

BARRACKS REGULATIONS
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CHAPTER ONE GENERAL

101. MISSION:

The mission of the Air Station Cape Cod Barracks is to provide berthing accommodations to both permanent party and temporary Coast Guard personnel assigned to the Air Station. In some instances, limited berthing may also be available to local commands, based upon prior arrangement and availability.

102. DESCRIPTION OF FACILITY:

- a. The enlisted berthing areas are located on the second and third decks of Bldg. 3159. They consist of 28 rooms, most of which are outfitted for single occupancy, and outfitted for two (2) occupants. In total, the enlisted barracks will accommodate up to 28 personnel. Male showers and head facilities are located on the 2nd and 3rd decks. Female heads are located on the 1st and 2nd decks, and female shower facilities are located on the 1st and 2nd decks. Due to the location of their facilities, female enlisted personnel are berthed exclusively on the second deck when availability of rooms permits. Laundry rooms are located on the second deck and Barracks Basement adjacent to the gym. Television lounges, a game room, and a vending machine room are located on the first deck.
- b. To ensure fire safety, each room is equipped with both smoke and fire detectors. In addition, portable fire extinguishers are located in the passageways of each berthing section. The master control panel for the fire detection system is located on the 1st deck outside the CPO Lounge and Galley.
- c. Heating is provided to individual units via radiators. Air conditioning is not available.

103. BARRACKS OFFICER:

When assigned, the Barracks Officer is responsible for the administration and operation of the Barracks. He/she discharges this responsibility through the Master-At- Arms. When no Barracks Officer is assigned, the Housing Manager exercises responsibility.

104. MASTER-AT-ARMS:

The Master-at-Arms (MAA) has an office located on the first deck of Bldg. 3159. The MAA is responsible for the daily operation and administration of the Barracks. Additionally, he/she is responsible for enforcement of the barracks regulations, maintenance and procurement of material goods, and for supply and issuance of rooms and linen. The MAA supervises a Barracks work force consisting of assigned non-rated personnel and one civilian wage-grade employee. Workday hours are from 0730 until 1600.

105. JUNIOR OFFICER OF THE DAY:

The JOOD assumes the duties of MAA at all times other than the MAA's normal working hours.

CHAPTER TWO POLICY

201. FIRE ALARMS:

- a. No person shall tamper with any device used to sound the fire alarm, except in response to an actual fire, or when specifically authorized by the command to do so.
- b. Whenever the alarm sounds, all hands shall vacate the building and muster in front of the flagpole of Bldg. 3159. The senior member present shall take charge and stand by to render assistance as required by the OOD. Personnel who evacuate the barracks automatically become part of the duty section and shall make themselves available to assist as directed. The MAA or JOOD shall ensure that the Barracks are vacated, provided they are in no danger in doing so.

202. ALCOHOLIC BEVERAGES:

- a. Possession and consumption of beer, wine, and/or ale is permitted within the Barracks ONLY FOR PERSONNEL 21 YEARS OF AGE OR OLDER (the Massachusetts legal drinking age). Opened containers must be consumed within the Barracks. Consumption of alcoholic beverages is prohibited in all duty rooms and indoor public areas, including lounges, gym and corridors.
- b. Consumption of beer, wine, and/or ale within the Barracks is strictly limited to off-duty hours. For the purpose of this instruction, off –duty hours are defined as any time when a member is on authorized liberty or leave.
- c. Possession or consumption of any alcoholic beverage other than beer, wine or ale is PROHIBITED. Storage is limited to two (2) six-packs of beer or ale, and/or 1 bottle of wine per occupant, per room.
- d. In the case of double occupancy rooms, the senior resident of the room is responsible for all conduct within the room. In the event that hard liquor or other prohibited alcoholic beverages are discovered in a room, all occupants will be subject to prosecution unless the contraband is positively identified as belonging to an individual member.
- e. Alcohol storage and consumption is prohibited in rooms occupied by minors (individuals not yet 21 years of age), regardless of the ages of the other occupant.
- f. Violation of this regulation will be prosecuted under the UCMJ. Such action could result in the loss of room privileges and expulsion from government quarters.

