

COMMANDER NAVY REGION SOUTHWEST

HANDBOOK FOR RESIDENTS
OF NAVY REGION SOUTHWEST
MILITARY FAMILY HOUSING

CNRSW P11101.43E



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
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Subj: HANDBOOK FOR RESIDENTS OF NAVY REGION SOUTHWEST MILITARY FAMILY HOUSING (MFH)

Ref: (a) COMNAVREGSWINST 11101.41(series)
(b) OPNAVINST 11101.13J
(c) OPNAVINST 11101.44
(d) SECNAVINST 11100.7

Encl: (1) Handbook for Residents of Military Housing

1. Purpose. To set forth regulations and information pertaining to the occupancy of Military Family Housing (MFH) under the cognizance of Commander, Navy Region, Southwest.

2. Cancellation. COMNAVREGSWINST P11101.43D

3. Background.

a. Commander, Navy Region, Southwest is responsible for management of all MFH operations in the San Diego area. Commander, Navy Region, Southwest's designated representative in charge of housing is the Program Manager, Military Family Housing located at 2625 LeHardy Street, San Diego.

b. The objectives of Commander, Navy Region, Southwest are to provide suitable family housing for active duty military members and their family members, and to make each housing area a desirable and respected neighborhood in which to live.

4. Authority.

a. References (a) through (d) provide pertinent guidance for the management of MFH.

b. Enclosure (1) contains the regulations concerning the occupancy of MFH at Navy Region, Southwest and are binding on all residents.

c. Housing Managers and management staff are authorized and directed to take action to enforce all MFH regulations.

5. Action. All MFH residents, including family members and guests are subject to the requirements of Navy regulations, civil law, the California Motor Vehicle Code and rules for occupancy of MFH. Residents are required to read and familiarize themselves with the housing regulations and items of general interest published in this handbook. This edition is a substantial revision of its' predecessor and should be carefully reviewed.

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**CHAPTER 1
BASE REGULATIONS**

ASSIGNMENT

Congratulations! You have received assignment to your new home in Military Family Housing (MFH). In most cases, you have already met your Neighborhood Manager at your new home for a check-in inspection and familiarization brief.

Upon assignment to quarters, your Basic Allowance for Housing (BAH) will be stopped. Upon vacating quarters, your BAH will be reinstated. In both instances it is the military member's responsibility to insure that the BAH stop and start documents have been processed.

Your Neighborhood Manager has completed a report of the current condition of the quarters which will be retained in your housing file. During the next two weeks, please make a list on a separate sheet of paper of any additional discrepancies you find which you would like to be made part of your housing file. By the end of your first two weeks in quarters, please turn in your list of additional discrepancies to your Housing Office. You will receive a copy for your personal records.

**PERSONAL
PROPERTY AND
STORAGE**

Your local Personal Property Office personnel will provide information and make arrangements to have your household goods moved to your new quarters. The moving agency handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions. It is a good idea to have the moving personnel remove packing materials from the premises. It is your responsibility to ensure additional packing materials are disposed of. Ask your Housing Office personnel for information regarding disposal at your base.

Arrangements for storage of excess personal property at government expense may be made with your Personal Property Office personnel. Housing Office personnel will prepare the paperwork authorizing storage of excess property. This offer is for the initial check-in only and does not apply to reassignments of quarters. Any cost involved in obtaining access to your stored property after being placed in storage will be at your expense.

VACATING QUARTERS

By accepting assignment to government quarters, you agree to remain in MFH for a minimum of six months. When you desire to vacate your house, call your local Housing Office personnel for vacating procedures. You must give at least 30 days notice to vacate, just as you would to a civilian landlord.

**CONDITIONS FOR LOSS
OF ELIGIBILITY FOR
MILITARY FAMILY
HOUSING**

Termination of assignment to quarters is required under the following conditions:

1. Permanent Change of Station (PCS) orders: You must vacate quarters on or before the date you depart your current command. Call your Housing Office for information if you have received PCS orders to determine if you are eligible to remain in your current quarters.
2. Homeport Change: You may retain your quarters up to 15 days after the ship arrives at its new homeport or 15 days after the effective date of homeport change, whichever is later.
3. Discharge or Retirement: Eligibility for housing expires on the date of discharge or retirement, and you must vacate on or before that date. Exceptions to Policy will be addressed to the Housing Director.
4. Family members no longer reside with sponsor: When family members or sponsor no longer reside in the quarters for any reason, including voluntary or legal separation, divorce, or court order, the military member is responsible for notifying Housing Office personnel as soon as either family members, or the military member no longer reside in the quarters for any reason. At that time you will be scheduled for a pre-inspection with a final inspection to follow. You will have a total of 30 days to vacate the quarters.
5. Family members are away from the quarters or unit is vacant for more than 90 consecutive days. Exceptions may be made for situations involving extended deployment up to 20 weeks of the military member.
6. Family behavior and/or failure to follow rules warrant eviction: In most cases, 30 days notice to vacate will be given; however, specific time is at the discretion of the Installation Commanding Officer.
7. A service member, family member or guest become involved with gangs as gang members, or in "gang related" activities; or use or sell illegal substances or any violence/disturbance occurs where a weapon is present.

**EXTENSIONS IN
QUARTERS**

Extensions in Family Housing may be made under certain conditions. Contact your Housing Office personnel for details and procedures.

**REASSIGNMENT OF
QUARTERS**

You may be eligible for reassignment to larger quarters due to a change in family composition, or a promotion. Contact your Housing Office personnel for information regarding reassignment.

Because reassignments are for your convenience and not mandatory (with the exception of a move from enlisted to officer quarters), the move will be at your expense. Your move must be completed within 5 calendar days from key pick up. You will be responsible for the cleaning of your former unit.

Note: Requests for reassignment for neighborhood disputes or resident problems are not granted.

CHANGES OF STATUS

You are required and responsible to keep Housing Office personnel informed of any changes in rate or rank, duty station, out-of-area schools, projected rotation date, military status, marital status, number of family members, work and home telephone numbers, or people other than immediate family living in your quarters.

You must provide your Housing Office personnel with a copy of local PCS orders and proof of dependency (e.g., Navy Page 2, Record of Emergency Data page). Commands and Personnel Service Detachments (PSDs) do not notify Housing Office personnel of changes of status of military members nor provide copies of required documentation.

**SECURITY
REGULATIONS AND
INFORMATION**

The keeping of personally owned firearms in housing areas is a very serious matter. These regulations are in place to protect all residents of our military communities. **Occupants will comply with all applicable firearms and weapons regulations effective at their hosting command. ANY violations of the firearms regulations in this handbook and local base Security regulations will result in review for and will likely result in loss of housing privileges.**

Firearms/Weapons

The following firearms/weapons regulations apply to all housing areas and residents. See appendixes in the back of the handbook for weapons regulations specific to your installation.

Firearms and ammunition must be stored separately from each other in locked cabinets or containers, which are away from children's access. Absolutely no loaded firearms may be kept in quarters. BB guns, air rifles, air guns, and bows and arrows are considered firearms. Weapons prohibited by state and federal laws, such as switchblades, stiletto knives, blackjacks, brass knuckles, and zip guns may not be kept in quarters.

The use of BB guns, pellet-type guns, bows and arrows, sling shots, or any other projectile propelling device is prohibited on government property, including all housing areas, except on established ranges, or with specific permission of the Commanding Officer or Security Police.

*Firearms/Weapons
(Continued)*

There are specific regulations regarding the amount of ammunition you may store in your quarters. For this information and further guidance regarding weapons regulations, you may obtain a copy of your command's Security Manual at your Security Office.

Fireworks

The use of any and all types of fireworks is prohibited on government property, which includes all housing areas whether physically located on a base or not.

Bicycle/Skating Helmets

Bicycle helmets are required for all cyclists under the age of 18, including children in safety seats. On federal installations, which includes all housing areas, it is strongly recommended that all cyclists wear helmets. Some installations require bicycle helmets.

*Theft and Vandalism
Protection*

While most residents of Family Housing are conscious of the possibility of theft, a few feel because they may live on base with gates and security guards, they are immune to theft or vandalism. Although the chances of burglary or vandalism may be lower, it is still a possibility, even on a secure base. For the protection of your family and property, be sure your home is locked and all personal items such as bicycles and toys are secured within the quarters. Report any vandalism, burglary, theft, or other crimes to the appropriate police agency for your neighborhood.

Traffic Safety

Parents should constantly supervise small children and must not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, and you should impress this upon your children. Stay with them when they cross a street until you are confident they are old enough to "Stop, Look, and Listen" for traffic.

When driving in the housing areas, drivers **MUST** observe the posted speed limits (15-MPH in most areas), as children may dart unexpectedly into the street. Be especially cautious in areas where deaf family members reside. There will be signs posted. Remember, it may be your own child you save.

**LOCKED OUT OF
QUARTERS**

Refer to the appendixes in the back of this handbook for the procedures for lockouts at your installation.

the sponsor, will be held accountable for the actions of your guests. Accepting rent from your guests is strictly prohibited.

Guests visiting more than seven days must be registered at the Housing Office. Guests normally may remain for no more than 30 days. Leasing or subleasing of quarters by the assigned occupant is prohibited. Military members and family members attached to a local command may normally not visit for more than seven days. Exceptions to this policy will be considered on a case by case basis and must be submitted in advance through the sponsor's command to the Housing Director.

FOSTER CARE

Having foster children in family housing is permitted as long as the living conditions, which result, are reasonable. The presence of foster children will not increase your bedroom entitlement. Notify Housing Office personnel in writing if you intend to become a foster parent.

LIVE-IN HELP

Permission for live-in aides and/or child care employees must be requested in writing substantiating the need for such an arrangement via your chain of command to the Housing Director of your installation. Approval of live-in aides is predicated on specific child-care or health-care requirements, which can be shown to require full-time, live-in assistance; for example, a single parent attached to a deploying command. A larger unit to accommodate a live-in aide may not be available.

HOME-BASED BUSINESSES

Business enterprises and solicitation on a Navy installation or family housing area **requires prior written authorization** of the Housing Director. You will be advised of all conditions at the time approval is given. This applies to any resident conducting a private business or selling of or attempting to sell goods and/or services, including but not limited to computer services, cosmetics, household products, cleaning products, tailoring, tax preparation, dressmaking, etc.

Residents operating a home-based business must request any interior alterations to the quarters in writing to the Housing Director prior to beginning work. Alterations and restoration will be at occupant's expense. External alterations and advertising are prohibited.

The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

SOLICITATION

Door-to-door sales on government installations are unauthorized. City permits are required for door-to-door sales at off-base locations. Commercial advertising on housing bulletin boards must be approved by the base Legal Officer prior to posting. Flyers or advertisements of any kind are not to be placed on mailboxes or mail box shelters. It is a federal offense to attach anything to mail boxes.

Non-profit organizations such as Girl and Boy Scouts are allowed to sell their products; however, prior approval from your base Legal Officer is required.

Before scheduling sales representatives to come on base or into any housing area, residents must advise them that they are required to obtain written approval from the base Legal Officer in order to demonstrate and/or sell their products in Navy housing areas. This includes consultants for product parties.

**CHILD DEVELOPMENT
HOME CARE**

Navy regulations require persons providing child development home care be certified as a means of offering a safe, quality child care alternative for parents. Training courses, liability insurance, and background checks are among the requirements for certification. Residents desiring to provide Home Child Care must be certified by the Base Child Development Home Coordinator.

You must be certified if you perform child care in your home for more than 10 hours per week cumulative. That means if you watch three children for four hours, you have provided care for 12 hours, exceeding the 10 hour limit. **Providing unauthorized child care may be grounds for eviction from MFH.**

**YARD AND GARAGE
SALES**

Such sales must be limited to 2 consecutive days. Items are not allowed to be left outside the quarters overnight, as this invites theft and vandalism. Signs may be posted only on bulletin boards or small stick-in ground signs. Signs may be posted no sooner than the day before the sale and must be removed by the end of the day of the sale. **DO NOT PLACE SIGNS ON ROAD SIGNS, TELEPHONE POLES, MAILBOXES, ETC.**

**TEMPORARY ABSENCE
FROM QUARTERS**

It is very important that you notify your Housing Office personnel if you plan to be away from your quarters for more than seven days. While such instances are rare, if an emergency or unexpected issue arises regarding your quarters during your absence, we want to be able to reach you.

In order to retain eligibility for housing, family members may not be absent from quarters for more than 90 consecutive days. Exceptions may be made for situations involving extended deployment of the military member.

