



***Unaccompanied Housing
New Resident Orientation***



Naval Base Kitsap

Bangor, Bremerton, Keyport and Naval Hospital



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Emergency Management



- ***Know your evacuation route / muster location***
- ***If you hear a fire alarm, evacuate the building – even if you know it is a drill and bring your roommate and neighbors – we train like we fight even in UH!***
- ***If you have questions about how UH responds to various emergencies, visit your UH Complex Manager – they are happy to discuss the UH Emergency Action Plan.***

- **Important information for all NBK residents is available at www.navylifepnw.com**

It assists you in becoming familiar with the different UH campuses at NBK and services available.



These are available under the Housing tab, then select Unaccompanied Housing

DOWNLOADS

- [Unaccompanied Housing Concierge Book](#)
- [Unaccompanied Housing Handbook](#)
- [HSC Home Finding Services Brochure](#)

Barracks Maintenance Request ONLINE

(for routine requests only)

Home Events News Magazine myFFR Support Programs Child & Youth Housing Fitness & Sports Recreation Lodging Food & Drink Welcome Aboard

Subscribe to NavyLife Currents



Navy MWR Digital Library **FUN** CAREERS **CLEP** e-book **DIY** ASVAB Available 24/7/365! Borrow, Read and Return Online!

Barracks Maintenance Request

Location Info

SELECT INSTALLATION:

Select one...

FIND LOCATION

BUILDING:

ROOM:

SPACE:

<http://kitsap.navylifepnw.com/housing/unaccompanied-housing/barracks-maintenance-request>

Support Request

PHONE NUMBER:


EMAIL ADDRESS:

MAINT. REQUEST:

DESCRIPTION:

KEYS



- ***Issued in Bldg. 2300***
 - ***Key issues:***
 - ***“One-shot key”***
 - ***A charge will be added to your account and when you return the key, the charge will be removed.***
 - ***What to do with keycard readers when: (2302/2306)***
 - ***Flashes yellow to green means your batteries are dying***
 - ***Flashes orange means that the dead bolt is on.***
 - ***Flashes red means that either the key or programming is bad.***
 - ***Flashes green to red means your battery is completely dead.***
- 

KEYS – cont'd




- ***During working hours contact your Building Manager in bldg. 2300.***
- ***After hours contact the UH Duty Manager. 360-340-0047***

- ***Room keys are not to be given to anyone except who there were assigned to.***

Maintenance



- ***You are our main source of reporting needed repairs.***
 - ***You may submit routine maintenance request online at***
<http://kitsap.navylifepnw.com/housing/unaccompanied-housing/barracks-maintenance-request>
or by stopping by your local UH Office.
 - ***Routine maintenance submitted to the Base Operating Service Contractor maintenance team may take up to 30 days to be completed.***
- 


Maintenance cont'd



- **Maintenance Emergencies:**

- *If you have any room emergencies (i.e.: water, heat, or power issues) call the UH Office during business hours or call the UH Duty Manager after business hours at 360-340-0047.*

- **Light Bulbs:**

- *If your furniture light bulb burns out and you can SAFELY remove them, bring the bulb to the UH Office and we can give you a replacement. If you can't get the bulb out safely, let us know so we can get it changed for you. Overhead lighting requires maintenance to change them out and maintenance can sometimes take 30 days to complete so please don't wait for all lights to go out prior to reporting. Ask – because multiple lights out in one area or if the area only has one light source, we may be able to have maintenance make it a higher priority.*
- 


Maintenance



- **Window Screens:**

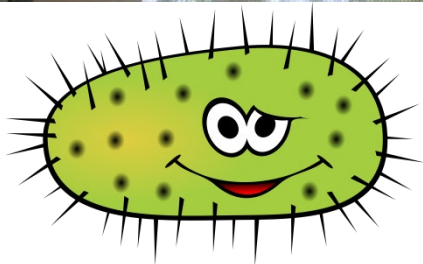
- *Do not remove or damage your window screens. Report damaged window screens immediately to your UH Office.*

- **Mildew:**

- *Use cleaner at least once a week to clean your bathrooms and window sills.*
 - *Products with mold/mildew remover in their name are ideal for this process.*
 - *Spray on, leave set for 10 minutes and then wipe away.*
 - *For windows that have condensation, you are responsible for cleaning them regularly to prevent mildew from growing.*
- 