203. BERTHING ASSIGNMENTS:

a. Room assignments shall be designated by the MAA only. The MAA will supply the oncoming JOOD with a list of available rooms daily prior to 1600. Barrack rooms will be assigned to personnel according to the following priority:

(1) Bonafide bachelors (single personnel).

(2) Semi-Bachelors (legally separated or divorced personnel who are supporting dependents, but not residing with them).

(3) Transient personnel assigned to other units (prior arrangement required and availability of quarters permitting).

b. Any personnel desiring occupancy in the Barracks should contact the MAA's office as far in advance as possible for a room reservation. At least 24 hours notice is generally required. Upon arriving at the Air Station, present orders to the MAA or OOD for endorsement and a room key.

c. Quarters will be assigned on a first-come, first-serve basis, subject to availability and priority.

d. Any person who desires to change rooms shall do so only upon personally receiving permission from the MAA.

e. No person shall remove furniture from its assigned room.

f. Residents are not authorized in berthing rooms other than their own, except when invited, and only when that room's assigned occupant is present.

g. Guests are welcome in the Barracks between the hours of 1600 to 2200 weekdays, and from 0800 to 2200 weekends. The OOD or MAA shall be notified of the arrival and departure of all guests, and both guest and sponsors are required to sign in/out. All visitors shall leave the Barracks by 2200. Overnight visitors are NOT PERMITTED. Visits by individuals of the opposite sex require that the room door remain open.

Section 208 outlines further guidance concerning visitation.

h. Persons not specifically assigned berthing by the MAA shall not be berthed in the Barracks except as authorized by the Air Station OOD.

203. BERTHING ASSIGNMENTS: (continued)

- i. Upon being assigned a room, each resident will be required to sign a custody receipt form for all issued items and for the condition of the room. Any loss or damage to government property will be charged against the occupant, who will be responsible for its replacement cost prior to being checked out of the barracks.
- j. The MAA or JOOD will inspect each departing resident's room prior to their checking out of the barracks to ensure cleanliness and proper condition of material. Room keys will be turned in at the conclusion of the inspection. Checkouts will be made prior to 1500 during the workweek.

204. DUTY ROOMS

The Air Station Barracks has twelve (12) enlisted duty rooms: OOD, JOOD, FED Watch stander, Aviation Watch Captain, three (3) 2 person Aviation Duty Crew rooms, and five (5) 1 person Aviation Duty room. Use of these duty rooms shall be restricted only to those individuals who are required to enter them in the performance of their official duties and to those so authorized by the OOD.

205. INSECT CONTROL PROGRAM:

- a. Occasionally, Air Station Cape Cod will be required to take action to control insect pests in the Barracks. This action will generally be limited to the spraying of insecticide.
- b. All Barracks residents will be notified a minimum of three (3) working days prior to the date of spraying.
- c. On the dates designated for spraying, all residents shall have emptied all dresser and lockers. Personal items will be sealed in plastic bags (provided by the MAA) and placed on their racks by the occupants.
- d. Rooms shall be left locked.
- e. The MAA shall accompany the sprayers during the treatment of berthing rooms. He/she will unlock the rooms, supervise the sprayers, and lock the rooms upon completion of the pest control.
- f. Barrack's residents who fail to comply with these regulations shall be subject to disciplinary action.

206. FOOD STORAGE:

Food sealed in metal, glass or plastic containers is permitted in the barracks. However, once the seal is broken, the food shall be consumed and the container properly discarded. Non-perishable food being retained shall be in a tightly sealed, insect and vermin proof container. Food/beverages shall not be stored outside on window ledges. Dirty dishes must be cleaned after use. Dishes that are left in the rooms or bathrooms unclean will be confiscated by the MAA.