When leaving your home for more than a few days, we recommend turning off the water supply to all toilets, then flushing them and turning off the water supply to washing machines. If absence is during the winter months, the thermostats should be set no lower than 55 and water hoses removed from exterior hose bibs. This will help prevent severe damage to the quarters and personal property in case of burst pipes or water break.

While away, you must arrange for routine lawn care. Housing Office personnel may order a one-time yard maintenance service for yards, which become unsightly due to the resident's extended absence and inattention. The resident will be charged for that service.

Pets are not to be left in the quarters or yard unattended while you are away. Housing Office personnel will contact the appropriate animal control agency to have pets that have been left alone in quarters longer than 48 hours taken to a shelter. You will be charged for any care that is provided.

**CHAPTER 2
NEIGHBORHOOD RULES**

CHILDREN

Occupants must be tolerant of children and recognize their natural enthusiasm and exuberance. However, parents shall ensure the actions of their children do not exceed the bounds of proper behavior. Always know where your children are. They should be instructed in good safety practices, such as not playing in streets or misuse of play equipment. Parents are financially responsible for damages caused by their children.

The first concern is for the safety of children. Normally, children under the age of 12 will not be left at home alone or caring for younger children. Report unsafe conditions to your appropriate Security Department, local police department or Child Protective Services. Evaluation of particular situations is on a case-by-case basis and takes into account the maturity of the child and the length of time he or she has been left alone.

TRAMPOLINES

Trampolines are not permitted in any housing areas, except for San Diego.

**WADING POOLS/
SWIMMING POOLS/
HOT TUBS**

Use of small wading pools is authorized; however, the water must not exceed 12 inches in depth and must be emptied on a daily basis. Wading pools are to be constantly monitored by an adult during use and must not be left unattended while holding water for any length of time. Grounds damaged by the pool must be restored.

Swimming pools, fountains and ponds are not authorized. Hot tubs are not permitted. Exceptions require approval in writing from the Housing Director and will be granted only where space, practicality, and safety are not an issue.

**PERSONALLY OWNED
PLAY EQUIPMENT**

All family housing areas have age appropriate play areas for residents' use. Therefore, the use of personally owned play equipment is discouraged. Resident owned play sets must be commercially purchased. The equipment shall not be anchored in cement. Home built play sets (swing sets, jungle gyms, play houses, etc.), tree houses, and tree swings are not permitted. Immediate removal of such equipment will be directed by Housing Office personnel.

Portable equipment such as basketball hoops and tetherball poles are permitted so long as they are stored within the resident's yard area and not in common areas such as streets and cul-de-sacs.

OCCUPANT RELATIONS

Use the Golden Rule ("Do unto others as you would have them do unto you") in dealing with your neighbors. Try to keep your household noise to a minimum, keep your yard clean, know your children's whereabouts, and don't let the party get too loud or run too late.

If you are experiencing difficulties with your neighbor, please try to settle the problem peaceably with the neighbor. If all efforts meet with failure, you may file a complaint in writing to the Housing Director. A phone call will not suffice. If it is serious enough to warrant a phone call, it is serious enough to be put in writing. We will place a copy of the complaint in your house file and the file of the individual in question. A Neighborhood Manager will investigate and attempt to gain resolution to the problem. A report of the investigation, results, and action will be made a matter of record. Occupants who are unwilling to resolve problems or who are a source of conflict, disturbing the peace and harmony of the neighborhood, may have their assignment to quarters terminated.

Administrative action will be taken when residents or their guests display disruptive behavior, violate rules, or are involved in misconduct while on the base. Depending upon the situation, any or all of the following actions may be taken:

- a. The service member will be counseled by the Housing Director or representative. A memorandum for the record will be written and filed in the housing occupant's file.
- b. The military member will be issued a letter of warning/caution/probation from the Housing Director.
- c. Eviction from quarters may result.

NOISE/"QUIET TIME"

Out of respect for your neighbors, TV and stereo (this includes car stereo) volume should be kept to a minimum as not to be overheard by your neighbors. "Quiet time" is 10:00 p.m. – 8:00 a.m., Sunday through Thursday, and midnight to 8:00 a.m. on Friday and Saturday.

RIGHT OF INSPECTION

It may be necessary to enter your quarters when no one is home. Housing Office personnel may enter without your consent, under the following conditions:

- a. Suspect quarters are abandoned
- b. Suspect quarters are damaged
- c. Suspect unsanitary conditions
- d. Emergency situation that may cause damage to the quarters or disruption to neighbors
- e. Unable to contact the occupant for emergency repairs or preventive maintenance
- f. Avoid delay of contracts

A notification indicating the date, time, and reason for the inspection will be left in the quarters.

**AUTOMOTIVE
MAINTENANCE**

Due to the environmental and safety concerns, no automobile/vehicle maintenance is to be performed anywhere in the housing areas including garages, carports, parking spaces and/or on the street. Changing motor oil and other automotive fluids is strictly prohibited. Minor adjustments such as tire changes are permitted in garages and carports only. For safety reasons, cars are not to be left unattended on jacks, jack stands, or ramps for any amount of time. Major repairs such as transmission repairs and engine overhauls are not permitted in the housing area. Bodywork (sanding and painting) is not permitted in housing area.

Vehicles shall not be in inoperative status in excess of 72 hours. All inoperative vehicles must be removed from the housing areas.

**PARKING
REGULATIONS**

For your convenience, a carport/garage or specifically numbered parking area may have been provided for most housing units. Please do not park or allow your guests to park in a neighbor's assigned space. Parking is provided for up to two cars per household. Occupants who keep more than two vehicles in the housing area may be required to remove the excess vehicles if conditions become too crowded and/or complaints are received.

Open spaces will be utilized on a "first come-first serve" basis; however, cars must be moved on a regular basis and not parked in the same unmarked spaces habitually. Common courtesy to your neighbors takes precedence. Vehicles left parked on the street for more than 72 hours are subject to towing at the owner's expense.

Under no circumstances shall any vehicle be parked or driven on lawn areas. Do not park in front of mailboxes. Mail will not be delivered if the box is blocked.

Any vehicle parked in housing with expired tags, expired base registration, or without license plates will be subject to towing at the owner's expense. Abandoned and inoperative vehicles are not permitted in the housing areas and will be towed away and impounded at the owner's expense.

You are responsible for keeping your assigned parking area/carport or garage clean of oil and debris. Do not clutter the area by storing items other than vehicles in parking areas/carports and garages.

**PARKING
REGULATIONS***(Continued)*

There is no parking available for occupant owned or operated commercial vehicles in the housing areas.

Residents are not permitted to store vehicles for other people or grant permission to others to park in their neighborhoods.

Do not park in driveways or carports of vacant housing units. Contractors and housing personnel will need the space to park at varying times during change of occupancy maintenance.

**RECREATIONAL
VEHICLES**

Due to space constraints, pedestrian safety, and aesthetics, parking of recreational vehicles (RVs), including camping trailers, motor homes, camper shells, utility trailers, and boats, is limited and, in most housing areas, is not permitted. The following policies apply to all housing areas:

- a. Vehicle maintenance regulations apply to RVs; therefore, engine repair and bodywork are not allowed.
- b. Interior repairs shall not be made in the housing area without prior approval from the Housing Director.
- c. RVs must not be plugged into any housing utilities.
- d. All motor driven vehicles must be in operating condition and have liability insurance.
- e. Flammables such as paints, thinners, and gasoline may not be stored in vehicles.

Please see appendixes for further information.

PETS

Only the usual household pets (domestic dogs and cats, birds, fish, hamsters, and gerbils) are allowed in MFH. Some of the housing areas have pet restrictions and regulations. The keeping of pets, where permitted, is a conditional privilege extended to residents who exhibit responsible behavior in the control of their pets. You are financially and legally responsible for your pets. Occupants must comply with state and local laws governing pet ownership, including laws regarding pet licensing and shots. The animal control agency is responsible for enforcing animal control ordinances in your housing area.

Where permitted, a maximum of two pets per household are allowed, excluding fish and small caged pets (guinea pigs, hamsters and gerbils).

Neither pet sitting nor guests' pets are allowed in pet restricted areas at any time.

Maintaining pets in pet restricted areas is grounds for eviction from government quarters. Any pets found in these areas must be removed on the day of notification.

Pets are not to be walked in pet restricted areas or on playgrounds.

PETS
(Continued)

Pets must be registered with the Housing Office on the day quarters are accepted or within 7 days of acquiring a new pet. Occupants found to have unauthorized, unregistered pets will be required to remove these pets from the housing area or vacate government quarters.

Dogs are not allowed out of the quarters, except in a fenced yard or walked on a leash held in the hand of a person capable of properly controlling the pet. All stray pets will be turned over to the proper animal control agency for impounding. Pets will not be tethered or tied up at any time.

If pets become a nuisance by making excessive noises (such as barking, growling, whining, howling, meowing) or destroying government property (grounds or structures), the owner will be required to remedy the situation immediately or remove the pet from the housing area. Pets must be under complete control of their owner at all times, even when kept in a fenced yard. Damages made by pets to grounds and/or quarters must be repaired within 10 days after the owner is notified by the Housing Office. When damage caused by your pet to quarters or grounds is found, you are responsible for immediate restoration of the property and must indicate what measures will be taken to avoid further occurrences. Upon termination of quarters, established repairs to damaged grounds must be completed and ready for inspection.

Daily cleanup after pets is required. This includes cleaning litter boxes. Immediate cleanup after walking pets in common areas is mandatory. Violators are subject to disciplinary action, which can lead to eviction from family housing.

Pets must never be kept in garages. Pets are not permitted to remain in quarters or yards when the resident leaves for 24 hours or more. Pets which are registered with the Housing Office may be cared for at neighbors' homes provided the visiting pet does not exceed the two pet per household limit. Caring for pets which are not registered is not permitted in the housing neighborhoods.

Dog and cat owners must comply with local licensing and immunization laws. By Navy regulation, all dogs and cats maintained on government property (which includes housing areas not physically located on a base) MUST have a current rabies vaccination. Proof of vaccination must be provided upon request.

Pet bites must be reported immediately to Base Security personnel and your local animal control agency. Pet bites will be investigated by Housing Office personnel. Results of an investigation may require permanent removal of the pet from the housing area. Service members are responsible for the actions of their pets even when the pets are contained in a fenced yard.

PETS
(Continued)

Failure to comply with the pet policy could cause the loss of your pet ownership privileges or your privilege of living in Family Housing. An occupant who has been required to remove a pet due to violations of the pet policy will not be permitted to acquire any other pets for the duration of residency.

Please see appendixes for further information.

CHAPTER 3

HOUSEHOLD RESPONSIBILITIES

**HOUSEHOLD
MAINTENANCE**

Navy policy calls for a continuing program of cost reduction in the maintenance of housing. It is equally important that the value of the Navy's investment in family quarters not diminish because of poor maintenance. That is where you come in. Housing Office personnel are dedicated to providing clean, livable quarters for you and your family. We will strive to assign you a unit in "shipshape" condition – but we need your help.

In order to give you a good, clean unit, we need to receive the unit in that condition from the family before you. Likewise, we expect to receive the quarters back in that same condition when you leave, ordinary wear and tear excepted. You are responsible for the quarters and equipment assigned to you. **TREAT YOUR MILITARY FAMILY HOUSING AS IF YOU OWNED IT.**

While you are in quarters you are responsible for minor maintenance and repair, which means housekeeping, maintenance and care of grounds, and reporting items which require maintenance and repair.

In addition, you are responsible for the acts of your family members, guests, and animals. It is your responsibility to make certain any loss or damage caused by abuse or negligence is corrected or the government is reimbursed. For instance, if the child next door throws a rock and breaks your window, you are responsible for replacing the window or paying for it. Even though it wasn't your child, it is your window. The child's parents should be responsible to you, but you are responsible to the government. If a rock hits a window while you are mowing the lawn or you damage a door while trying to open or close it, again, you are responsible. This would be the case if you lived in a civilian rental property. Renter's insurance will sometimes pay a portion of repairs.

Improper care or malicious damage to your quarters may be reason for eviction from government quarters. **IN ADDITION, YOU WILL BE HELD LIABLE FOR DAMAGES AND CLEANING.**

Your prudent care will be appreciated by the many families who will occupy the quarters after you have moved on to your next assignment.

**GROUNDS
MAINTENANCE**

Yard work, by its very nature, must be shared by residents and the Navy. Some tasks have to be performed by skilled personnel with special equipment, while others are best done by the resident. In some neighborhoods, much of the grounds keeping is accomplished by a contractor. Refer to the appendixes in the back of this book or check with your Housing Office personnel for grounds maintenance responsibilities in your neighborhood.

