, Base Alameda.
- Guests are **NOT** allowed to use the Barracks laundry.

J. Fire Safety

Evacuation routes will be posted in all rooms by the exit and in all common spaces.

- No open flame devices other than matches and cigarette lighters are permitted. Candles and incense are considered unsafe and are strictly prohibited.
- Tampering or modification of any electrical wiring is strictly prohibited. Electrical cords cannot lie across doorways, walkways, or be placed under carpet and/or rugs. Grounded UA approved electrical cords are the only authorized extension cord.
- All electrical items introduced into the Barracks must be in proper working order. Unsafe and/or hazardous items will be removed immediately or confiscated by the MAA or other competent authority.
- Irons, hair dryers, and hair curlers are authorized but will be unplugged after use. Following their use, these appliances should be left to cool in a safe location.
- No electrical outlet will have more than two electrical units plugged in at any one time.
- All residents will be alert to fire hazards. Report potential hazards to the Barracks Staff or competent authority.

K. General Safety

- Combustibles such as, paint, gasoline, Coleman fuel, or other flammable and toxic fluids and gases are not permitted within the Barracks facility except as required by maintenance personnel and approved by the Commanding Officer.
- Food is allowed in the Barracks, provided it is properly stored.

L. Smoking Policy

In accordance with COMDTINST M6200.1, section 3.C.2.b, Tobacco use (smoking and smokeless -- spit, lug, leaf, snuff, dip, E-Cigs) is NOT allowed in Coast Guard owned bachelor living quarters (Barracks).

M. Alcohol and Conduct Standards

- There is zero tolerance for illegal drugs in the Barracks. The possession of paraphernalia and/or controlled substances other than those prescribed by competent medical authority is strictly prohibited. Prescription drugs must be locked in a personal locker and not stored in nightstands, desk drawers, and other common areas. Any resident found in violation will immediately be reported to the Commanding Officer and subject to punishment under the UCMJ.
- There is zero tolerance for any alcoholic beverages in the Barracks; this includes any energy drinks that contain alcohol in them. Any resident found in violation will face disciplinary action and may be punished under the UCMJ.
- Clothing which is excessively worn, frayed, or which others find offensive is considered inappropriate. All personnel must be fully dressed while traversing through the Barracks facility. Sleepwear including pajama and bathrobes are considered inappropriate in outer areas of all Barracks facilities and shall be worn only in the resident's room.
- Dressing or undressing in view of open windows is prohibited. Windows facing thoroughfares or other buildings will have the blinds/curtains closed when residents are changing clothes.
- Gambling is prohibited in the Barracks facility.
- Any resident caught taking property not belonging to them may face disciplinary actions and may be punished under the UCMJ. In the case of theft, a complete description of the item will be required. The MAA will ensure the chain of command is notified, and proper action(s) will be taken.

N. Noise Policy

Residents should treat other residents/roommates with common courtesy. Excessive noise (loud music, televisions, etc) is not permitted in the Barracks. All noise will be kept at a moderate level, with the other residents in mind. Complaints of excessive noise will be addressed by the MAA or duty personnel. Noise will be kept to an absolute minimum after 2200 hours. Lounge areas may be utilized after 2200 hours provided other residents are not disturbed.

O. Firearms/Weapons Policy

No weapons of any kind are permitted in the Barracks. Weapons include, but are not limited to the following: firearms, pellet/BB guns, paintball guns, spear guns, bows and arrows, swords (ceremonial swords in possession for an approved function are exempt), hatchets/axes, knives (with the exception of the authorized seaman's knives), throwing stars, martial arts equipment, etc.

P. Pet Policy

No pets of any kind are authorized in the Barracks unless pre-approved by the Commanding Officer.

Q. Storage Policy

There is no storage space available, other than the resident's assigned room.

R. Miscellaneous

- Antennas outside of individual rooms detract from the overall appearance of the Barracks and are not allowed.
- Due to the possible damage to government and personal property, use of liquid chlorine bleach is prohibited in the Barracks.
- Bulletin boards are provided as a means of communication between management and the residents. All residents are responsible for reading official correspondence placed on these boards.
- Dartboards are prohibited in all Barracks rooms.
- Resident cooperation is necessary to reduce energy usage. Residents can help by:
 - 1) Turning off lights and all electrical items when not in use.
 - 2) Keeping doors and windows closed in heated areas.
 - 3) Reporting all water leaks immediately to the Barracks Staff.
- Food will be kept in refrigerators and/or in tightly sealed containers.
- To help management keep track of government furnishings, these items will not move outside of rooms. Location of personal furnishings within each room is at the discretion of the residents. Room furniture is the responsibility of the residents. Residents are liable for damages to the furniture. Furniture will not block fire exits or doorways.
- Garbage receptacles have been provided in designated spaces throughout the Barracks. Residents will not leave garbage in passageways, laundry room, lounge areas, or other places not intended for trash.