207. LAUNDRY FACILITIES:

- a. The washer and dryers installed in the 2nd deck laundry room and adjacent to the gym in the basement are for use by Barracks RESIDENTS ONLY.
- b. Residents must provide their own laundry supplies, and are solely responsible for the security of their goods.
- c. Machines may be operated between the hours of 0645 and 2200. *

*Contract Laundry Hours
M-W-F 0900-1400

- d. Machines may be operated in accordance with posted instructions. During contract laundry hours, machines are secured to Military Personnel to allow use of laundry by Civilian Contractors.
- e. Residents are required to clean any mess made in machines.
- f. Deliberate misuse such as overloading or over sudsing is prohibited. Offenders shall be subject to disciplinary action.
- g. Clothing that is left in the laundry rooms for an unreasonably long time may be subject to confiscation by the MAA. If so, they may be retrieved by contacting the MAA during normal working hours.

208. GUESTS:

- a. For the purpose of this article, a guest is defined as anyone who is not currently assigned to the Barracks.
- b. Guests shall check in at the MAA or JOOD office to fill out the visitors log. The sponsor must also sign the log. Guests not arriving in the company of the person to be visited will wait at the MAA/JOOD office until the resident arrives to act as an escort. The sponsor shall not leave guests unaccompanied, and shall remain with them for the duration of their visit.

208. GUEST: (continued)

- c. Sponsors are allowed a maximum of two guests at one time.
- d. Overnight guests are not authorized. Any violation of this regulation will result in a disciplinary action. Visiting military personnel must apply for berthing assignment through the MAA (or the OOD in his/her absence), provided they are eligible and space is available.
- e. Guests are authorized during visiting hours only. Cohabitation is strictly prohibited.
- f. Guests visiting hours in the Barracks are:

MONDAY – FRIDAY: 1600-2200
SATURDAY – SUNDAY: 0800-2200

209. KEYS AND LOCKS:

- a. Each resident will receive a key from the MAA to his/her assigned room. Each resident is responsible for the key and must return it upon departure. Residents are not authorized to give their room key to anyone, aside from duty personnel acting in an official capacity (i.e. OOD, JOOD, or MAA). If a resident is locked out of his/her room, they shall contact the MAA or JOOD to open the room.
- b. Any loss of a room key will result in the MAA changing the lock-core. This will require the issuance of new keys to all residents of the room. Due to the cost and staff hours involved in this process, a charge of \$25.00 will be required prior to checkout to replace lock cores and keys.
- c. No person shall cut, force, or otherwise tamper with a government locking device, or any locking device which is not his or her own personal property. Under no circumstances shall any individual have keys to government locking devices duplicated. Problems with keys or locks shall be promptly directed to the MAA or JOOD.
- d. Master keys shall be retained by the MAA (and Barracks Office, when assigned) in order to gain access to building spaces and rooms for the purposes of performing his/her official duties. Only the MAA, Barracks Officer, and those personnel specifically authorized by the command may retain and control master keys for Barracks spaces. Because Galley spaces lie within the Barracks building (No. 3159), Galley personnel are not exempt from this regulation.

210. LINEN:

Two (2) sheets, one (1) pillowcase, and one (1) bedspread/comforter will be issued to each person residing in the Barracks. During periods of cold weather, a blanket will be included in this basic issue. It is the responsibility of each person to clean his/her own linen, with the exception of the comforter. If the comforter requires laundering, the occupant shall so inform the MAA. In the event that linen is lost or stolen, the occupant shall immediately notify the MAA or JOOD. Under most circumstances, lost/stolen linens will be replaced at the occupant's expense.