Molds/Mildew and Bed Bugs

- ***Report to any UH representative if you suspect Mold/Mildew or Bed Bug in your room ASAP!.***



US Mail and package delivery



- ***Mail:***
 - ***UH does not have mail services. All personal mail needs to be sent to your command or you may get a mailbox at the post office to receive your mail.***
- ***Packages:***
 - ***Items that you purchase from online sources are not authorized to be delivered to your room in UH.***
 - ***Please have delivered either to your command or your mailbox.***



Rules- Room Inspections

• *Room Inspections*

- *All resident rooms are subject to inspection at any time.*
- *Common areas may be inspected anytime.*
 - *Common areas within the resident rooms to include any areas shared with other residents such as living spaces, bathroom areas, kitchen facilities, and closets. Any storage areas, desks, or drawers which are accessed by multiple residents are considered a common area.*
 - *Common areas also include any area that is in plain view to the person conducting the inspection.*
- *Private areas will not be considered a common area and will be subject to inspection only after command authorization or consent from the resident.*
 - *Private areas are those areas that can be locked and secured within the rooms of the resident.*
 - *Examples of private areas include lockers or drawers must be locked by individual residents.*

Room Inspections cont.



Room inspections cont.



Rules - Alcohol

- **ALCOHOL (PER COMNAVREGNWINST 11103.1D):**
Alcohol consumption shall be in accordance with state and local laws and be restricted to private rooms and/or Commanding Officer designated lounges, picnic areas and/or common area kitchens. Check with local UH Management for base-specific alcohol consumption restrictions in common areas.
 - *Personnel under 21 years of age will not consume or possess alcoholic beverages in any UH facility.*
 - *Residents over 21 years of age are allowed to have alcohol in their room. State law prohibits consumption of alcoholic beverages by anyone under the age of 21.*
 - *In shared rooms with residents under 21 years of age, all alcoholic beverages will be secured when the resident who is 21 or older is not present.*

Rules - Alcohol


- Drunkenness and/or abuse of alcoholic beverages will not be tolerated.***
- Use of alcoholic beverages is a privilege and may be revoked.***
- Alcoholic beverages in glass containers are strictly prohibited in UH common areas.***
- Empty bottles of alcohol will not be displayed as trophies***
- Beer and wine may be kept in the refrigerator if both occupants of the room are over 21 years of age.***
- Unsecured alcohol is subject to confiscation.***
- Check with the UH front desk to confirm the age of your roommates if you are unsure.***

MCSFBn personnel must also read and adhere to their Command alcohol policy

Guest Policy




- **GUEST POLICY:**

- *In room visitation may occur between 0900 – 2200, Sunday through Thursday and 0900 – 2300 on Friday, Saturday and the night before all Federal holidays.*
 - *Overnight guests are not authorized.*
 - *Guests are permitted provided they do not interfere with good order and discipline and are not an inconvenience to other residents.*
 - *Non-family in-room guests must be at least 18 years old and have a valid photo identification card in their possession.*
 - *The sponsor (registered occupant) of any guest is responsible for the guest's actions and must accompany the guest at all times.*
 - *Room keys are not to be given to a guest.*
- 

Rules – Smoking



- **Smoking/Smoke Detectors:**
 - **NO smoking and NO burning of anything–**
 - *candles, incense, or any other flammable items in resident rooms or buildings. E-cigarettes, hookahs and smokeless tobacco are included in this policy.*
 - **Smoking is permitted ONLY in designated areas.**
 - **No altering, disarming, disconnecting or otherwise tampering with smoke detectors or fire extinguishers. Includes covering up smoke detectors.**
 - **Authorized areas are approved and designated by a butt can. Because of the required distances from smoking areas to entrances and intakes. Please DO NOT MOVE the cans.**
 - **Violators are punishable by UCMJ article 92 under NBK instruction.**
- 

Rules -Smoking cont.