In housing areas where grounds maintenance is the responsibility of the resident, mowing, watering, edging, hedge and tree trimming (up to the six foot level), and caring of flower beds are up to you. Be sure to wear protective equipment as needed.

Tasks such as trimming large trees, fertilizing, and similar functions are best performed by the Navy. Low growing trees and shrubs, less than six feet tall, are to be trimmed by the resident.

**GROUNDS
MAINTENANCE**
(Continued)

In some neighborhoods, residents are responsible for the grounds up to fifty feet from the unit. Residents are responsible for keeping cracks in sidewalks free from grass and weeds. Trimming the grass around trees, fire hydrants, poles, or other objects in the yard is also the responsibility of the resident. Grounds are to be raked as often as necessary to keep the area free of fallen leaves and litter. Lawn tools and gardening equipment are available from the Self-Help Store.

The grounds immediately adjacent to your quarters are considered private yards, and the residents are entitled to the same privacy afforded in any civilian community. Public areas such as community sidewalks, streets, and parking areas should not be used as play areas.

Please see appendixes for further information.

HOUSEHOLD REPAIRS

You are encouraged to make minor household repairs which do not require a skilled repair person, such as replacing faucet washers, clearing minor plumbing stoppages, replacing door stops, and tightening loose screws. Residents are not permitted to perform any type of electrical repairs or alterations.

ALTERATIONS

All alterations to quarters must be requested in writing. Approval from the Housing Director must be granted in writing prior to starting the work or purchasing materials and restored to original condition upon vacating. Information on some alterations is provided below:

Air conditioning	Prior authorization required. Approved for medical purposes only. It must clearly state that it is a medical requirement not a recommendation. Submit a letter and a doctor's recommendation to the Housing Office.
Storage sheds	Prior authorization required.
Patio awnings/covers	Not authorized.
Television antennas	Not authorized.
Ceiling fans	Not authorized/residents will not remove government installed fans where provided.
Painting/stenciling	Prior authorization required.
Wallpapering	Not authorized.
Child safety gates	Authorized inside quarters. Prohibited on exterior stairways such as on apartment building porches.
*Satellite dishes	Prior authorization required.

*Please see appendixes for further information.

SELF-HELP STORE

The Self-Help Program was established to assist family housing residents in the care of their quarters and yards. While specific inventories may vary from base to base, our area Self-Help Stores provide lawn maintenance equipment, gardening tools, floor buffers, and carpet steam cleaners/shampooers.

As a user of the Self-Help Stores, you agree to the following:

- Return all borrowed equipment ON TIME and in good, clean condition. Residents abusing time limits may have their Self-Help privileges revoked.
- Do not loan your Self-Help cards or borrowed equipment to others. Items are loaned for personal use at your quarters only. You are entirely responsible for damaged, lost, or unreturned items.
- Failure to comply with Self-Help Store rules may result in loss of Self-Help privileges.

Please refer to the appropriate appendix for further information.

MAINTENANCE AND REPAIR CONTRACTS SERVICES

Quarters are made available to new residents as soon as possible after the previous residents have vacated. Generally, all necessary repairs will have been made before you move in. However, Service Desk personnel will provide timely assistance and service for all repairs and maintenance items. When making calls to the Service Desk, give your name, address, telephone number, and a brief description of the trouble. If your trouble is an emergency, such as a power failure, short circuit, broken water line, etc., the contracted maintenance personnel will respond within an hour. Please make sure you will be home at that time.

For tracking purposes, when requesting service work, please write the work authorization number on your calendar on the date you call it in.

Maintenance and Repair Contract Services employees do not have pass keys and cannot enter your residence for any purpose during your absence without your consent, except in emergencies involving possible loss of life or damage to property. In such a rare case, the contractor will be escorted by a Housing representative. Every effort will be made to contact you, and a notice will be left by the Housing representative advising you of the entry.

UTILITIES

Utilities provided by the government to your housing unit include water, gas, electricity, and waste disposal. It is vitally important that you do not abuse the utilities provided. Such waste will mean a substantial loss of funds that could be used for other purposes in our housing areas. Treat these resources as if you were paying for them.

**ENERGY
CONSERVATION**

Upon assignment to quarters all residents agree to comply with energy and water conservation policies. Use the common sense approach by turning off lights when no one is in the room and turning off the stereo or television when you leave the house. Exterior lights are to be turned off during daylight hours.

When watering your lawn, do not let water overflow and run down sidewalks or into the street. Adjust sprinklers to prevent overspray. Call the Service Desk for maintenance such as broken water lines or gushing water. The washing of automobiles in driveways is permitted; however, you must use a hose with an automatic shut off nozzle. Do not wash vehicles on the lawn.

**CHRISTMAS/HOLIDAY
LIGHTING AND
DECORATIONS**

Holiday lighting is authorized from Thanksgiving Day until the second weekend in January between the hours of 1700 and 2200 (San Diego residents please see appendix). Lighting should not be left on when no one is home. Lights and decorations must be attached to quarters without causing damage. Gutter clips are the preferred means of hanging lighting. Roof decorations and lighting above the first floor roofline are not permitted. If such decorations are discovered, the resident will be required to immediately remove them. Residents will be held financially responsible for any damages to the roof. Canned "snow" must not be sprayed on siding or brick facades.

TRASH COLLECTION

You were provided a trash pickup schedule when you checked into quarters and will be notified of any changes. Your trash cans must be at the curb before 0700 on the scheduled pick-up days and must be returned to proper storage by the end of pick-up day. If you assign children the task of carrying out the trash, please make sure that the job is done properly. Ensure that small children do not play around the trash containers, as this sometimes results in the contents being strewn around the neighborhood. When not out for collection, the cans must be properly stored. The size and amount of trash which can be placed at the curb for pick-up varies with each trash collection contract. You may find that information in the back of this handbook in your housing area's appendix. You may also refer to the appendix for information about dumpsters which are provided in some areas.

Using plastic trash bags, keeping trash containers covered, and routinely washing trash containers and recycling bins with soap and water will minimize odor and pest control problems.

Please see appendixes for further information.

TRASH RECYCLING

Trash recycling is strongly encouraged, and in some areas mandatory, for Military Family Housing residents. Information regarding recycling in your area was provided to you at your check-in inspection, and further information may be found in your area's appendix in the back of this handbook.

Recycling containers must be properly stored with your trash cans.

TELEVISION SERVICE
(Cable television and satellite dishes)

Please read the appendix for your housing area for information.

PLUMBING

Occasionally, there is a problem with stopped up sewer and plumbing lines. You are asked to see that objects such as diapers, toys, feminine hygiene products, etc., are not flushed down the toilet. Keeping the lid closed will help. Charges may be assessed for the removal of such objects. If a toilet overflows, turn the water off at the valve below the flush tank, then try using a plunger. If you don't have a plunger, you may borrow one from your Self-Help Store. If you cannot clear the line, call your Service Desk. If the trouble occurs during non-working hours and you have a second bathroom, please wait until normal working hours to report the problem.

ELECTRICAL

Electric wiring in garage spaces or any other area in Family Housing units are not to be modified, repaired or added by residents. Overloading of circuits and overuse of extension cords must be avoided.

HOUSEHOLD APPLIANCES

Residents are NOT to perform any type of maintenance or repairs on government provided appliances. Damages caused by such repairs will be charged to the resident. If government provided appliances do not work properly contact the Service Desk.

Personally Owned Range and Refrigerator

Residents may use their own appliances (except gas ranges). Government appliances may be moved by the resident and stored in the garage or other part of the unit; however, government appliances must not and will not be removed from the quarters. Residents must return government provided appliances to their original location prior to vacating quarters and are responsible for cleaning and any damage.

Refrigerator

Routine cleaning of your refrigerator will improve efficiency and sanitation. The outside of the refrigerator should be cleaned frequently with a damp cloth and mild soap and warm water or a spray cleaner. Abrasive cleansing powders should not be used on the refrigerator. Vacuuming the coils of your refrigerator increases its efficiency and helps prevent breakdowns. Coils may be on the back or underneath behind the kickplate. Periodic cleaning of the drip pan underneath the refrigerator is recommended as a sanitation measure.

*Refrigerator
(Continued)*

Call the Service Desk if the refrigerator is not freezing properly or if any parts are broken. If you are having trouble with your refrigerator, please make these simple tests before calling the Service Desk:

- ➔ If the light is not on, check to see if the power cord is plugged in and check the bulb.
- ➔ If the plug is secure and the refrigerator still fails to operate, plug another appliance into the same outlet to check for power.
- ➔ Check the temperature control dial; it may be turned OFF.

If the refrigerator still does not operate properly, call the Service Desk. If you will be away from your quarters for less than a month, leave your refrigerator on with the temperature control at its normal position. For longer periods of absence, turn the temperature control to low. Leaving an open box of baking soda or used coffee grounds in the refrigerator will help to absorb odors. Be sure to discard perishables such as meats, milk, and produce to maintain proper sanitation while you are away from home.

Range

The proper use and care of ranges, ovens, and microwaves will not only save utilities and repairs, it will give better results in cooking and baking and may prevent serious injury or fire. Routine cleaning will make preparing for your final inspection much easier.

Here are a few pointers that may help:

- ➔ Wash drip pans frequently and wipe spilled food from the burners as soon as they have cooled.
- ➔ Burned food on the bottom of the oven or on racks can be removed with a brush or steel wool, or by soaking in water.
- ➔ Be sure to lift the stove top often and keep it free of spilled grease and food to prevent fires.
- ➔ Pull freestanding ranges out occasionally and clean the floor and surrounding walls and cabinets. Do not attempt to pull out built-in or gas appliances.

If you have a self-cleaning range, be sure to read the appliance instruction manual for proper use. If you do not have a manual, call your housing office. **DO NOT** use oven cleaner or leave racks in the oven during the cleaning process. You will be charged for damages. Clean the oven every month or two. The longer the charred food remains on the oven or other parts, the harder it is to remove.

Proper maintenance of your stove is important. Many maintenance problems in stoves are caused by failure to keep the burners and oven clean.

NOTE: Refrigerators and ranges which must be taken from the quarters by the maintenance contractor for repair or replacement must be cleaned by the resident prior to removal.

Garbage Disposal

These units are very handy but must be used with care, because they are easily damaged. Never put chemical drain cleaners down the disposal, as serious corrosion and damage will result. To properly operate your garbage disposal, remove the drain stopper, turn on the *cold* water, and keep it going during the entire operation to thoroughly flush the ground wastes through the drain. Start the disposal and feed food wastes directly into it. NEVER put your fingers or hand into a running disposal. Run the disposal until you no longer hear food grinding. DO NOT put bones, meat gristle, onion skins, corncobs, and other very hard or fibrous foods down your garbage disposal.

If you are having trouble with the unit, check first to determine what you recently placed in it before calling the Service Desk. This will help the repair person resolve the problem. Press the reset button on the bottom of the unit, then try the switch again. If you don't know where the reset button is, call the Service Desk and ask for instructions.

Dishwasher

Following are some suggestions for using your dishwasher:

- ➔ Before loading, rinse dishes of excess food.
- ➔ Use dishwasher detergent made only for dishwashers.
- ➔ Arrange dishes so water can run off.
- ➔ Some items which should not be washed in the dishwasher are hand painted china, Woodenware, colored aluminum or cast iron pots and pans, and plastic or rubber dishes or utensils not specifically labeled "dishwasher safe."
- ➔ Remove paper labels before washing jars or cans.

Water Heaters

DO NOT attempt to adjust temperature or any type of setting or valves on your water heater. Tampering with water heater valves can be dangerous. Leaks, breaks, or non-heating water should be reported to your Service Desk immediately. The space surrounding the water heater should never be used for storage.

While automotive repairs are not allowed in any housing area, it is vitally important that such work not take place in garages where natural gas water heaters are stored. The results could be deadly.

**WALLS, WOODWORK
AND FLOORS**

To protect walls and woodwork, we make the following suggestions:

- ➔ Beds, tables, and chairs should not touch the walls.
- ➔ Bicycles, large toys, strollers, and such items should be moved through doorways with care.
- ➔ Supply your children with blackboards or drawing pads to discourage their writing on the walls. You will be responsible for cleaning pencil and crayon marks from the walls when you vacate quarters.

For tile, hardwood, and vinyl floors, the following suggestions are offered:

- ➔ Lift heavy furniture rather than dragging across the floors to avoid marring.
- ➔ Never flood the floor with water or let water stand on the surface.
- ➔ DO NOT apply wax to no-wax floors. Your Neighborhood Manager can tell you if you have a no-wax floor. There are certain products on the market which claim to be shining agents for no-wax floors. We encourage you not to use these products, even if specifically made for no-wax floors. You may be charged for damages to the floor cause by wax, shining agents, or wax removers.