211. ELECTRICAL/ELECTRONIC EQUIPMENT:

- a. Stereos, TV sets, and radios are authorized for use in berthing rooms. Volume of such equipment, however, must be kept to a minimum. After 2200, they shall be operated through headphones, or be turned down low enough not to disturb other barracks residents. If deemed necessary, the MAA, OOD, or JOOD can order any resident to secure electrical or electronic equipment. Repeat offenders will have equipment confiscated, and returned upon check out.
- b. Hot plates, woks, Coleman stoves, grills or any other type of cooking appliances are strictly prohibited. Personal microwave ovens of 650 watts or less may be utilized within berthing rooms. They must be kept clean at all times, and will be subject to confiscation if they are not.
- c. One small refrigerator per room will be provided.
- d. Use of energy emitting devices such as transmitters and two-way radios within the Barracks is prohibited.
- e. Use of heat emitting items such as soldering equipment, acetylene torches, etc. is strictly prohibited. This restriction, however, is not intended to limit
This restriction, however, is not intended
to limit use of "low" heat personal items such as electric blankets, irons, and heating pads. These items are allowed, provided they are used sensibly and are in good repair. Any violations of this regulation will result in disciplinary action and immediate confiscation of illegal items.

212. OTHER PROHIBITIONS:

- a. All drugs other than currently valid prescription pharmaceuticals are strictly prohibited. Over-the-counter medications such as Tylenol and pseudophedrine are not intended to be restricted under this regulation. Contraband substances include, but are not limited to: marijuana, hashish, LSD, amphetamines, or any other illegal substances. Use or possession of such contraband will be processed under the rules of the UCMJ.
- b. Pets other than fish are prohibited. Occupants desiring to maintain aquariums must first get approval from the MAA.
- c. Firearms, ammunitions, knives with blades over three inches, bow and arrows, and weapons of any kind are prohibited. Weapons of any kind must be checked in with the Housing Department located in Bldg 5215.
- d. Incense, candles, sparklers, and burning substances of any kind are prohibited. NO SMOKING in any Government facility. Smoking areas are located outside of the Barracks. Smoking is NOT PERMITTED within any duty rooms at any time. Personnel found acting in noncompliance will be subject to disciplinary action.
- e. Use of portable locking devices, such as door jamming locks, or any type of lock that will prohibit free access to rooms is strictly prohibited.
- f. Articles of any kind may not be placed on outside window ledges.
- g. Nails and screws may not be driven into the walls anywhere in the barracks for any purpose. Decorations or other wall hangings may be supported on existing nails only. Any additional holes left behind must be repaired prior to departure.
- h. Display of pictures, posters, or other articles that may be offensive to individuals viewing from outside the building is strictly prohibited. Displays of lewd, tasteless, or illegal nature including, but not limited to pornography or illicit drugs is not permitted at any time, whether or not visible from outside the room.
- i. Pornography viewed on the Internet is strictly prohibited.

213. SAFETY:

- a. Safety is everyone's business. Constant awareness of safety, and continuous efforts to identify and eliminate hazards are particularly important. All barracks occupants are tasked with the responsibility of being continually alert for unsafe practices and for putting a stop to them, either personally, or through an immediate report to the MAA, JOOD, or OOD. While safety regulations are comprehensive, they cannot cover every possible violation of good injury-prevention practices. Common sense and good judgment must be used by everyone.
- b. The handling of fire fighting equipment is prohibited, except for the purpose of extinguishing a fire.
- c. Storage of flammable liquids (gasoline, lighter fluid, etc.) in berthing rooms is strictly prohibited. Contact the MAA to arrange proper storage of such items.
- d. The number of electrical outlets shall not be increased by the use of multi-outlet adapters. Surge protectors are authorized.
- e. Refuse cans in all rooms shall be emptied daily prior to 0730 workdays, or prior to 1200 on weekends and holidays.
- f. Use of any fire or heat emitting devices is prohibited except as provided by these regulations (see 211 and 212).

214. SEA BAGS AND LUGGAGE:

- a. Sea bag lockers within Bldg. 3159 are communal rooms located on the 2nd and 3rd decks. They are provided for storage of large or excess personal articles belonging to Barracks occupants. Users of these rooms do so at their own risk, as there are no means for positively securing individual items once they are placed in these rooms. The rooms shall be kept locked at all times when not in use, and shall be opened only by the MAA or JOOD, but these measures cannot ensure that no damage will be done to the articles stored within.
- b. Individuals utilizing the sea bag lockers/storage rooms are required to write their name and SSN on each article prior to being stored.
- c. Articles without identification will be confiscated by the MAA until proof of ownership can be established.

