



CGBASEKODIAKINST 11101.3

CGBASE KODIAK INSTRUCTION 11101.3

JUN 2 2014

Subj: GOVERNMENT OWNED AND LEASED HOUSING RESIDENT HANDBOOK

Ref: (a) Coast Guard Housing Manual COMDTINST M11101.13 (series)
(b) Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14
(c) Child Supervision, BASEKODIAKINST 1750.1A
(d) Firearms, Explosives, and Other Dangerous Weapons, BASEKODIAKINST 8010.1E
(e) Pet Regulations, BASEKODIAKINST 11103
(f) Recreational Land Use and Hunting Regulations, BASEKODIAKINST 11017.1
(g) Traffic, Parking and Vehicle Regulations, BASEKODIAKINST 11240.3E
(h) Coast Guard Alaska Temporary Lodging Allowance (TLA), CGD17INST 7431.2

1. PURPOSE. This instruction establishes policy and regulations for the assignment and termination from Coast Guard Owned and Leased Housing.
2. ACTION. All personnel assigned to Coast Guard Owned and Leased Housing will be familiar with its contents. All occupants will sign a receipt acknowledging they understand these regulations and have had any questions answered. The signed receipt will be kept on file in the local housing office.
3. DIRECTIVES AFFECTED. The following instructions are cancelled: Coast Guard Owned and Leased Housing Tenant Occupancy Guidelines, CGBASEKODIAKINST M11101.2C; Barracks Policy and Regulations, CGPSSUKODIAKINST 11103.4B; and Administration of Quarters for Unaccompanied Officers, Chief Petty Officers, and Civilians, CGISCKODIAKINST 11103.1D.
4. PROCEDURES. Specific duties and responsibilities are as follows:
 - a. The Local Housing Authority shall:
 - (1) Manage all owned and leased housing per references (a) and (b).
 - (2) Ensure compliance with applicable safety and sanitation guidelines and regulations. Notify parent commands when necessary, due to noncompliance.
 - b. Residents shall:
 - (1) Maintain and uphold high standards of conduct imbued in the Coast Guard Core Values of Honor, Respect, and Devotion to Duty.
 - (2) Read and comply with all regulations and guidelines contained in this instruction.

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5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this manual, and have been determined to be not applicable.
6. FORMS/REPORTS. None



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CHAPTER 1. HOUSING ADMINISTRATION

A. Definitions and General Information.

1. Definitions:

- a. Area Housing Authority (AHA): The commanding officer of the base and is responsible for administering the housing program within their AOR.
- b. Area Housing Officer (AHO): The person delegated to perform housing administration duties. Responsibilities include providing guidance to and assisting LHOs within their AOR.
- c. Family Leased Housing (FLH): FLH is provided to supplement locations with MFH, or in locations without MFH, for sponsors whose dependents accompany them. Eligibility is based on the current leased housing eligibility matrix and where the cost of an adequate private sector rental exceeds the sponsor's Basic Allowance for Housing (BAH).
- d. Housing Representative (HR): The Housing Representative coordinates the housing program in an assigned area under the direction of a LHO.
- e. Joint Federal Travel Regulations (JFTR): The JFTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members. The Coast Guard may supplement these regulations with administrative regulations but may not prescribe allowances that differ in amount or type from those authorized by the JFTR.
- f. Local Housing Officer (LHO): The person directly responsible for carrying out the housing program within a command. Duties include, but are not limited to, providing housing referral services and supervising Coast Guard leased housing in the unit's inventory.
- g. Military Family Housing (MFH): A dwelling (single house or part of a multiple-unit building) owned by the Coast Guard for use as quarters. Owned housing is a privilege provided to Coast Guard sponsors in areas where adequate housing may generally be difficult to obtain due to the high cost or unavailability of private housing.
- h. Personal Data Record (PDR): A sponsor's PDR is maintained by the Servicing Personnel Office and is the official record of a sponsor's career. An electronic version is visible to formal Promotion and Selection board or panels.
- i. Unaccompanied Personnel Housing (UPH): Facilities are primarily intended to provide berthing for watch standers and those unaccompanied sponsors not entitled to housing allowance.