- Lost and found is located in the Barracks office. Items are kept for a maximum of 30 days.
- Lost keycards will immediately be reported to the Barracks Staff.
- Insect spraying will be conducted as necessary. Report any rodent or insect problems to the Barracks Staff. To decrease infestation, food items should be refrigerated.
- All supplies as garbage bags and cleaning gear can be obtained from the MAA.
- Screens from windows will not be removed or loosened. The use of windows to gain access to rooms or the facility is prohibited. Windows are to be closed when no one is in the room.

S. Resident Responsibilities

- Residents will be provided clean, habitable accommodations and upon check-out are required to return the accommodations in the same condition, with allowances for normal wear and tear.
- Residents will maintain their rooms in accordance with the standards established by the MAA.
- The Resident will be responsible for routine housekeeping and for reporting items in need of repair or replacement to the appropriate Barracks Staff. When a resident checks into the Barracks and does not receive a clean and habitable room, the resident is responsible for informing the Barracks Staff immediately.
- Upon check-in, residents will be counseled verbally and in writing what their responsibilities and liabilities are when residing in the Barracks.
- Service members will be held liable to the United States Coast Guard for willfully losing, damaging, or destroying government property. Members will be held responsible for any guest who willfully loses, damages, or destroys government property. A charge sheet, completed by the Barracks Manager, will list damages and the monetary value needed to replace any damaged or missing items, pro-rated for age of the item where applicable. Personnel could also face disciplinary action and may be punished under the UCMJ.

T. Lockout Procedures

If a member is locked out of their room or their keycard doesn't work during normal working hours they may contact the Barracks Staff; after normal working hours contact a duty crew member. No attempt shall be made to break into a room. Members will be liable for any damages incurred while attempting to access a locked space.

U. Laundry

Laundry facilities are provided for residents of the Barracks only. Residents are responsible for maintaining the cleanliness of the laundry facility. Equipment malfunctions must be reported to the MAA or duty crew member immediately. The following rules apply for the laundry facility:

- Anyone observing personnel using the laundry facility, who are not residents of the Barracks, shall notify the MAA or duty crew member immediately so further action can be taken.
- The laundry facility hours of operation are 24/7; please remember that resident rooms may be adjacent to the laundry room if doing laundry after 2200.
- When doing laundry the Resident is not to leave the Barracks and will monitor the washers/dryers and remove clothes when the machines are done. Clothes that are left in/on top of washers/dryers may be thrown out by the MAA staff if left unattended more than 4 hours during the work day. The MAA staff is not responsible for any clothes that are left unattended.
- Duty personnel may utilize the laundry for uniform washing in performance of their duties while in a watch stander status only.

V. Linen

Linens are issued to each resident upon arrival then they must be returned during check-out.

W. Probation Rooms

Probation Rooms are for the housing of single E-4 and below Permanent Party members residing at Marina Village who have had their housing privilege revoked for disciplinary reasons. Probation members assigned to the Barracks will have daily inspections of their room. The room will be cleaned every day and be inspection ready at all times. Racks need to be made, floors need to be vacuumed, personal gear must be stowed, surfaces need to be wiped down, trash needs to be taken out, the refrigerator needs to be clean, windows washed and the member's locker must be secured with a lock. If the member fails a daily inspection, the Command will be notified and the member will be counseled and made to clean the room immediately. Members may also face further disciplinary actions.

X. Service Fee

Members not on orders, or TAD/TDY/Reserve members living within a 50-mile radius, must be charged a daily service fee. Daily fees will be paid in advance to the MAA, per the current non-locality BAH Reserve Component/Transit (BAH RC/T) rate. The daily charge will be 1/60th of this rate based on the rank of the member and the rooms being semi-private.

Members who elect not to relocate their dependents to their new PDS will not be assigned to the Barracks. The AHA may authorize an individual assignment to a vacant UPH transient room on space-available, service-fee basis only. When the room or bed is needed for a higher priority resident, the member must vacate within 3 days at their own expense. Any assignment will be considered a very short term solution until the member can make permanent housing arrangements on the local economy.

Y. Signed Receipt Statement

I have read the rules and regulations and will comply with the Barracks Policy, Rules and Regulations.

Printed Rank/Name: _____

Signature: _____ Date: _____