215. SECURITY:

Each occupant is responsible for the security of his/her own belongings. All rooms must be properly locked when occupants are absent or asleep. To reduce loss from theft, personal lockers, when available, shall be locked at all times when a resident is not in the room. The Command assumes no responsibility for lost or stolen items or money. If a resident believes that his/her room has been inappropriately entered, he/she shall immediately report the incident to the MAA, JOOD, or OOD.

216. TELEPHONES:

- a. Installation of private telephones in berthing rooms is authorized, but is subject to phone line availability.
- b. Public telephones are installed in the barracks area for convenience. Tampering with the telephones is prohibited. Telephone area's are to be kept clean. Failure of users to do so, if noted, will be punishable by the MAA.
- c. Use of government telephones for personal calls is strictly prohibited.

217. VENDING MACHINES:

Coin operated candy and beverage machines are located on the first deck for your convenience. The attempted use of slugs or other counterfeit devices in the machines is prohibited. Report problems or loss of money to the MAA or JOOD.

218. ETIQUETTE:

Common courtesy dictates that personnel assigned to the same or adjoining rooms cooperate with each other in order to peacefully live together. Honor and respect of each other's privileges, rights and privacy shall at all times be considered.

219. CLOTHING:

- a. Proper attire shall be worn in the Barracks common areas at all times. Proper attire consists of the uniform of the day, or civilian attire in good repair and proper for use in public. At the very least, it shall include a T-shirt, shorts, and shoes. Tank-tops, swimsuits, and muscle shirts are not considered adequate attire.
- b. Night cloths (pajamas, nightgowns, bath robes, and negligees) shall not be worn outside of the rooms.
- c. Footwear is required when outside of individual rooms.

220. PLANTS:

Houseplants are authorized in berthing rooms as long as they are kept healthy and trimmed. They must not impinge on roommate's rights or create hazards by producing mold or harboring insects, etc.

221. RECREATION ROOM AND TV LOUNGES:

- a. A recreation room and a television lounge are provided on the 1st deck for use by all Barracks residents.
- b. As within all Barracks spaces, guests using recreation and TV lounges must be accompanied by their sponsor at ALL TIMES.
- c. Sleeping is not allowed at any time in the TV or recreation lounges. Food is not permitted in the REC lounges.
- d. Users of the TV and recreation rooms shall clean up after themselves. The Aviation Watch Captain is responsible for the cleanliness of the watch section, and shall ensure the lounge opposite the duty room is picked up by 0715 daily.

222. LUCKY BAG:

The MAA is authorized to confiscate loose gear and articles of clothing left adrift during weekly room inspections. Such items will be placed in the "Lucky Bag Locker" in the MAA's office and will be open 1215-1230 Wednesdays. Individuals may claim their belongings at lucky bag sales held at least quarterly. Any gear or clothing not claimed by the owner at that time will either be sold or otherwise discarded. Notification of lucky bag sales will be disseminated to all local commands, including in-port ships, at least one week prior to date.

223. VEHICLE/PARKING:

- a. Personnel desiring to maintain vehicles while residing in the Barracks shall utilize the parking lot in the rear of the building. Guests and visitors should also use this lot.
- b. Vehicles must have valid license plates and registration. Coast Guard Personnel must have a valid CG sticker as well.
- c. Maintenance of automobiles and other motorized vehicles within the Barracks parking lot shall be limited to the changing of tires and routine cleaning. Procedures involving car fluids (such as oil changes) are strictly prohibited. Facilities for vehicle maintenance are located next door to the Barracks building.