- j. Unaccompanied Personnel Leased Housing (UPLH): The unaccompanied leased housing program applies to specific pay grades that do not have dependents.
 - k. Exemption: A waiver of any particular provision of the housing policy.
 - l. Guest: An authorized visitor who stays in government quarters.
 - m. Sponsor/tenant: The person assigned by the Coast Guard to government leased or owned quarters.
 - n. Visitor: A person who, with the consent of all occupants (active duty sponsors), is visiting in government quarters.
2. BAH Entitlement. BAH Eligibility is determined by the JFTR. Entitlement to BAH will stop upon assignment to Coast Guard leased or owned housing (date you accept the keys). BAH will start the date the sponsor completes a final check-out inspection. In both instances it is the military sponsor's responsibility to confirm that the BAH stop and start documents have been processed. No military sponsor in Family or UPH is entitled to receive any BAH, full or partial. Notify the military pay management office immediately if BAH continues for more than one pay period after assignment to government quarters.
- B. Administration.
- 1. Eligibility for Family Housing. Sponsors will be assigned to homes designated for their pay grade and by the minimum bedroom requirements based on family size. Assignment priority is based on control date. Assignment precedence, procedures, and policies are set forth in reference (a).
 - 2. Move-In Process.
 - a. Household Goods (HHG's). The servicing Transportation Office will coordinate arrangements to have household goods moved to the new residence.
 - b. Packing Material. The sponsor is responsible to ensure all packing material is properly removed. It is recommended that the moving company take the packing materials from the premises before they depart or coordinate a return pick-up. All appropriate packing material and card board boxes SHALL be placed in designated recycle containers, not in garbage dumpsters.
 - c. Damage to Residence. If damage occurs to the residence during the movement of household goods, it is the resident's responsibility to immediately notify the LHO and the servicing Transportation Office. The resident will be held responsible for damages not reported.

3. Change in Status of Occupancy. Each sponsor is required to immediately notify the LHO of any change in status affecting eligibility for occupancy of government housing to include:
 - a. Separation or retirement from active duty.
 - b. Change in pay grade.
 - c. Receipt of PCS orders.
 - d. Family separation, divorce, or early return of dependents.
 - e. Change in family composition. When family size increases or decreases, sponsor shall notify the LHO to discuss being placed on the appropriate waitlist. If a unit becomes available, the move will be at the expense of the sponsor and at no cost to the government.
4. Extended Absence from Quarters. Sponsors must notify the LHO if quarters will be vacant for more than seven (7) days. Notification is intended to provide contact information in case of an emergency that may be a threat to life or property. The sponsor is required to arrange for adequate care of the residence to include lawn maintenance, collection of mail, removal of newspapers, etc. Pets may not be left unattended during periods of absence.
5. Liability for Damage or Loss. The sponsor will be held responsible for loss or damage to housing from acts of intentional or unintentional abuse or negligence by the sponsor, family members, guests, visitors or pets. This will require the sponsor to repair or replace the property or voluntarily repay the Coast Guard's costs for property restoration. The LHO, as a last resort, will initiate an involuntary pay adjustment authorization (PAA) to the sponsor's pay for restoration costs, if not voluntarily complied. This also includes any costs for cleaning necessitated by a failure to clean the assigned residence satisfactorily upon terminating assignment.
6. Renters Insurance/Liability Coverage. Sponsors who desire to protect themselves and their property against loss, damage, or liability while assigned to government housing are strongly encouraged to obtain appropriate insurance coverage for fire, theft, liability, and other perils. Renters insurance covers your liability for damage to the dwelling and loss or damage to personal property in situations where the government is not liable, including cases of theft or vandalism. In most cases, except under special circumstances, the U.S. Government and/or the U.S. Coast Guard is not legally responsible for loss to the resident's personal property, possessions, or personal liability, and will not cover such losses or damages.
7. Environmental Health Hazards. The Coast Guard is required to notify tenants who occupy Coast Guard owned housing constructed before 1981 of known or suspected environmental hazards such as lead, asbestos, and radon. Sponsors will be issued

disclosure letters indicating their assigned quarters have been assessed for environmental health risks and whether or not the quarters currently contains any environmental health risks. All environmental risk assessment reports are maintained in the LHO.

