

# BASE BOSTON UPH REQUEST FORM

SMB-BaseBoston-UPHRooms@uscg.mil  
427 COMMERCIAL ST.  
BOSTON, MA 02109  
OOD: 617-799-7084  
JOOD: 857-753-0345

Name: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Sex:    Male    Female                      Marital Status:    Single    Married

Home Address: \_\_\_\_\_

\_\_\_\_\_ Street                      City/Town                      State

Permanent Duty Station: \_\_\_\_\_

Check-In Date: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Reason for Room: \_\_\_\_\_

**Duty Status:**            (PCS)            (TAD/TDY)            (IDT)            (ADT)

**Currently Collecting BAH:**    Yes    No

Lock boxes are no longer available for reservation. This change was implemented due to consistent issues with accountability and failure to complete proper room inspections with the OOD. All guests are expected to follow checkout procedures and ensure rooms are left clean and in good condition.

All personnel residing in the barracks are responsible for ensuring their rooms are kept clean. This includes, but is not limited to: removing trash, wiping down horizontal surfaces, cleaning mirrors, maintaining cleanliness in and around the toilet, and removing all issued linens.

**Please initial stating that you have read, understand, and will abide by Base Boston UPH Policy.**

BASE BOSTON UPH  
CHECK-IN/CHECK-OUT SHEET  
SMB-BaseBoston-UPHRooms@uscg.mil  
427 COMMERCIAL ST. BOSTON, MA 02109

<b>UPH STAFF/JOOD NAME:</b>					
<b>DATE/TIME CHECKED-IN</b>					
<b>DATE/TIME CHECKED-OUT</b>					
<b>MEMBER INFORMATION</b>					
<b>MEMBERS NAME:</b>			<b>RANK/RATE:</b>		<b>EMPLID:</b>
<b>DOB:</b>	<b>MARITAL STATUS:</b> SINGLE / MARRIED	<b>SEX:</b> MALE / FEMALE	<b>DUTY STATUS:</b> PCS      TDY      ADT      IDT      ADOS      OTHER		
<b>PERMANENT DUTY STATION:</b>					
<b>HOME ADDRESS:</b>					
<b>HOME/CELL PHONE:</b>					
<b>REASON FOR ROOM:</b>					
<b>RESERVATION:</b> YES / NO		<b>ASSIGNED ROOM:</b>		<b>KEY NUMBER:</b>	
<b>BARRACKS REGULATIONS AND GUIDELINES</b>					
<b>INITIALS</b>					
	Only personnel 21 and older are allowed to purchase, possess and consume beer, ale and wine. ALL other types of alcohol are <b>NOT</b> authorized. Residents over 21 with an underage resident must lock up beer/ale at all times.				
	Tobacco (Cigarettes/Cigars/Pipes/Smokeless) use is not allowed in the barracks.				
	Residents are responsible for their room key. <b>Any loss or damage to a key will result in the resident being charged \$15</b> (in the form of a money order, bank check or certified cashier's check, payable to: U.S. Coast Guard) for repair or replacement cost; and required to submit a written request to why the key was lost to the Barracks Manager.				
	Residents are responsible for <b>maintaining the cleanliness of their room and its contents at all times</b> and will be charged accordingly by the Commanding Officer, Base Boston for any damage incurred.				
	A guest is anyone that is not a resident of a particular room. Residents are responsible for their guests at all times. <b>Overnight guests are not authorized. Visiting hours are 0800 – 2200 (M – F) and 1000 – 2200 weekends/holidays/authorized leave.</b>				
	<b>WEAPONS</b> (Guns, knives with blades over 5 inches, etc) are not allowed in the Barracks. Members with personal firearms <b>MUST</b> report through the Base Boston Security Officer for regulations, storage and approval.				
	Microwaves (supplied) and small Keurig-type coffee makers are allowed with UPH Manager approval. <b>Hot plates, toaster ovens, blenders, etc., are not authorized in the barracks.</b>				
	No one shall tamper with any fire fighting / fire alarm devices unless for intended purposes.				
	Each resident is responsible for the security of his/her own valuable items. The Base Boston command assumes no responsibility for lost or stolen items. All rooms/valuable items will be secured when residents are asleep or absent.				
	Pornography is not allowed in the UPH.				
	<b>Quiet hours are in effect from 2200 - 0600.</b> Maintain <u>silence</u> about the decks during this time.				
<p>I agree to read and abide by the Base Boston Barracks regulations. The room I am acquiring will be inspected when I enter, when I depart and will pass final inspection. I hereby acknowledge, by my signature, that it is <b>MY RESPONSIBILITY</b> to notify the SPO, using CG-2025 (BAH/Housing Worksheet) immediately of my assignment to housing, including DoD housing. If any overpayment occurs, I understand I am responsible for repayment. I understand if I knowingly accept payment of BAH when not authorized, I am subject to administrative and disciplinary action in accordance with the UCMJ.</p>					
<b>SIGNATURE:</b>			<b>DATE:</b>		
<b>UPH USE ONLY (HMIS)</b>					
<b>PERSON ENTERING DATA:</b>			<b>DATE:</b>		