Rules - Weapons



- ***Prohibited in the UH Room***

1. ***Any kind of weapon and ammunition including BB's and Paintball, Nerf guns, Knives, Bow and Arrow.***
2. ***Bleach***
3. ***Walls: Nothing bigger than a push pin. No double-sided tape.***
4. ***No pornographic, inappropriate or offensive materials can be displayed in your room.***

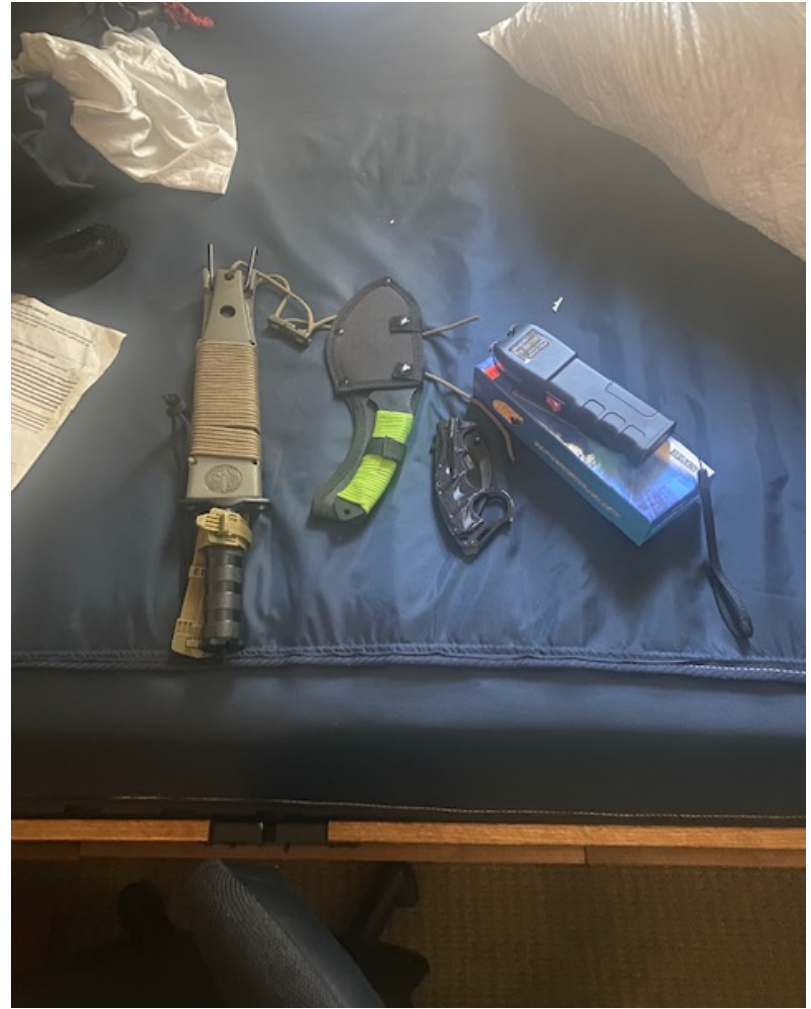
(This list is not all inclusive, a more detailed list is available; ask your Building Manager or UH front desk personnel.)

Additional Prohibited Items



- ***Prohibited in the UH Room***
 - ***Car Parts (clean or dirty)***
 - ***Charcoal, lighter fluid (both charcoal and cigarette)***
 - ***Space heaters (unless issued by UH)***
 - ***Air conditioners,***
 - ***Pets of all types and sizes***
 - ***Oils and gasoline***

Prohibited Items cont.