8. Town Hall Meetings. The Commanding Officer of BASE Kodiak or LHO and key staff may hold Town Hall meetings, open to all tenants. Dates/times will be published in advance of the scheduled meetings. Town Hall meetings are designed to share information relative to activities planned throughout housing.
9. Boarders and Subletting. Assigned housing is to be used only as a private residence. Subletting or collecting payment for rent for any portion of the home is prohibited and conducting such practices will result in eviction. Authorization for a non-dependent must be submitted in writing via sponsor's chain of command to the AHO, must provide specific reasons or justifications for the exception, and must fully explain why special consideration should be considered. This guest is not an eligible dependent and will not be considered when assigning government housing. Examples of non-dependents are:
 - a. Foster Children. The Coast Guard has no objections to housing foster children, as long as the living conditions (including sanitary) which result are within reason. A foster child does not qualify as a dependent and will not be considered when assigning family owned or leased housing.
 - b. Non-Dependent Care Provider/Housekeeper/Foreign Exchange Student. Permitted in MFH when the criteria set forth in reference (a) are met.
 - c. Other exceptions will be considered on a case-by-case basis, but must be submitted in writing to the AHO via the sponsor's chain of command.
10. Loss of Eligibility for Government Quarters.
 - a. Permanent Change of Station (PCS) Orders. If the sponsor's new command is outside the local commuting area, housing must be vacated on or before the date of departure. The LHO may be contacted to determine eligibility to remain in housing.
 - b. Discharge or Retirement. Eligibility for housing expires on the date of discharge or retirement, and the residence must be vacated on or before that date.
 - c. Family member no longer resides with sponsor. The sponsor is responsible for notifying the LHO when a family member no longer resides in the home for any reason including voluntary or legal separation, divorce, early return of dependents (ERD) or court order. In the case where the sponsor no longer resides in the quarters for any reason, the quarters must be vacated within 30 days.
 - d. Unauthorized Absence. Dependents may remain in owned or leased housing up to 60 days from the date the sponsor is placed in a UA status.

- e. Misconduct. Failure to follow regulations by the sponsor, family member(s) and/or guest(s) can result in the loss of housing privilege and a negative Administrative Remarks (CG-3307) in the sponsor's record. This includes behavior which is destructive to morale, disturbs peace and harmony of the neighborhood, is threatening to other residents or their property, and any behavior not consistent with the Coast Guard Core Values.
- f. Eviction. Eviction may be necessary when conditions for termination of occupancy exist and the residence is not vacated. Justification for this action will be recommended by the LHO, approved by the AHA, and a negative Administrative Remarks placed in the sponsor's record.

11. Occupancy.

- a. Minimum Time Requirement. Assignment to MFH will be for a minimum of 12 months. Sponsors requesting MFH must have at least one year left on current tour of duty in order to be eligible for assignment. This is not applicable to unaccompanied personnel.
- b. Extension in Quarters. Extensions in quarters may be made under certain conditions in accordance with reference (a). Sponsors authorized to remain in quarters after their separation or retirement date are required to pay rent at an amount equivalent to the BAH normally forfeited for their pay grade upon separation.
- c. Local Moves.
 - (1) Government Ordered Local Moves (Convenience of the Government). When it is necessary for a tenant to be relocated due to scheduled renovations, damage to the home or other reasons, the sponsor will be issued orders for a local move to another MFH if available, or to a home on the economy in the local area. Cleaning requirements will be determined by the LHO. Partial Dislocation Allowance (DLA) is authorized for accompanied personnel only.
 - (2) Convenience Move for the Tenant. When a tenant requests to move from one government residence to another, the written request must state the reason for the move, for example, an increase in the number of dependents. Cleaning requirements for termination still apply and the sponsor assumes all responsibility and/or costs to make the old residence move-in ready. There is no entitlement for a local move or DLA.
 - (3) Emergency Relocations. Emergency relocations requiring temporary lodging will be coordinated by the LHO.
- d. Vacating Quarters.