PEST CONTROL

Routine control of normal household pests, along with keeping pets free of fleas, is a resident responsibility. The use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides, is expected of the resident. Exchanges, Commissaries, and commercial stores stock an assortment of pest control products. For infestations of pests that are beyond resident capabilities and require professional control measures, call your Service Desk.

San Diego residents please call your Housing Site Office personnel.

As a general rule, poor housekeeping is the main factor in cockroach infestation. Roaches thrive on leftover food placed on sink counters and in cupboards, on unwashed dishes, and on food left out for pets. They will also feed on paper and glue products, including shelf paper.

Some things you can do to control roaches and other household pests are:

- ➔ Deposit garbage in trash cans in plastic bags.
- ➔ Wipe up spilled foods or drinks immediately.
- ➔ Do not keep empty soft drink cans or bottles under the sink, and rinse them well before placing in recycling bins.
- ➔ Keep soiled clothing in a clothes hamper or other container. Wash clothes frequently enough that clothing does not pile up all over the floor.
- ➔ Clean up immediately after pets that are not properly housebroken.
- ➔ Store leftover food in airtight containers.

CHAPTER 4 SAFETY AND FIRE PREVENTION

SMOKE/CARBON MONOXIDE DETECTORS

Smoke/carbon monoxide detectors are provided in all family Housing units. Family Housing residents are encouraged to test the detectors on a monthly basis. All detectors are equipped with a testing device. Consider changing the batteries on a particular, easy-to-remember day each year, such as New Year's Day, an anniversary, or semi-annual daylight savings time change. If a detector is found to be defective, notify your Service Desk immediately. Detectors are installed as a safety device to protect you and your family. Under no circumstance is a detector to be disassembled or disabled by removing the battery.

FIRE EVACUATION PLANNING

The safety of your family is of utmost importance to your Housing Office staff. We, and your local fire department, recommend each family member be involved in the planning for emergency actions to be taken if a fire occurs. This planning should include:

- ➔ A method of spreading the word of fire to all occupants of your home
- ➔ The evacuation of all family members from the residence using several different escape plans
- ➔ A predetermined meeting point away from the house
- ➔ A plan for notifying the Fire Department

This pre-planning and practicing is commonly referred to by the Fire Department as "Operation EDITH," Exit Drill In The Home, a nationally recognized fire safety program. You may contact your local fire department for brochures and further information.

REPORTING EMERGENCIES

Residents are to call **911** for fires and other emergencies. Please refer to your *Emergency Information* list for the emergency numbers appropriate for your neighborhood. Post emergency numbers, especially those different from 911, by or on each telephone in your home. Practice dialing the numbers with your children on a play phone or by holding down the receiver button while dialing on a real phone. Teach your children this number is for emergencies only.

If a fire occurs in your quarters, **before calling 911**, evacuate all occupants of your home, and notify all other occupants of your building as quickly as possible. **DO NOT CALL FROM YOUR HOME!**

Use a neighbor's phone **in another building** or use the nearest fire alarm box.

When phoning 911 or appropriate emergency telephone number, state the exact location of the alarm and type of fire or emergency. Give your name, address, and the telephone number from which you are calling. **DO NOT HANG UP THE TELEPHONE** until all pertinent information has been given and is acknowledged by the operator. Go outside to direct the Fire Department to the emergency scene. **NEVER REENTER A BURNING BUILDING!**

**FIRE
PREVENTION**

Historically, most house fires have begun in the kitchen area and are almost always cooking related.

**NEVER LEAVE YOUR HOUSE – EVEN FOR A FEW MINUTES WITH
SOMETHING ON THE STOVE OR IN THE OVEN.***Kitchen*

Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as 4 seconds, the amount of time it takes to answer the telephone. Many fires occur when pans are left on burners to cool, and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite. After placing the lid on the pan, carefully slide the pan off the burner to the stove surface. Keep baking soda or salt close by to apply to a fire. Most importantly, never use flour or water, or attempt to carry the burning pan outside. Many serious injuries occur to both the person caring flaming pans and others, especially children, who might be in the way.

On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward into the cabinet spaces and other parts of the house.

When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed by small children or caught by clothing and pulled off the stove.

Electric cooking appliances (toasters, electric skillets, crock pots, waffle irons, etc.) should never be left on when you leave the house. Electric appliances should be stored unplugged. Even when not “on,” electric currents flow through the power cords when plugged in, and today’s plastic appliances can melt and catch fire.

If your stove is not working properly or appears to be overheating or arcing, place a call to your Service Desk immediately.

Living Areas

Electrical cords are never to be run under carpets or in areas where they may be damaged. Wall outlets should not be overloaded. **The use of “octopuses” (outlet plugs designed to allow multiple appliances to be plugged into a single wall outlet) is not allowed in Family Housing.** Wall outlets which are broken (including the cover), arcing, or not holding plugs securely should be called to the Service Desk.

The use of oil or gas space heaters is strictly forbidden in Family Housing, including in the garage area.

Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as bathrooms too close to towels or left lit in other rooms if the possibility exists that an occupant of the room may fall asleep.

*Living Areas
(Continued)*

Matches, lighters, and other flame producing devices should be stored in areas which are not accessible to children. Children or teens playing with flame producing devices or smoking cigarettes are the second major cause of Family Housing unit fire loss and fire related injuries.

Laundry room

Dryer vents (interior and exterior) should be cleaned regularly to prevent build up of lint which can be a fire hazard. Exterior dryer vents above the ground level and interior vents which may be too long for access may be cleaned by calling your Service Desk.

Electrical panels should not be blocked by storage of personal articles. Electrical panels should have a legible circuit listing on the inside of the panel door. This listing identifies what each circuit provides power to. If the electrical panel in your quarters does not have such a listing, if it is not legible, or if the electrical panel appears to be malfunctioning in any way, call your Service Desk immediately.

Garages/Carports

The Fire Department recognizes that Family Housing garages/carports seldom have enough space for all the storage desired. However, if not closely watched, the garage area can become a severe fire hazard. There are specific regulations for activities and the type of storage of hazardous materials in Family Housing.

- ➔ Storage of flammable liquid, such as gasoline, is restricted to 5 gallons.
- ➔ Welding is prohibited in Family Housing garage spaces.
- ➔ Automotive repairs and bodywork (sanding and painting) are prohibited in Family Housing.
- ➔ Garages are absolutely not to be used for living spaces and may not be altered or modified for such use.
- ➔ Do not block or barricade garage doors.
- ➔ Do not store items near nor block water heaters.
- ➔ Oil or gas space heaters are forbidden in garages.

**FIREPLACE AND
WOODSTOVE SAFETY**

Law prohibits burning of any materials other than seasoned firewood or commercially purchased fire logs in fireplaces. Do not burn household trash in your fireplace or wood stove. Piling a mass of combustibles into a fireplace and igniting it can easily cause a chimney fire. Do not store newspapers and other combustibles close to the fireplace. Use a screen or glass door. Never leave a fire unattended.

Your Housing Office will conduct annual inspections on your fireplace or wood stove and provide chimney cleaning.

If your home has a fireplace, be sure to listen to local television or radio newscasts or check your local newspaper for information of burn bans. Local burn bans are enforced in all housing areas.

CONSTRUCTION AREAS

Residents must stay away from potential danger areas such as excavations, ditches, streets, or any other area where construction or repair work is in progress. Parents must counsel their children to stay away from machinery and construction vehicles for their safety and respect for the property of others. Military members are financially and legally responsible for damages caused by their children at construction sites, materials, and equipment.

Look for and carefully read housing newsletters and special notices, which will be delivered with your mail. In many cases, these are distributed to warn you of possible hazards in your area due to construction projects or maintenance work.

**GROUND FAULT
INTERRUPTER (GFI)
RECEPTACLES**

GFI receptacles are installed in bathrooms, kitchens, and garages. Most exterior receptacles are of this type. GFI receptacles are designed to turn off power to that outlet when electrical shock danger is present. If a hair dryer or electric razor is dropped into the bathroom sink, the breaker will trip, preventing serious injury. In extremely damp conditions, or if the circuit becomes overloaded, GFI receptacles, located in many garages, will automatically turn off.

The government cannot and does not assume responsibility for food spoilage that may result if these circuits are used for personally owned refrigerators or freezers. Because these receptacles are sensitive, we recommend that you not use them for refrigerators or freezers. If you choose to do so, check frequently to be sure the power has not tripped off.

**STUDY YOUR HOME
FOR SAFETY HAZARDS**

Protect yourself and your family from unnecessary injuries. Review the following checklist:

- ➔ Store all household chemicals including detergents, cleaning products, cosmetics, medicines, pest killers, and liquid fuel out of children's reach.
- ➔ Keep firearms locked up and unloaded. Store firearms separately from ammunition. See the appendix for your base for specific information on proper storage of firearms.
- ➔ Never leave a child unattended for any period of time in a bathtub, wading pool, or any place where they could have a serious accident. A small child can drown in less than one inch of water.
- ➔ Do not use bathroom electrical appliances when you are wet or in the bath tub, or shower.
- ➔ Keep stairs, halls, and exits (inside and outside) free from clutter.
- ➔ Use care in placing scatter rugs. Make sure they have non-skid backs.
- ➔ Keep all sharp objects, electrical appliances, and power tools out of reach of children.

**WINDOW FALL
PREVENTION**

While there are many important safety measures to be taken in any home environment, falls from windows, or falls from heights where injury could occur, are of particular concern as there are so many small children in our neighborhoods. Children must be taught the dangers of playing near second story windows, as they tend to be fearless when it comes to heights and are unaware of the consequences of a fall from a high place. Please take the appropriate safety measures to avoid a falling accident in your home. The following tips are provided to assist you in creating a safe environment for your children.

- ➔ Do not put furniture, toy boxes, or beds under a window or children may climb up and fall out of the window.
- ➔ Screens are meant to keep insects out. They are not a device to hold people in. A light push on a screen could make it fall out and the child may go with it if they are up high enough and off balance.
- ➔ Take the time to research appropriate window devices that will keep children from opening upstairs windows.
- ➔ If you must have the window open make sure it is secured so it cannot open more than 4 inches.
- ➔ Consider that fire and rescue personnel will need access in an emergency.
- ➔ Never leave small children upstairs without adult supervision where they can gain access to an unsecured window.
- ➔ Inform and educate your children about avoiding a falling accident.

Your Housing Office encourages you to take time out for safety. Please make sure you take measures to avoid a tragic accident in your home.

EARTHQUAKES

Your area is susceptible to earthquakes. Don't be caught unprepared for such a disaster. Plan ahead by conducting earthquake drills with your family, just as you would fire drills, and prepare an earthquake kit that will sustain you for a few days if necessary.

- ➔ Place large or heavy objects on lower shelves throughout your home. Brace high and top-heavy objects.
- ➔ Store bottled foods, glass, china, and other breakables on low shelves or in cabinets that can be fastened shut. You may install child protection locks on your cabinets for such use, as well as for the safety of your children.
- ➔ Know where and how to shut off electricity, gas, and water in your home. If you are unsure of the locations of the shut-off valves, please call your Neighborhood Manager, or ask a maintenance representative who may be in your home for repairs.
- ➔ Gather emergency supplies and prepare for evacuation in case earthquake damage is severe. See further information in this chapter.

EARTHQUAKES*(Continued)****How to Prepare for an Earthquake***

- ➔ Review your renter's insurance policy. Some damage to your property may be covered without specific earthquake insurance.
- ➔ Protect important family documents such as wills, insurance policies, contracts, stocks and bonds, passports, immunization cards, credit card account numbers, an inventory of valuable household goods, important telephone numbers, birth and marriage certificates in a waterproof, portable container.
- ➔ Plan how your family will stay in contact if separated by disaster. Pick two meeting places: (1) a location a safe distance from your home in case of fire, and (2) a place outside your neighborhood in case you can't return home.
- ➔ Choose an out-of-state friend or relative as a "checkpoint" for other friends and relatives to call.

What to do During an Earthquake

Most importantly – **STAY CALM**, and stay where you are. Most injuries during earthquakes occur when people are hit by falling objects when entering or exiting buildings.

If you are indoors, take cover under a sturdy desk, table or bench, in a doorway, such as to a bathroom or bedroom, or against an inside wall. Stay away from windows, glass outer walls or doors, or anything that could fall, such as lighting fixtures or furniture. Be aware that sprinkler systems could be activated.