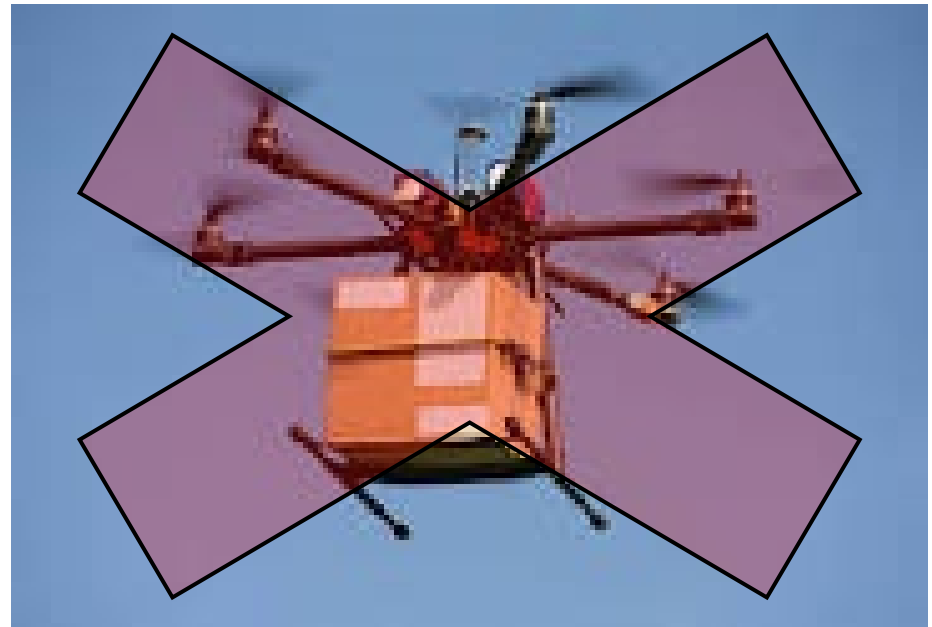


Pets



Drones

***Naval Base Kitsap is restricted airspace
Drones are not allowed in any Naval Base
Kitsap airspace, IAW NBKInst. 5530.14B, and if
they are, pilots will be subject to UCMJ and
possible Federal
prosecution.***



Rules – Cooking in rooms



- **COOKING IN ROOMS:** *Due to the high cleanliness standard necessary to reduce insect and rodent infestation in living spaces in UH facilities,*
 - *Cooking in rooms without kitchens is not authorized except for microwave ovens, and coffee makers with automatic shut off. Unplugged/clean small appliances (i.e.. blender) can be stored in rooms and utilized in common area kitchens. Never leave food unattended while cooking on a stove, microwave ect..*
 - *Common-use kitchens, where available, are provided for your use. Do not put food on the stove to cook and leave unattended. You must clean the area thoroughly after each use and remove all food and trash to include what is in the common refrigerator. Common-use kitchens may be locked for failure to comply with this regulation.*

Common Area - Kitchen



Common Area - Laundry



Rules - Trash

- **TRASH:**

- *All trash must be bagged and placed in applicable dumpsters or designated trash chutes.*
- *Residents will be charged for trash in common areas or disposed of improperly*



Parking



- *Parking permits are required to park in UH designated parking areas. Motorcycles must use the designated motorcycle parking areas.*
- *To obtain your parking permit, please be sure to bring your ID and vehicle registration to the UH front desk.*
- *UH Parking lots are for UH Residents only*
- *The parking permit must be displayed on the outside of the lower left corner of the rear window.*
- *UH residents will only be authorized 1 vehicle parking permit.*
- *All lost permits must be reported*
- *Parking permits must be returned if you sell the vehicle or upon your check-out.*
- *No maintenance will be done in the parking area, to include car washing. **Violators are punishable by UCMJ article 92 under NBK instruction.***

TRANSPORTATION ON/OFF BASE

BANGOR



- ***On base transport via Blue Bus Route***
 - FREE Runs Daily 0545-1745 with designated stops near barracks to piers.***
 - ***Off base bus travel to Downtown Bremerton, Silverdale.***
 - Kitsap Transit Bus Route***
 - ***NEX Bus Stop to Silverdale Transit Center (\$2 one-way)***
 - ***NEX Bus Stop to Downtown Bremerton/Seattle Ferry (\$14 round-trip)***
 - ***Seatac Airport***
 - ***Kitsap Bus Route to Downtown Bremerton/Seattle Ferry to Seattle Light Rail at Pioneer Station (\$5 one-way)***
 - ***Bremerton Kitsap Airporter (\$30 one-way) *PICK-UP IS OFF BASE****
 - ***<http://kitsap.navylifepnw.com/welcome-aboard/getting-around>***
- 

TRANSPORTATION ON/OFF BASE

BREMERTON



- **On base transport via Blue Bus Route**
-FREE Runs Daily 0545-1745 with designated stops near parking garage, barracks to piers.
 - **MCSFBN travel between Bremerton/Bangor**
 - 0330 pickup Bremerton (B-847) to Bangor Lower Base (7 days a week)
 - 0630 pickup Bremerton (B-847) to Battalion Logistics (M-F)
 - 1530 pickup Bremerton (B-847) to Bangor Lower Base (7 days a week)
 - 1600 pickup Battalion Logistics to Bremerton (B-847) (M-F)
 - 1900 pickup Bangor Lower Base to Bremerton (B-847) (7 days a week)
 - **Seatac Airport**
 - Walk to Downtown Bremerton/Seattle Ferry to Seattle Light Rail at Pioneer Station (\$FREE)
 - Kitsap/Bremerton Airporter (\$30 one-way) **PICK-UP IS OFF BASE**
 - **<http://kitsap.navylifepnw.com/welcome-aboard/getting-around>**
- 