224. BICYCLE STORAGE:

- a. Bicycle storage units are located at the rear Barracks entrance. These units can be obtained upon checking in to the Barracks based upon availability. Due to the increasing number of responsible cyclists and rising costs of modern bicycles, as a courtesy, bicycles currently may be stored within berthing rooms. **ADHERENCE TO THE FOLLOWING GUIDELINE IS REQUIRED BY ALL PERSONNEL DESIRING TO STORE THEIR BICYCLES INDOORS:**

(1) Bicycles must be physically carried from outside the building to inside the owner's assigned room. This will prevent unnecessary soiling of corridors and stairwells. Personnel shall be particularly vigilant to avoid contacting bulkheads, doors, and carpets, etc. when transiting. If any marks are made, cyclist shall immediately clean them.

(2) Bicycles must be placed on personal mats or similar floor coverings when within rooms to prevent damage to or soiling of room carpets and floors.

(3) Servicing of bicycles indoors is prohibited.

224. BICYCLE STORAGE: (continued)

b. This privilege is provided as a courtesy only, and requires the careful attention of all cyclists to prevent everyone from having to store their cycles outdoors. Inappropriate actions such as riding bikes inside or using issued linen, as floor mats will result in mandatory outdoor storage for ALL bicycle owners.

225. GYM/WEIGHTLIFTING FACILITY:

a. The barracks Gym is located in the basement, below the Air Station Galley. Facility access is from either the wardroom or across from the 1st deck vending machine room.

b. Use of the gym is limited to Active Duty Coast Guard personnel and their dependents, age 18 or older. Children are NOT PERMITTED inside the gym under any circumstances.

c. Personnel utilizing the facility must sign in and out.

d. Users of the gym do so at their own risk, and are strongly encouraged to work out with a partner or spotter.

e. Gym hours are from 0700 to 2200. The gym stereo shall not be used between 2100 and 1100. Use of the gym between 1100 and 1300 is restricted to Coast Guard active duty personnel only.

226. INTERNET ACCESS:

a. Internet access is available through A T & T or Adelphia Cable. Contact the MAA for further information on obtaining this service in berthing rooms.

CHAPTER THREE HOUSEKEEPING

301. RESPONSIBILITY:

a. Occupants of rooms within the Air Station Barracks are responsible for maintaining the rooms they are assigned, and for picking up the common areas they use. The senior resident in each room shall be responsible for ensuring that the following routine is carried out.

(1) Work days prior to 0715, beds shall be made up neatly, loose gear stowed in lockers, deck cleaned, trash cans emptied. Weekly MAA inspections will be held on a random basis.

(2) Bi-Weekly or prior to Commanding Officer's Material Inspection, all equipment and furnishings shall be dusted, window sills cleaned, head fixtures polished, and all carpeted floors vacuumed and floors in the head swabbed.

b. The sighting of any vermin or insect pests in any room or common area shall be reported promptly to the MAA. The responsibility is usually carried out through the use of contract cleaners. Barracks residents are tasked with the responsibility of notifying the MAA if areas are not being adequately cleaned. Residents shall NOT interfere with outside cleaners. If problems exist, notify the MAA.

302. GEAR ADRIFT:

Gear adrift is defined, as any personal item not properly stowed within personal or communal spaces. Personal belongings which cannot be stowed away in personal or communal locker (large stereos, trunks, etc.) are allowed in Barracks rooms provided their stowage does not create an overly cluttered room. The MAA determines when personal belongings in a room are excessive and notifies the occupants to remove or restow their belongings. Any gear adrift will be confiscated and placed in the "Lucky Bag".

303. CLEANING SUPPLIES:

- a. Cleaning equipment and material as needed are available from the cleaning gear lockers. Supplies may be acquired from the MAA Gear Locker between the hours of 0930-1030 and 1330-1430 Monday- Friday. The JOOD is responsible for gear locker access after normal working hours and on weekends
- b. Vacuum cleaners are available in the MAA Gear Lockers located on each deck of the berthing areas. They may be checked out for a one-hour period during the normal working day with the MAA.