If you are outdoors, stay there. Move away from buildings, street lights, power poles, and utility wires.

In a crowded public place, do not rush for a doorway – other people will have the same idea. Take cover, and move away from display shelves containing objects that could fall.

In a high-rise building, get under a sturdy desk, away from windows and outside walls. Stay in the building on the same floor, as an evacuation may not be necessary. Be aware that the electricity may go out or the sprinkler system or fire alarms could go on. Do not use elevators.

In a moving vehicle, stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, or utility wires. Then, proceed cautiously, watching for road and bridge damage.

Be prepared for aftershocks. While these secondary shock waves are usually less violent than the main quake, they can be strong enough to do additional damages to already weakened structures.

If the electricity goes out, use flashlights or battery powered lanterns. Do not use candles, matches, or open flames indoors after the quake because of possible gas leaks.

Check your home for structural damage and report it as soon as possible to your Service Desk.

What to do After an Earthquake

If you smell gas or hear a hissing or blowing sound, open a window and leave the building. Shut off the main valve outside, if you can. Report the leak from a neighbor's home. If you shut off a gas valve, **DO NOT** turn it back on. It must first be checked by a maintenance representative.

If there is electrical damage, switch off all electrical power at the main fuse box or circuit breaker. Report the damage to the Service Desk, and do not turn the electricity back on until it has been checked by a maintenance representative.

**What to do After
an Earthquake**
(Continued)

If water pipes are damaged, turn off the water supply at the main valve. Do not turn the water supply on until it has been investigated by a maintenance representative.

Open cabinets cautiously, as objects may have shifted and could fall.

Use the telephone only to report injuries or serious damage.

Have a portable radio or television available to listen for the latest emergency information.

Stay off the streets to allow emergency crews to perform their tasks. If you must go out, watch for hazards such as fallen objects, downed electrical wires, weakened walls, bridges, roads, and sidewalks.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief agencies.

**Your Family Disaster
Supply Kit**

After an earthquake or other natural disaster, you and your family may be confined to your home. A disaster could cut off basic services to your home – gas, water, electricity, and telephones – for a few days. Your family will cope best with such an emergency by preparing before disaster strikes. Once an emergency occurs, you may not be able to search for supplies. So plan ahead and be prepared.

Six basics you should stock are water, food, first aid supplies, tools and emergency supplies, and special items. Keep these items in easy-to-carry containers, such as large, covered trash cans, backpacks, or duffel bags, in easy-to-reach places, like an entry closet, utility room, or garage.

Water: Store one gallon of water per person in your family per day (two quarts for drinking, two quarts for food preparation and sanitation), and plan for at least a three day supply.

Food: Store at least a three-day supply of non-perishable foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following in your Disaster Supplies Kit:

- ➔ Ready to eat canned meats, fruits, and vegetables
- ➔ Canned juices, milk, and soup (if dried, store extra water)
- ➔ Staples such as salt, pepper and sugar
- ➔ High energy foods such as peanut butter, jelly crackers, granola bars, dried fruits, and trail mix
- ➔ Vitamins
- ➔ Foods for infants, elderly persons or persons on special diets
- ➔ Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags

A **First Aid Kit** should include:

- ➔ Sterile adhesive bandages in assorted sizes
- ➔ Gauze pads in assorted sizes
- ➔ Hypoallergenic adhesive tape
- ➔ Triangular bandages
- ➔ Sterile roller bandages, 2 and 3 inch sizes

***Your Family Disaster
Supply Kit
(Continued)***

- ➔ Scissors
- ➔ Tweezers
- ➔ Needles
- ➔ Moistened towelettes
- ➔ Antiseptic
- ➔ Safety pins in assorted sizes
- ➔ Cleansing agent/soap
- ➔ Latex gloves
- ➔ Sunscreen
- ➔ Aspirin or nonaspirin pain reliever
- ➔ Anti-diarrhea medication
- ➔ Antacid for upset stomach

Tools and Supplies

- ➔ Mess kits or paper cups, plates, and plastic utensils
- ➔ Battery operated radio or TV and extra batteries
- ➔ Flashlight and extra batteries
- ➔ Cash or traveler's checks, change
- ➔ Manual can opener, utility knife
- ➔ Small canister, ABC type, fire extinguisher
- ➔ Pliers
- ➔ Tape
- ➔ Matches in a waterproof container
- ➔ Aluminum foil
- ➔ Plastic storage containers
- ➔ Paper, pencil
- ➔ Needles and thread
- ➔ Shut-off wrench to turn off household gas and water
- ➔ Whistle
- ➔ Toilet paper, moistened towelettes
- ➔ Soap, liquid detergent
- ➔ Feminine supplies
- ➔ Personal hygiene items
- ➔ Plastic garbage bags with ties (for personal sanitation uses)
- ➔ Plastic bucket with tight lid
- ➔ Disinfectant
- ➔ Household chlorine bleach
- ➔ Games, books, deck of cards for entertainment

Special Items: Remember family members with special needs, such as infants and elderly or disabled persons.

For baby – formula, diapers, bottles, powdered milk, medications

For adults – prescription medications, denture needs, contact lenses and supplies, extra eye glasses

Store your kits in a convenient place known to all family members. Change your stored water supply every six months so it stays fresh. Rotate your stored foods every six months. Rethink your kit and family needs once a year. Replace batteries. Ask your pharmacist about storing prescription medications.

APPENDIX SAN DIEGO METRO

CHAPTER 1 – BASE REGULATIONS

FIREARMS/WEAPONS AND AMMUNITION

a. **FIREARMS.** The possession of firearms, ammunition, government-owned arms or other ordnance equipment or weapons in government quarters must be in accordance with the following:

(1) All weapons will be registered at your Site Management Office utilizing a Weapons Registration form. Registration must be completed at the time of assignment to quarters or within 10 days of the weapon being brought into your quarters. If you or your family members are found to be maintaining unregistered weapons in your government quarters your housing assignment will be subject to termination. Hand grenades, bombs, blasting explosives or other ammunitions will not be permitted in government quarters. Reloading ammunition cartridges is not permitted in government quarters. Weapons and ammunition will not be stored in the same room. Misuse, discharging, brandishing, etc. of any firearm (i.e., air rifles, BB guns, rifles, shotguns, or other similar weapons) within a government housing area is prohibited and will result in termination. All personnel residing in on-station quarters must register their weapons with their on-base security.

(2) Weapons must be stored in locked containers or cabinets.

b. **WEAPONS OTHER THAN FIREARMS.** The below listed weapons are considered potentially dangerous, and their use in any government housing area is prohibited and could result in your termination from government quarters. You will be held fully responsible for any subsequent damage or injury by such weapons. If such weapons are maintained in government housing, they must be registered at your Site Management Office.

- (1) Bows and arrows
- (2) Spear guns
- (3) Swords and knives (except military issued ceremonial swords)
- (4) Slingshots
- (5) Martial arts weapons
- (6) All other objects classified by the state of California and local police as weapons.

c. **UNEXPLODED ORDNANCE.** In the past, unexploded ordnance has been found in some areas adjacent to Murphy Canyon Heights. This ordnance is located in areas once used as training sites for live firing. You are advised that firm precautionary measures should be taken to ensure that adults and children alike are aware of the dangers involving ordnance, firearms and ammunition. Report any suspected ammunition found to the Fire Department by dialing 911, also inform your site management staff. Never move the item and keep everyone clear of the area until it is inspected by a properly trained and authorized ordnance team.

d. The following California Firearm Law 1993 Regulations apply:

(1) PROHIBITED FIREARMS, AMMUNITION, AND RELATED DEVICES.

(a) Short-Barreled Shotguns and Rifles.

(b) Camouflaging Firearm Containers, Cane and Wallet Guns, Plastic Firearms, Placate Darts, Zip Guns, Unconventional Pistols, Multiburst Trigger Activators, Explosive Bullets.

(2) PERSONS INELIGIBLE TO POSSESS FIREARMS.

(a) Persons convicted of felonies or other specified crimes.

(b) Persons convicted of misdemeanor violations of specified offenses.

(c) Persons prohibited from possession, purchase of firearms as a condition of probation.

(d) Persons subject to a restraining order issued by a court pursuant of Sections 546 or 547 of the Code of Civil Procedures, may not possess or purchase a firearm for the duration of the restraining order. (Penal Code, @ 12021(d), (g))

(3) OTHER PROHIBITED ACTS.

(a) Obliteration or Alteration of Firearm Identification.

1. It is a felony to obliterate or alter the identification marks placed on any firearm including the make, model, serial number or any distinguishing mark lawfully assigned by the owner or by the Department of Justice. (Penal Code, 12090)

2. Possession of any pistol or revolver having its identification obliterated or altered is presumptive evidence that the possessor performed the obliteration or alteration. (Penal Code, 12091)

3. It is unlawful for a person to buy, sell, or possess a firearm knowing its identification has been obliterated or altered. (Penal Code, 12094)

(b) Drawing/Exhibiting Loaded Firearm on Juvenile Activities Grounds. It is unlawful for any person to draw or exhibit any loaded firearm in a rude, angry, or threatening manner or use any loaded firearm in any fight or quarrel upon the grounds of any day care center, playground, or public or private youth center, or facility where programs are being conducted for persons under 18 years of age. (Penal code, 417(b), 626.95)

(c) Discharging of Firearms at Inhabited/Occupied Dwellings, Buildings, Vehicles, and Aircraft. It is a felony for any person to maliciously and willfully discharge a firearm at an inhabited dwelling, occupied building, aircraft, inhabited car or camper, punishable by a minimum sentence of six months in jail and a maximum of seven years in prison. (Penal Code, 246)

(d) Discharge of a Firearm from a Motor Vehicle. Persons with proven intent who inflict great bodily injury, as defined in Penal Code Section 12022.7, or cause the death of a person who is not an occupant of a motor vehicle as a result of discharging a firearm from a motor vehicle in the commission of a felony or attempted felony shall be punished by a term of five years in state prison.

(e) Threatening Acts with Firearms on Public Streets or Highways. It is a felony for a person to draw or exhibit a firearm that is loaded or unloaded in a threatening manner against an occupant of a motor vehicle which is on a public street or highway in such a way that would cause a reasonable person apprehension or fear of bodily harm. (Penal Code, 417.3)

(f) Threatening Acts with Replica Firearms. It is a misdemeanor for a person to draw or exhibit a replica of a firearm in a way, which would cause a reasonable person apprehension, or fear of bodily harm. A replica firearm means any device with the apparent capability of expelling a projectile by the force of any explosion or air, which can be reasonably perceived as an actual firearm including starter pistols and air guns. (Penal Code, 417.2)

LOCK OUT

Locksmith services are available from a contracted locksmith. You will be responsible for the charge to have the locksmith unlock your door in the event you have locked yourself out and may be charged for the re-keying of your assigned unit. Requests for re-keying and duplication of keys must be submitted to site management personnel. All other requests for locksmith service should be processed through the current locksmith contractor.

CHAPTER 2 – NEIGHBORHOOD RULES

RECREATIONAL VEHICLES

1. Non-self-propelled vehicles, such as trailers, campers, fifth wheel trailers, boats, etc., are not allowed to be stored/parked in the driveway or on the streets in any housing site. This includes inoperative or unregistered automobiles. It is acceptable to park these items in your garage, if space permits.
2. Pick-up with cab-over or mini-motor homes 20 feet or less in length (often used as a second car) may be parked on the street or in your driveway, provided they do not extend over the sidewalk. They are permitted as long as they can be accommodated in a standard size parking space. Large Class "A" and "C" motor homes over 20 feet in length may not be parked in any housing site.

(a) Facilities are available for storage of your RVs, trailers, and boats at both Naval Station San Diego ((619) 556-7031) and Marine Corps Air Station Miramar ((858) 557-4149). Charges are based upon the length of the vehicle.

3. Out of town guests with a self-contained motor home must be registered as guests at the Site Management Office. These guests may be approved to park in front of your quarters for a maximum of two weeks. When you are preparing for a trip, you may bring your motor home to your housing site for two days (one night) to load/unload your provisions. Utilizing MFH electric or water supply outlets to hook-up any motor home is prohibited.

PETS

Pet ownership is a conditional privilege extended to those personnel assigned to pet eligible quarters. Responsible behavior must be exhibited in the control and care of pets or the privilege may be revoked. This regulation pertains to any pet kept at a residence, whether owned by the resident or not. A pet permit must be submitted and approved prior to bringing a pet into MFH. Small birds, fish, a rabbit, rodents, hamsters, gerbils and guinea pigs which are properly caged in a domicile designed for their habitation are allowed at all MFH sites. This regulation will be preempted by local city ordinances. Extra care must be taken to ensure rodents do not escape, as this type of animal can cause costly damage to the home. Should this occur, you will be held responsible for costs incurred to repair damage caused by your pet. Breeding any animals for any purpose is prohibited.