- (1) Intent to Vacate. Sponsors must provide notice in writing by submitting a Notice of Intent to Vacate Quarters (PSDFS007) 45 days prior to their departure. Failure to give proper notice may result in the tenant being held liable for the dollar vacancy value associated with his/her lack of notice, unless it can be determined that the notice was beyond their control (e.g., medical discharge, change in eligibility status, or short notice orders.)
- (2) Pre-Termination Inspection. Sponsors shall schedule this inspection 30 days prior to vacating quarters.
- (3) Termination Inspection. Inspection scheduled for the date vacating quarters. To pass final inspection, there must be no discrepancies other than normal wear and tear.

C. Types of Inspections:

1. Inspections. Inspections are required in government housing. Inspections confirm the condition of the quarters and allow the LHO to determine and verify damages, repairs, and maintenance. All inspections in housing will be documented on a Multi-Purpose Inspection Report, CG-6089. Leased housing inspections will be documented on the Condition Inspection Report, CG-5571B. The HR will perform the following types of inspections:
 - a. Check-in. Upon assignment to quarters, sponsors are required to complete an initial inspection with the HR from the LHO. Within the first 14 days of occupancy, sponsors should notify the AHO/LHO if there are additional discrepancies discovered that were not noted during the initial inspection.
 - b. Pre-Termination. An inspection will be conducted by the HR at least 30 days prior to vacating quarters. This inspection will determine the overall condition of the quarters (including exterior yard areas), set expectations, and provide guidance for the final inspection.
 - c. Termination. An inspection will be conducted on the date vacating quarters. The unit needs to be completely emptied of household goods and personal items prior to the inspection. The sponsor or legal representative must be present during the final inspection. If the final inspection is failed, the sponsor will be expected to correct all discrepancies before departure. When quarters are found acceptable, the sponsor will be cleared of government quarters and the AHO/LHO will notify the servicing military pay management office to start BAH.
 - d. Annual. An inspection will be conducted within 12 months of initial occupancy and at least every 12 months thereafter. When possible, annual inspections will not be scheduled during the peak transfer season.

- e. For cause. The AHO/LHO may inspect assigned quarters for cause only when necessary to ensure safety, health, and welfare of the housing unit and residents. For cause inspections are normally unannounced and may be conducted at any time. For emergencies, appropriate persons may enter vacant or unattended dwellings in order to safeguard property from further damage and to protect life.
 - f. Periodic. Periodic inspections of quarters (including exterior yard areas) shall be conducted by the LHO to ensure the housekeeping and material condition of the unit is maintained.
2. Entry for Inspection. A condition of assignment to quarters is the sponsor agrees to permit the government to enter the unit, to inspect, make repairs, or take other action as may be reasonable and necessary to protect the property.
 3. Notice. Sponsors are entitled to 24 hours notice before routine visits and inspections. Individuals may not enter the unit if a designated representative is not home, unless the individual entering the house is escorted by a HR or command representative.
 4. UPH. Inspections will be conducted upon each member's occupancy and termination in accordance with above. Regular inspections will be conducted as least once every month and prior to deployments or extended TDY.
- D. Command/Senior Officer Quarters (SOQ):
1. Kodiak has five houses that are designated Command/Senior Officer Quarters. They are quarters A, B, C, D, and E located on Parks Circle in Lower Government Hill. These are single-family homes with sufficient living space and amenities to warrant special consideration in assignment.
 - a. IAW reference (a), 153-A Parks Circle is designated as Command Quarters and will always be assigned to the Commanding Officer, BASE Kodiak.
 - b. All other available units on Parks Circle will be assigned to officers, who meet the minimum eligibility requirement of a 3-bedroom unit as required by Table 4-1 in reference (a), in the following order:
 - (1) Any (O-6) Commanding Officer Afloat/Ashore.
 - (2) Any (O-5) Commanding Officer Afloat/Ashore.
 - (3) Any ashore/afloat (O-5)/USPHS (O-6/O-5).
 - (4) As directed by CO, BASE Kodiak.