Parking- Bicycles



- **Bicycles:**

- *Residents bicycles will be registered per installation and UH office requirements.*
- *Residents are required park their bicycles in the designated bicycle racks or lockers.*
- *Residents are urged to use bicycle locking devices to prevent theft.*
- *Bicycles will not be stored in rooms, stairwells, passageways, walkways, or in areas that will block fire exits.*
- *Bicycle helmets are required for all cyclists on federal installations including all UH areas.*
- *Helmets are highly encouraged for skaters and skateboarders.*
- *Contact the UH Office for information on bicycle storage or to request exceptions.*



Damages

- *Residents are responsible for lost, missing or damages to UH provided furniture, equipment, and linen. (Including lost keys)*
- *Charges will be assessed:*
 - *Can be paid for via DDform 1131 to PSD or*
 - *DDform 139, Automatic Pay Checkage.*
- *If the charges are disputed, you may request a review in writing by UH Management.*

Do you have renter's insurance?




Do not hang anything from Fire Sprinkler



UH Check – Out Procedure



- **CHECK IN & CHECK OUT PROCEDURES:**

- *As soon as you receive your orders to move, deploy or separate from Navy, contact your Bldg. Mgr. or UH front desk to schedule a Pre-Inspection.*
 - *All inspections must be scheduled in advance*
 - *Room inspections must be performed by the Building Manager for any resident checking in or out ONLY within the hours of 0730 to 1530 Monday through Friday (excluding Federal holidays).*
 - *All residents who are checking out must notify the Front Desk 30 days prior to departure in order to complete room inspection.*
 - *Exceptions and group check-outs must be pre-arranged with the UH Office.*
- 



Resident Advisor (RA) Program

- *UH RA Program provides you with senior leadership in the barracks during the evenings, weekends and holidays*

- *RAs are responsible for:*
 - *Serving as your mentor and counselor*
 - *Enforcing local policies*
 - *Conducting Resident meetings to discuss concerns or issues & serve as liaison with UH management*
 - *Coordinating room inspections with Building Managers and Commands*



UH Residents' Role in Sexual Assault Prevention & Response (SAPR)

- ***As per the SAPR Training received at your Command Indoctrination, all Sailors have the power to prevent & respond to sexual assault:***
 - *Utilize Bystander Intervention Strategies*
 - *Reduce your own Risk*
 - *Report any safety and security issues to security immediately (ex. potential situation where you do not feel safe intervening), and inform UH Staff.*
 - ***For more information or assistance:***
 - *DoD Safe Helpline: Call 1.877.995.5247, go to www.safehelpline.org, or text 55-247 (inside the U.S.) or 001-202-470-5546 (outside the U.S.)*
 - *Installation 24/7 SAPR Response Number: **360-340-7037***
- 




SAPR - Bystander Intervention

- ***Be an active bystander: intervene if you witness a situation that could lead to sexual assault***
 - *Direct Intervention*: *Directly speak with the person about possibly violating the law and codes of conduct, or ask if everything is okay.*
 - *Indirect Intervention*: *Ask a friend or authority figure to intervene.*
 - *Distraction*: *Create a distraction or diversion to remove someone from a risky situation.*
 - *Separation*: *Step in and separate the two people. Let them know your concerns and reasons for intervening.*
 - *Contact security if you can not intervene or do not feel safe intervening.*
 - *Report all improper conduct to security immediately.*



SAPR - Reduce Your Risk

- ***Trust your instincts and be yourself***
 - ***Stick with your friends and watch out for each other***
 - ***Use your cell phone as a tool***
 - ***Communicate clearly about limits***
 - ***Don't be afraid to hurt someone's feelings, leave a situation if you feel uncomfortable or unsafe***
 - ***Contact Security if you feel threatened***
- 

UH Offices



- ***Bangor / front desk***
 - ***360-396-4046 - Building 2300 Bangor***
- ***Bremerton front desk***
 - ***360-476-2377 - Building 1001 Bremerton***
- ***Naval Hospital front desk***
 - ***360-475-4334***
 - ***Building HP05 Naval Hospital***
- ***Keyport / Perch-Pickerel front desk***
 - ***360-315-7679 - Building 3147 Pickerel***

Your Opinion Counts



CIS – Continuous Improvement Survey

<https://www.surveymonkey.com/r/99PGGY7>

Questions?