Residents of Navy/Marine Corps leased housing must comply with the rules of the complex.

Dogs and cats are prohibited in the following housing areas:

Beech Street Knolls

Miramar MCAS Townhomes

Bonita Bluffs
Cabrillo Heights
Chollas Heights
Eucalyptus Ridge
Gateway Village
Hilleary Park
Holly Square
Home Terrace
Howard Gilmore Terrace
La Mesa Park
Lofgren Terrace

Paradise Gardens
Park Summit
Pomerado Terrace
Prospect View
Ramona Vista
River Place
Silver Strand II
Terrace View Villas
Woodlake

One Cat (spayed or neutered) is allowed at the following housing areas (No dogs):
Documentation of spay or neuter will be required.

Chesterton Townhomes
Bayview Hills

Mira Mesa Ridge

Two Pets (Dogs and/or Cats) are permitted at the following housing areas:

Admiral Hartman
Chesterton (single family homes)
Miramar MCAS (single family homes)
Murphy Canyon

North Island NAS
Silver Strand I
Vista Ridge

If you own a pet, you are responsible for the flea/tick control program. You will be required to provide documentation that your quarters and grounds have been treated within 30 days of vacating your quarters. Any damage to government property or flea infestation caused by your pets will be your financial responsibility.

a. **WILD, OR EXOTIC ANIMALS AS PETS.** No wild or exotic animals are allowed in MFH. Additional animal species not allowed in MFH include, but are not limited to: chickens, ducks, lizards, ferrets, monkeys, reptiles and tarantulas. Raising birds and fish for commercial purposes is not allowed.

b. **DOGS.** In housing areas where dogs are permitted, they must be licensed by the city in which you reside, and must be registered at your Site Management Office. You must also keep your pets' license(s) current. Obedience training is highly recommended. When outdoors, your dog(s) must be:

(1) In an approved, fenced yard area unless being walked.

(2) On a hand-held leash when taken for a walk, under the control of a responsible person.

(3) Pet owners will maintain their yards and adjacent areas clean and free of animal droppings. The person walking the dog(s) will pick up and properly dispose of any droppings.

c. The following San Diego County Animal Control Regulations apply:

(1) Sec. 62.620 LICENSE REQUIRED. "All dog owners, within the jurisdiction of this ordinance, shall apply for and obtain a separate dog license for each dog they own, possess, keep, harbor, when it is four months old. All dog owners must possess such license at the time the dog is five months old or one month after obtaining or bringing it into an area coming within the jurisdiction of this ordinance. Any dog, which is legally impounded according to the provisions of this chapter, shall be presumed to be a dog which, prior to impounding, required a license, regardless of such dog's actual age or owner's place of residence. The current San Diego County license must be worn by the dog at all times."

(2) Sec. 62.668 CONDITIONS OF ANIMAL OWNERSHIP. "Animal owners or keepers must comply with the following conditions:

(a) Animals shall be restrained or confined as required by law.

(b) Animals shall be humanely treated at all times.

(c) Vaccinations, license, and permits shall be obtained as required by law.

(d) Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors or of human or animal disease.

(e) Animals and animal premises shall not be permitted to disturb the peace or constitute a public nuisance or hazard."

(3) Sec. 62.669 RESTRAINT OF DOGS BY OWNER. "Dog owners shall at all times keep their dogs on a leash or within an enclosed area on their own property or the private property of another, with the permission of the owner of that property, so as to prevent them from being at large or stray, from biting or harassing any person engaged in a lawful act, from interfering with the use of public property or with the use of another person's private property, and from being in violation of other sections of this Code. However, dogs may be at large while participating in field trials and obedience classes organized and sanctioned by recognized dog clubs, while assisting a peace officer engaged in law enforcement duties, or while being trained for the above purposes on private land with the permission of the land owner, so long as such dogs are under direct and effective sound or gesture control within sight of such individuals to assure that they do not violate any other provision of law."

(4) Sec. 62.670 COMMITTING NUISANCE. "No person shall allow a dog in their custody to defecate or to urinate on public property or any improved private property other than that of the owner or person having control of the animal. It shall be the duty of all persons having control of a dog to curb such dog in order to carry out the intent of this section. Non-sighted persons while relying on a guide dog shall be exempt from this section. If a violation of the above occurs, such person shall immediately remove any feces to a proper receptacle." Common grounds and public areas (i.e.,

baseball fields, basketball/tennis courts, and parks) shall not be used as dog exercise areas or dog runs.

d. **AUTHORIZATION TO KEEP PETS.** Authorization to keep pets will be rescinded when:

(1) The pet(s) becomes a nuisance to neighbors because of noise, odor, sanitation, misbehavior, or grounds condition.

(2) If you fail to control and maintain the pet as required herein.

e. **ADMINISTRATIVE PROCEDURES FOR RESIDENTS WITH PET VIOLATIONS ARE AS FOLLOWS:**

(1) If you allow an authorized pet to become a nuisance, the following procedures will take place:

(a) Upon receipt of a valid written complaint, you will be issued a violation notice requiring you to take immediate corrective action. Should the incident prove to be of a serious nature (i. e., dog bite or attack), the notice may direct immediate removal of the pet and loss of your pet privileges. You must provide a written statement to your housing management regarding the action you have taken by a specified date.

(b) If you fail to take corrective action, and an additional complaint is received, you could be required to permanently remove the pet from the housing site.

(c) Once a notice of pet removal or revocation of pet privileges has been issued, a subsequent instance of failure to comply with pet rules could result in termination of assignment to quarters.

f. **STRAY/LOOSE ANIMALS.** All stray/loose animals should be reported to the San Diego County Animal Control office at (619) 236-4250. Your local site personnel do not have the means to capture or contain stray animals.

g. **DEAD ANIMALS.** If you find a dead animal on a city street, call Animal Control at (619) 236-4250. If the animal is found on government property, call your Housing Maintenance Service Contractor.

CHAPTER 3 – HOUSEHOLD RESPONSIBILITIES

GROUNDS MAINTENANCE

Determine if grounds maintenance is provided at your housing site. If so, the care of all turf, trees, shrubs and ground cover is under contract. No personal property may be left on common grounds. Some units have private yards and/or flowerbeds. If yard care is your responsibility, the property line is half the distance between your unit and your neighbor's unit or from your unit to a natural boundary line such as a canyon. Other boundaries include government fences/ property lines, sidewalk, roadway, shoreline or other designated boundary lines. Maintenance includes all hedge pruning to the lower window edge, flowerbed weeding and maintenance and care of all grass areas and ground cover. Residents may also trim their trees to a reasonable height for shade and remove any dead branches or safety hazards caused by low growing tree limbs. You are required to adhere to the following grounds maintenance standards:

a. **MOWING.** Lawns must be kept neat and orderly by mowing as often as necessary. Clippings should be raked or swept from the lawn area and concrete walks. Do not sweep or wash clippings into the street or gutter. Use the green waste recycling container where applicable.

b. **EDGING.** A neat, clean edging parallel to walkways, planter/flower beds and exterior walls must be maintained. Avoid scalloping effects and unsightly gullies between lawn and walks.

c. **CULTIVATING FLOWERBEDS.** The width of the flower/shrub/planter beds generally should not exceed four feet and should be confined to the spaces adjacent to your quarters and/or fences, as approved by your housing site personnel. Check with your site management staff for anything beyond four feet. Appropriate ground cover plants may be planted in beds beneath shrubs to avoid unnecessary tilling.

d. **PRUNING/TRIMMING.** Shrubs and hedges around the quarters will be pruned and trimmed to the extent and frequency required to maintain a neat, attractive appearance; and prevent encroachment upon structures, utility boxes, and so forth. Hedges located at intersections or adjacent to streets must not exceed three feet in height. All other hedges shall not exceed the lower edge of the window in height. Residents with private yards or flowerbeds are required to care for all plantings except trees. Trimming trees over 15 feet tall will be ordered by housing management.

e. **WATERING.** Water is a precious commodity in southern California and should be used with the utmost of caution and concern. MFH residents must use every method available to continue to preserve this precious resource. Grounds should be watered as required to maintain the landscaping, preferably early in the morning or late in the evening. Watering in any given area is not to exceed 15 minutes at a time. Continued sprinkling after the ground is saturated is wasteful and can cause erosion. You will need

to contact personnel at your Site Management Office regarding use and maintenance of the lawn sprinkler systems in single family units.

f. **RAKING.** Keep the area free of leaves and litter. Raked leaves and cuttings must be placed in the green waste recycling containers provided by your maintenance contractor and placed at the curb alongside your trash cans for pick up.

g. **VINES.** Climbing vines such as ivy, clematis, honeysuckle, bougainvillea, and pyracantha may not be planted. You will be charged for the removal of such vines.

h. **PLANTING.** You must first obtain written approval from your site management staff if you desire to plant hedges, trees, or shrubs. Your request must include a simple sketch of the intended planting. All plantings installed by you become the property of the government and may not be removed when you vacate, unless directed by management.

i. **COMMON AREAS.** Grounds maintained by contractor personnel are considered "common areas." You may not plant any vegetation without the prior written approval of your site management staff. You are required to keep common ground areas free of debris, toys, yard decorations or other obstacles for appearance and safety and to facilitate grounds care. Only furniture designed for outdoor use is allowed in eligible exterior areas.

j. **GROUNDS INSPECTIONS.** The housing areas are inspected regularly by housing personnel. Your housing site manager is available to advise you of the established standards on grounds care and how to comply with them. A violation notice(VN) will be issued to you if your grounds do not meet required standards. If you fail to comply with regulations, and do not respond in the given time, a second violation notice will be mailed to you, via your Commanding Officer. The government reserves the right to have the grounds restored by a private contractor at your expense. Repeated violations will jeopardize your quarters' assignment. When you vacate your quarters, your grounds must be in satisfactory condition. You could be charged for the cost of restoration if you are noncompliant.

k. **COMMON HALLWAYS AND STAIRWAYS.** If you reside in a multi-family structure, you are responsible for keeping the halls free of personal items and debris. Although the contractor periodically cleans these areas, you are expected to keep stairs and halls near your quarters clean and swept.

l. **VIOLATION NOTICE (VN).** A VN is used to notify you of minor discrepancies. A VN will be mailed to you at your quarters and an additional copy to you at your command. It will inform you of a noted discrepancy and will provide a sufficient amount of time to repair the item and reply back to personnel at the Site Management Office of the status of the repair. If you do not provide a response to the VN, a second VN will be mailed to you via your Commanding Officer.

YARD/BUILDING OF THE MONTH PROGRAM. Community councils are established at most MFH sites. One of the councils' functions is to encourage you to

maintain high standards of property care, which assures individual and community pride and enriches the quality of life in your community. The councils present awards for "Yard of the Month" and "Building of the Month" programs. The following procedures apply:

a. Community Councils will:

(1) Establish fair and impartial guidelines for the inspection and selection for the "Yard of the Month" and "Building of the Month" programs to include the number of awards, frequency of inspections, annual award for repetitive winners, maximum number of times homes may be selected, and any other criteria necessary to accomplish a fair and equitable program.

(2) Run their own program.

b. Military Family Housing Staff will:

(1) Provide community councils with technical support and guidance on establishing programs in their areas.

(2) Assist community councils in coordinating the award ceremony and provide resources for presentation. Such resources include, but are not limited to; plaques, signs, tools and Self-Help lawn materials.

(3) Encourage council and resident participation, as well as approve each council's program, prior to implementation.

c. The following "Yard of the Month" guidelines are provided for use by the community councils.

(1) The "Yard of the Month" Program for this housing site will be represented by a committee consisting of members of the council who will jointly recommend candidates for the award. Final selection will be made by the council officers. No less than two visits will be made to the quarters to determine acceptable candidates. Criteria to use in selecting a candidate are as follows:

(a) Lawn should be neatly mowed at a height not to exceed 2-1/2".

(b) Lawn area should be free from weeds, debris, and other foreign matter.

(c) Lawns should be neatly edged along all borders, fences, walks, and driveways.

(d) Grass should be consistently green throughout the lawn area.

(e) Special recognition and consideration should be given to a resident who has incorporated decorative fixtures into their lawn scheme.

(f) Flowerbeds should be cultivated and free of grass and weeds. Areas where prohibited plants exist (503g) will be disqualified.