304. MAA GEAR LOCKERS:

- a. The MAA maintains several Gear Lockers, one located on each deck of the Barracks.
- b. The lockers are open from 0930-1030 and 1330-1430 Monday through Friday.
- c. Personnel are required to sign equipment in and out of the gear lockers. Missing equipment should be reported.
- d. The locker and equipment contain therein are strictly for use within the Barracks, by residents only. Use of the equipment for cleaning cars, bicycles, etc. is prohibited.

305. WORK ORDERS:

Articles in need of repair should be brought to the attention of the MAA, otherwise the item may remain broken. It cannot be assumed that all discrepancies will be noted during weekly inspections. Residents are tasked with the responsibility of notifying the MAA of room discrepancies. Without timely notice to the MAA, occupants will be held accountable for damaged articles.

CHAPTER FOUR INSPECTIONS

401. ADMINISTRATIVE:

The Commanding Officer, Air Station Cape Cod has the right to conduct administrative inspections of all barracks spaces at any time to insure the safety, health, and well being of all occupants.

402. WEEKLY:

Barracks inspections are held randomly, The MAA will be accompanied during all inspections to ensure two-person integrity (TPI). Residents do not have to be present during inspection.

403. RESULTS:

The results of each weekly Barracks inspection will be delivered to each occupant, with the original copy filed with the MAA. It is the responsibility of each individual to know what discrepancies, if any, are listed for their room or other areas. Unless otherwise indicated, discrepancies must be corrected prior to 0900 the following day. Failure to correct discrepancies can result in disciplinary action taken by the individual' unit, department head, or Barracks Officer.

CHAPTER FIVE OFFICER AND CPO BERTHING

501. GENERAL:

The Air Station Cape Cod Officer and Chief Petty Officer (CPO) berthing is located above the wardroom, adjacent the Galley. It contains 8 rooms, each outfitted for single occupancy, and one two-room suite. Most rooms share head and shower facilities with an adjacent room. In all, the officer/CPO Barracks can accommodate up to 8 personnel.

502. ASSIGNMENT:

- a. Personnel requesting berthing shall do so according to Berthing Assignments, Section 203 of this instruction.
- b. Use of the Commanding Officer's Suite is limited to Commanders and higher, and requires the approval of the Executive Officer. Advance notice is generally required.
- c. Personnel desiring to remain in UPH longer than 15 days shall submit a written request to the Executive Officer stating the situation.

503. POLICY:

Personnel residing in officer/CPO berthing shall comply with all chapters of this instruction.

CHAPTER SIX DUTY SECTION BERTHING

601. GENERAL:

In addition to providing semi-permanent accommodations to Air Station and transient personnel, the Air Station Cape Cod Barracks facility also provides overnight berthing for all Duty Section personnel. The rooms include six (6) duty officer rooms, and twelve (12) duty CPO/enlisted rooms, accommodating up to 21 duty section personnel.

602. LINEN:

- a. Due to the high number of duty personnel and slow turnaround time from the contract cleaners, Air Station Cape Cod maintains large quantities of linen. These quantities, however, are insufficient to supply more than one set of linen per watch stander, per day.
- b. Each duty room will be supplied daily with a pillowcase and set of sheets for each occupant. Duty officers will also be supplied towels. To serve weekend duty sections, each room will be supplied with three sets of linen on Friday afternoon, so that each duty section will have one set of linen per person, per duty day.
- c. Removal or use of linen while not on duty, or use of linen not intended for your duty section room is strictly prohibited. Such actions serve only to deprive the next section of needed supplies. Report damage or missing linen to the MAA or JOOD.

603. HOUSEKEEPING:

- a. Duty personnel are responsible for the condition of their respective duty rooms. The Aviation Watch Captain is responsible for ensuring crew duty rooms and lounges are kept tidy, and the Senior Officer (SDO) is responsible for the same with officer duty rooms and the wardroom.
- b. Operations permitting, personnel shall make their racks (minimum of comforter and pillow) prior to departing in the morning, and shall place used linen in the appropriate bin.
- c. Problems with duty rooms should be addressed to the MAA as soon as feasible, as inadequate sleeping facilities impact on safety of flight.