(g) Shrubs and flowers will be neatly pruned. Dead leaves, branches, and dead or unhealthy vegetation will be removed.

(h) The candidate should not have received a yard violation notice within the previous 3 months (verified through MFH).

(i) The Community Council will limit the number of candidates nominated each month.

(j) Multiple visits will be made to each set of quarters nominated for the award. The council will determine how frequently the quarters will be visited and the amount of time between visits.

(k) Once the council has selected the winner, an award presentation will be made. The council will prepare and forward a letter of appreciation to the member via his/her command. Each recipient of the "Yard of the Month" award will be eligible for the annual award.

(2) The council shall monitor the grounds of every monthly award recipient throughout the year to ensure their yard has not fallen below established criteria to be eligible for the Annual Award.

(a) The following "Building of the Month" guidelines are provided for use by the community councils.

(3) Because multi-family dwellings have their grounds and portions of their buildings designated as common areas that are maintained by the government, the criteria for awarding "Building of the Month" will be based on building and grounds cleanliness and building maintenance. The "Building of the Month" committee will be composed of appropriate members from the Council at Large who will identify, select, and present candidates to the council for recommendation for the award. Final selection will be made by council officers. No less than two visits, separated by five working days, will be made to determine acceptable candidates. The criteria to use in selecting a candidate are as follows:

(a) The lawn area around the building should be free of paper, debris, and foreign material.

(b) Flowerbeds should be cultivated and free of weeds, grass, and unauthorized plants.

(c) Shrubs and vegetation shall be neatly trimmed and all dead branches and leaves removed.

(d) All building repairs should have been called in to the Maintenance Service Contractor and repairs completed. Repair items include: Damaged or missing window screens; damaged, missing, or inoperative screen doors; common hall walls requiring repair or paint; graffiti painted over or removed; address sign/numbers properly posted and maintained; hall entry doors in proper mechanical order; Common area glass repaired and clean; debris removed from the building roof; Cable TV antenna properly installed and attached to building; trash enclosures clean and properly maintained.

(4) All common areas (halls, stairways, landings, walkways, etc.) must be clean and free of dirt, personal belongings, debris, paper, clothing, toys and so forth.

SELF HELP

The MFH Self-Help Warehouse is located at 10393 Orleck Street in Murphy Canyon. You are encouraged to participate in the Self-Help Program by donating your time and skills to projects that will enhance the livability of your home and surrounding community. Temporary, non-availability of an item at the Self-Help Warehouse (i.e., grass seed, lawn mowers, fertilizer, etc.) does not relieve you of your responsibility to properly maintain your quarters and grounds. For information regarding specific item availability, please call the Self-Help Warehouse at (619) 556-5614.

a. Due to variations in the types of housing and the needs and desires of the residents, the items available at the Self-Help Warehouse may vary. Residents of leased units are limited to carpet shampooing materials.

b. MFH will assist Community Council supported Self-Help projects by providing material, supplies, and tools. Requests for MFH assistance must be submitted in writing to your Housing Manager and must include a detailed plan utilizing community labor. Mechanized equipment is not available for your use but, in certain instances, may be obtained from PWC to perform specific, required tasks. Self Help materials are limited, however, grass seed and fertilizer can still be obtained by contacting your Housing Manager. Housing will make arrangements to procure these items. Residents are invited to share their ideas for future improvement projects or recommendations to improve the neighborhood. Self Help material requests are on a case by case basis.

MAINTENANCE AND REPAIR CONTRACT SERVICES

As a resident of MFH you are responsible to ensure your quarters are properly maintained. You are responsible for minor maintenance and routine housekeeping such as replacement of light bulbs, replacement of receptacle and switchplate covers, broken light globes, replacement of torn screens and toilet seats. You are also expected to perform such tasks as patching small nail holes in walls, replacing accessible furnace or HVAC filters, cleaning/replacing range hood filters and unclogging minor stoppages in sinks, tubs, toilets, or shower drains. If you elect to have these types of routine maintenance

performed by the maintenance contractor, you will be charged for the service call. Private contractors are in place to perform more complex maintenance tasks. Contractor personnel do not have access to units or master keys. Additionally, they will not enter a unit for service if there is no one in the quarters 18 years or older. Only in emergency cases where there is the possibility of serious injury and/or property loss will the government authorize and escort contractor personnel into an occupied unit. If, after requesting emergency work, you leave the quarters or are unavailable for contractor access, you could be charged for the service call. You will place routine service calls directly with your Maintenance Service Contractor. At the time of the call you will be provided a 'window' for an appointment. If the contractor, responding to a routine service call, finds that the resident is not at home during the requested window, a "Not At Home" notification card will be left at the quarters. The resident must call the contractor to reschedule the work within a 24 hour period from the time the technician first arrived, or the service call will be canceled and the member may be charged for the call. You could be held liable for service call charges if there is damage caused by your negligence or abuse. You are responsible for the proper care and cleanliness of the household appliances furnished to you by the government. This includes reporting all necessary appliance repairs and ensuring that the repairs you request are completed. An adult must be at home to allow entry of the contractor to perform the requested repair. The contractor will provide you with a work order form to sign after completion of the work. You will be requested to sign all completed work orders verifying that the appliance was working satisfactorily after the repairs were completed. You are responsible for reporting any unsatisfactory work to your housing site management staff within three days. Inform your site management staff within 30 days (warranty period) if the problem recurs.

TRASH COLLECTION

Refuse must be disposed of properly. At those sites where there is a recycling effort along with the regular trash pickup, your participation in the recycling program is expected. Failure to do so is a serious violation of housing rules and could result in your termination from government quarters. You are responsible for the following:

- a. Careful handling of all waste items. Drain and wrap all garbage to prevent unsightly or hazardous scattering of trash.
- b. Boxes should be flattened. Branches should be cut into short lengths (not more than 3 ft) and tied in bundles. Local landfill sites should be utilized for disposing oversized items and excess trash.
- c. Trash containers in excess of 40 pounds will not be picked up by the refuse contractor. Receptacles must be returned to their designated area on the same day of trash collection. In the event of a community clean-up program, your site management can provide large dumpsters for oversize items.
- d. Keeping trash receptacles and surrounding areas clean.
- e. Proper disposal of all hazardous waste

HAZARDOUS MATERIALS

HOUSEHOLD HAZARDOUS WASTE. Household hazardous waste is unused or leftover portions of products containing toxic chemicals. Any product, which is labeled *CAUTION, POISON, TOXIC, FLAMMABLE, CORROSIVE, DANGER, WARNING, REACTIVE,* or *EXPLOSIVE* is considered hazardous material. Some examples of household hazardous wastes are:

left over aerosols	tub and tile cleaner
transmission fluid	antifreeze
brake fluid	pesticides
ammonia	varnish water seal
turpentine	gasoline
drain opener	herbicides
rodent poison	rug/upholstery cleaner
automotive cleaners	motor oil
glass cleaners	oven cleaner
acids	paint thinner
barbecue lighter fluid	disinfectants
all purpose cleaners	furniture polish
paint	rubber cement
automotive batteries	wood finish
insecticides	lighter fluid

a. Guidelines for safe and proper use are:

- (1) Choose the least toxic product available.
- (2) Do not mix products.
- (3) Buy only what you can use in a reasonable amount of time. (Check the expiration date)
- (4) Donate unwanted products to another user.

b. Proper disposal is extremely important. It is dangerous and illegal to dispose of containers filled or partially filled with these materials or to discard their contents in the trash, storm drain, sewer or ground (California Health and Safety Code, Section 25189.5). Toxic materials poured down a drain or into a sewer can reach and damage precious waterways, including the ocean. Hazardous materials discarded in the trash can harm refuse collectors and cause landfill and ground water pollution.

c. If you are unsure about how to dispose of any product, call the Household Hazardous Materials Program Hotline. They will also give you information on the next household hazardous waste collection event in your community. Collection certified centers often pay cash for used motor oil and auto batteries.

TELEVISION SERVICE
CABLE TV AND SATELLITE DISHES

Check with your respective Site Management Office for your cable provider.
Exterior television antennas may not be installed. No exterior antennas will be approved by MFH except for designated Community Watch/Radio Alert groups.

SATELLITE DISHES. Small “direct TV” type satellite dishes must be requested on an Alteration to Quarters form prior to installation. It is recommended that your request be approved prior to purchase. Only 18” to 24” dishes will be authorized. The equipment must be free standing and not attached to buildings and are permitted only on patios, balconies and backyards. Satellite dishes may not damage the unit interior or exterior and may not be visible from the front of the unit. Apartment style units with balconies in front are permitted to use freestanding dishes on those balconies. Damages resulting from the installation or removal of the satellite dish will be your financial responsibility.

MAIL SERVICE

Cluster mailboxes are located in each neighborhood. Residents are issued a mailbox key upon assignment to Navy Housing. If your lock breaks or needs repair, contact the locksmith or your Housing Office.

SCHOOL INFORMATION

SCHOOLS IN MILITARY FAMILY HOUSING

ADMIRAL HARTMAN

Sessions Elementary School(858) 273-3111
Bayview Terrace Elementary School.....(858) 273-5244
Pacific Beach Middle School.....(858) 273-9070
Mission Bay High School(858) 273-1313

BAYVIEW HILLS

Paradise Hills Elementary School.....(619) 479-3145
Perry Elementary School(619) 479-4040
Bell Junior High School.....(619) 479-7111
Morse High School(619) 262-0763

BEECH STREET KNOLLS

Brooklyn Elementary School.....(619) 525-7410
Roosevelt Junior High School(619) 293-4450
San Diego High School.....(619) 525-7455

BONITA BLUFFS

Rancho Elementary School.....(619) 668-5885
Avondale Elementary School(619) 668-5880
La Presa Middle School(619) 668-5720
La Mesa Middle School(619) 668-5730

Mount Miguel High School(619) 644-8400

CABRILLO HEIGHTS

Angier Elementary School(858) 496-8295

Montgomery Middle School(858) 662-4000

Taft Middle School(858) 496-8245

Kearny High School(858) 496-8370

CHESTERTON

Jones Elementary School(858) 496-8140

Chesterton Elementary School(858) 496-8070

Montgomery Middle School(858) 662-4000

Taft Middle School(858) 496-8245

Kearny High School(858) 496-8370

CHOLLAS HEIGHTS

Vista La Mesa Elementary School(619) 589-5645

Lemon Grove Middle School(619) 589-5628

Helix High School(619) 644-8200

COUNTRY HILLS TENNIS CLUB

Jamacha Elementary School(619) 441-6150

Hillsdale Middle School(619) 441-6156

Valhalla High School(619) 401-4200

EUCALYPTUS RIDGE

Lemon Crest Elementary(619) 390-2527

Lakeside Middle School(619) 390-2636

El Capitan High School(619) 443-1081

GATEWAY VILLAGE

Cabrillo Elementary School(619) 223-7154

Dewey Elementary School(619) 223-8131

Loma Portal Elementary School(619) 223-1683

Correia Junior High School(619) 222-0476

Point Loma High School(619) 223-3121

HILLEARY PARK

Midland Elementary School(858) 748-0047

Twin Peaks Intermediate School(858) 748-5131

Poway High School(858) 748-0245

HOLLY SQUARE APARTMENTS

Oneonta Elementary School(619) 575-5957

Mar Vista Middle School(619) 628-3086

Mar Vista High School(619) 628-3074

HOME TERRACE

Hamilton Elementary School.....	(619) 262-2483
Wilson Academy of International Studies (Middle).....	(619) 280-1661
Hoover High School	(619) 283-6281

HOWARD GILMORE TERRACE

La Mesa Dale Elementary.....	(619) 668-5740
La Mesa Middle School.....	(619) 668-5730
Helix High School.....	(619) 644-8200

LA MESA PARK

Lemon Avenue Elementary School.....	(619) 668-5835
La Mesa Middle School.....	(619) 668-5730
Helix High School.....	(619) 644-8200

LOFGREN TERRACE

Allen Elementary School.....	(619) 479-3662
Chula Vista Hills Elementary School.....	(619) 482-7066
Eastlake Elementary School	(619) 421-4798
Tiffany School (Elementary)	(619) 421-6300
Bonita Vista Middle School.....	(619) 216-5030
Bonita Vista High School	(619) 216-5000
Eastlake High School.....	(619) 216-5058

MARBRISAS

Discovery Elementary School.....	(619) 656-0797
Bonita Vista Middle School.....	(619) 216-5030
Bonita Vista High School	(619) 216-5050

MARINER'S COVE

Bernard Elementary School.....	(619) 224-3306
Correia Junior High School	(619) 222-0476
Point Loma High School.....	(619) 223-3121

MIRA MESA RIDGE

Hage Elementary School.....	(858) 566-0273
Wangenheim Junior High School	(858) 578-1400
Scripps Ranch High School	(858) 621-9020

MCAS MIRAMAR

Walker Elementary School	(858) 271-8050
Mason Elementary School	(858) 271-0410
Challenger Junior High School.....	(858) 586-7001
Wangenheim Junior High School	(858) 578-1400
Mira Mesa High School.....	(858) 566-2262
Scripps Ranch High School	(858) 621-9020

MURPHY CANYON HEIGHTS

Doris Miller Elementary School	(858) 496-8319
Hancock Elementary School.....	(858) 496-8310
Kumeyaay Elementary School.....	(858) 279-1022
Farb Middle School.....	(858) 496-8090
Deportola Middle School.....	(858) 496-8080
Serra High School.....	(858) 496-8342

NORTH ISLAND NAS

Village "K"	(619) 522-8923
Village Elementary School	(619) 522-8915
Coronado Middle School.....	(619) 522-8921
Coronado High School.....	(619) 522-8907

PARADISE GARDENS

Bethune Elementary School.....	(619) 267-2271
O'Farrell Community School (Middle).....	(619) 263-3009
Morse High School	(619) 262-0763

PARK SUMMIT

Jefferson Elementary School	(619) 293-4406
Roosevelt Junior High School	(619) 293-4450
San Diego High School.....	(619) 525-7455

POMERADO TERRACE

Miramar Ranch Elementary School.....	(858) 271-0470
Wangenheim Middle School.....	(858) 578-1400
Scripps Ranch High School	(858) 621-9020

PROSPECT VIEW

Carlton Oaks Elementary School (K-8).....	(619) 258-2390
Prospect Avenue Elementary (K-8).....	(619) 258-2420
Westhills High School (9-12)	(619) 596-3600

RAMONA VISTA

Ramona Elementary School.....	(760) 788-5010
Olive Pierce Middle School.....	(760) 788-5050
Ramona High School	(760) 788-5015

RIVERPLACE

Chet F. Harritt Elementary (K-6).....	(619) 258-2340
Prospect Avenue Elementary (K-8).....	(619) 258-2420
Westhills High School (9-12)	(619) 596-3600

SILVER STRAND

Silver Strand Elementary School.....	(619) 522-8934
Coronado Middle School	(619) 522-8921
Coronado High School.....	(619) 522-8907

SUNBOW VILLAS

Parkview Elementary School.....(619) 421-5483
Greg Rogers Elementary School.....(619) 656-2082
Hilltop Middle School(619) 691-5630
East Lake High School.....(619) 216-5058
Bonita High School.....(619) 216-5000

SUNSET APARTMENTS

Felicita Elementary School.....(760) 432-2444
Del Dios Middle School.....(760) 432-2439
San Pasqual High School.....(760) 480-3100

TERRACE VIEW VILLAS

Rowan Elementary Academic Enrichment School.....(619) 262-7541
Wilson Academy of International Studies (Middle).....(619) 280-1661
Hoover High School(619) 283-6281

TIERRASANTA RIDGE

Doris Miller Elementary School(858) 496-8319
Hancock Elementary School.....(858) 496-8310
Tierrasanta Elementary School.....(858) 496-8255
DePortola Middle School.....(858) 496-8080
Farb Middle School.....(858) 496-8090

VALLEY BREEZE

Berry Elementary School.....(619) 575-5950
Nestor Elementary School(619) 575-5952
Southwest Junior High School.....(619) 628-3052
Southwest High School.....(619) 628-3023

VISTA RIDGE

Alamosa Park Elementary.....(760) 940-0700
Roosevelt Middle School.....(760) 726-8003
Vista High School(760) 726-5611

WINTERGREEN VILLAGE APARTMENTS

Nestor Elementary School(619) 575-5952
Southwest Junior High School.....(619) 628-3052
Southwest High School.....(619) 628-3023

WOODLAKE

Riverview Elementary School(619) 390-2662
Lakeside Middle School(619) 390-2636
El Capitan High School(619) 443-1081

FREQUENTLY CALLED NUMBERS
COMMUNITY SUPPORT FACILITIES

HOUSING LIAISON OFFICE. The Housing Liaison Office functions as a CNRSW office designed to provide a military liaison service to you. The office has two basic tasks:

a. Handles cases where you fail to follow the regulations contained in this handbook, which could result in disciplinary action or a decision to terminate your housing privilege.

b. Resource referral for persistent community problems that require the intervention of other Navy, Marine Corps or community agencies.

c. The location and telephone number of the Housing Liaison office is:

2625 LeHardy Street
San Diego CA 92136-5182
Telephone: (619) 556-9698 (COMM)
526-9698 (DSN)

HOUSING RECREATION PROGRAMS. Naval Station San Diego MWR is tasked with providing recreation services to off-base housing areas. Their programs are designed to provide a variety of wholesome and constructive off-duty leisure activities, which contribute to the mental and physical well being of military families. The community councils are also involved in the recreation needs and desires of their specific housing areas. The Recreation Division develops a recreation plan for each housing area, utilizes input from the community councils, volunteers, and other community organizations. Recreation Centers are located in several housing areas. Although each of the centers are staffed with full-time paid personnel, many volunteers are needed. The volunteers serve a vital role; providing time, energy, and talent to the community.

RECREATION CENTERS. There are recreation centers located in most government housing areas. All operations at the Recreation Centers are under the control of the Morale, Welfare, and Recreation Department, Naval Station, San Diego. Recreation center locations and telephone numbers:

Admiral Hartman
4439 Olney Street
273-3291

Bayview Hills
1840 Saipan Drive
556-6319

Cabrillo Heights
8471 Jordan Street
279-5051

Chesterton
7468 Wellington Way
277-0102

Gateway Village
3196 Blakely Drive
224-0301

Murphy Canyon Heights
10323 Orleck Street
278-3273

Silver Strand
1202 Leyte Road
435-5056

Murphy Canyon Youth Center
4738 Santo Road
556-6165

PROGRAMS/ACTIVITIES. There are many programs and activities available at the recreation centers. Parents are encouraged to participate and involve their children in programs, which provide positive alternatives during their free time. Some of the programs and activities available are: Youth sports, special events, trips, tours, and enrichment classes, including: Dance, Tae Kwon Do, Jazzercise, Aerobics, Karate, Arts/Crafts, Job Preparedness, Gymnastics, Baton, Before and After School Programs, Day Camps, and Tiny Tot Programs (early childhood recreation).

The Murphy Canyon Youth Center additionally offers:

- Games
- Organized sports
- Daily movies

Contact your recreation center for additional information.

OTHER MILITARY RECREATIONAL FACILITIES. The following is a list of military activities Special Services Office telephone numbers.

NAVAL ACTIVITY PHONE NUMBER

Activity	Phone Number
Marine Corps Recruit Depot/Western Recruiting Region, San Diego	(619) 524-6774
Marine Corps Air Station, Miramar	(858) 577-4126
Naval Air Station, North Island	(619) 545-9576
Naval Amphibious Base, Coronado	(619) 437-3018
Naval Medical Center, San Diego	(619) 532-7255
Naval Station, San Diego	(619) 556-7498

LEASED HOUSING.

MFH in San Diego provides quarters in several apartment complexes for members to occupy as MFH units. These units are maintained by the property owners and any maintenance or pest control requirements should be arranged with the resident manager. Leased unit residents are responsible to abide by both the complex and the government rules.

LIVE-IN CHILD CARE PROVIDER

- a. No monetary compensation may be accepted for the shelter provided in government quarters.
- b. A request for a live-in childcare provider must be submitted in writing to CNRSW (N94) via your Commanding Officer.
- c. Live-in care is approved only for single (or dual) parents in a deployable status. Requests must be endorsed by your Commanding Officer.
- d. Your live-in child-care provider may not be accompanied by family members.
- e. Your live-in child-care provider must be certified in either First Aid or CPR within 30 days of occupying your quarters. A copy of the certificate must be placed on file at your housing Site Management Office.
- f. If a live-in child-care provider is approved, you may request placement on a waiting list for larger quarters.
- g. An annual review of your requirement for live-in child-care provider will be conducted.
- h. Any requests for exception to the above regulations due to unique circumstances must be submitted in writing to CNRSW via your Commanding Officer. The letter should provide specific reasons/justification for the exception and fully explain why special consideration should be given. Special requests will be considered on a case by case basis. In cases of financial hardship, hardship must be proven. A financial statement or a budget prepared by a command financial specialist or Navy/Marine Corps Relief Society representative will be required. The financial statement should identify your planned monthly income and anticipated outlays.

TRAMPOLINES.

Trampolines must be in a fenced backyard. Liability insurance is strongly recommended.

WATERBEDS.

If you wish to have a waterbed in your government quarters, you are required to:

- a. Present a copy of a current liability insurance policy indicating waterbed coverage. Your policy must remain in effect as long as you have a waterbed in your quarters.
- b. Sign a liability statement at the Site Management Office for all damages resulting from the waterbed.

EXTERIOR DECORATING FOR HOLIDAYS.

Decorating of quarters for holidays is festive and encouraged, however, please adhere to the following guidelines when decorating the exterior of your home during holidays and always use extreme caution.

- a. Never walk on or put anything on your roof.
- b. Do not use tapes or insert nails, screws or other hardware into siding, trim or stucco of the house, gutters or eaves.
- c. Use only indoor/outdoor rated lights.
- d. Use only heavy-duty certified exterior extension cords.
- e. To attach lights, use S-Clips provided by Self-Help, or similar inexpensive don-destructive clips.
- f. Spraying of "snow" or use of water-soluble paints is authorized on windows only.
- g. Decorative holiday lights should not be left on over night and should be turned "off" during daylight hours.
- h. No decorations of any kind may be installed, planted or placed in the common ground areas where contractors maintain the grounds.
- i. Second and third story exterior decorating is authorized only on balcony areas or within the interior of the home.
- j. Specific sites have specific guidelines unique to that site. Check with site office.

CHRISTMAS DECORATIONS.

Following EXTERIOR DECORATING FOR THE HOLIDAYS above, Christmas decorations may be put up no earlier than the 1st of December and must be taken down on or before 15 January.

CONSTRUCTION AND/OR ALTERATIONS. Any new construction, additions or alterations to family housing units, including garages, patios and surrounding grounds, must be approved in writing before starting the work. The required authorization request must be submitted to your site management personnel. Any unauthorized alteration/addition may be removed and the area restored by the government at your expense.

a. **PHYSICALLY IMPAIRED/DISABLED ACCOMMODATIONS OR ALTERATIONS.** Your site management personnel must be advised of any handicapped

systems, both of which provide an audible response when the signal wave is broken. These units are portable and other component parts can be added to the system to enhance its capabilities. These systems are acceptable but must be approved in writing in advance by your housing management staff. Housing management personnel must be provided with any codes to your security system in order to respond to an emergency situation.

e. SHED/UTILITY STRUCTURES. Sheds or utility structures are not authorized.

NAVY FAMILY HOME CARE PROGRAM. This information is provided so that you will be informed of the regulations that govern childcare in MFH.

a. By NAVSTASDIEGOINST 1700.1 (series), Family Child Care is defined as any child care provided, with or without pay, full or part-time, on a regular basis by residents living in assigned government quarters. Regular childcare is any childcare, which enables parents to be on duty, to be employed or to attend school or training. Before residents are permitted to provide childcare in their assigned quarters, they must obtain certification to do so from the Commanding Officer, Naval Station, San Diego. Providing childcare without certification is a violation of housing regulations and will result in a violation notice or a letter of caution sent to you via your Commanding Officer. Continued violations could result in your eviction. For information on

becoming certified to provide childcare, please call the Naval Station Family Childcare Office at 556-7391.

b. The only child care that can be provided in MFH without Navy Family Child Care Certification is:

(1) Care given to children, with or without pay, by a person related by blood or marriage.

(2) Care given to children, with or without pay, only occasionally. Occasional childcare would be for brief periods, as an example, while the parent was temporarily engaged with such things as doctors' appointments. Occasional childcare is for less than ten hours per week.

(3) Care given to children occasionally and irregularly, as part of a cooperative agreement between parents for the care of their respective children, where no payment is involved.

c. If you are looking for childcare, you can call the Naval Station Childcare Resource and Referral Office at 556-8491 for assistance in locating certified childcare providers in your area. Please do not leave your children with anyone in MFH who does not have Navy certification to provide childcare.