CHAPTER 2. NEIGHBORHOOD REGULATIONS**A. Regulated Activities.**

1. Commercial Enterprise. Normal commercial enterprises are not permitted in housing or on the premises. Regulations prohibit use of quarters as a show room or store for the sale of goods or services. Written permission must be received from the LHO prior to operating any business in housing. Among areas of concern are safety, liability, conflict of interest, utility usage, parking, and visitor sponsorships. Certain services may need to be cleared through Coast Guard Exchange System for “right of first refusal.” Before embarking upon any activity that might be construed to be a service that is not addressed, contact the LHO. Since recognizing definition of services may not be easily definable, the following guidelines are provided:
 - a. Home enterprises are acceptable (e.g., Avon, Tupperware, cookware sales, etc.).
 - b. Yard/garage sales are permitted in the sponsor’s yard, providing they obtain local civilian permits, if required, but must be limited to no more than two days twice a year and in compliance with local regulations.
 - c. Baby Sitting: Irregular/periodic baby-sitting for a friend or neighbor is permitted, IAW reference (c).
 - d. Family child care is defined to be in-home care of more than one child but no more than six children other than occupant dependents at a minimum of 10 hours per week per child for compensation. Family child care services in Coast Guard housing require the written permission of the AHO. Policies, procedures, and standards – including maintaining all certifications – applicable to all family child care services in MFH is governed by the Child Development Services Manual, COMDTINST M1754.15 (Series).
2. Visitors, Guests. The sponsor is responsible for all of his/her guests, including any damage, theft or violations of the Resident Occupancy Agreement or the Resident Handbook. Guest stays of seven (7) days to 30 days shall be requested using the Housing Office Request/Complaint form (BASEKODHSG-002). Guest stays of more than 30 days must be submitted in writing to the AHA with specific justification for the exception. Requests for guest stays will be considered on a case-by-case basis. In UPLH, guests are not authorized without advanced notice, approval from the LHO, and the mutual consent of other occupants.
3. Parking. Parking shall be limited to vehicles owned by the sponsors, their dependents and guests. Motor homes, campers, trailers, boats, etc., will be parked and stored per reference (g). No vehicle will be driven across, left standing, or parked upon lawns or walkways. The term vehicle applies, but is not limited to, cars, trucks, snowmobiles, four wheelers, trailers, boats, motorcycles and motor driven scooters. The quantity of parking spaces may be assigned by the LHO.

4. Pet Policy. Pets are defined as small, domesticated animals such as dogs, cats, small caged animals (birds, hamsters, guinea pigs, etc.), and fish. Having pets is a privilege and will not be considered when assigning Coast Guard owned or leased housing. Pets are not allowed in any UPLH or UPH (barracks). Service dog regulations have exceptions to some of these regulations as defined by Title 40, U.S.C., Section 291 and will be considered a pet for the purpose of this instruction.
 - a. Pet Agreement. Sponsors who have or acquire a pet(s) must submit/have a signed Pet Agreement (PSDFS003) on file with the LHO.
 - b. Behavior and Control. The keeping of pets is a conditional privilege extended to families who exhibit responsible behavior and control of their pets. Sponsors are financially and legally responsible for their pets and the pet's behavior at all times.
 - c. Number of Pets. The specific number of pets that may be kept in a home is two (2). This may be two dogs, two cats, or one dog and one cat. In addition, residents may have a reasonable number of other pets, i.e., caged birds, fish, hamsters, etc.
 - d. Clean Up. Areas where pets are kept, both indoor and outdoor, shall be maintained in a sanitary condition at all times. Pet owners must be prepared to clean up after their pets when taking them for a walk. Failure to do so may result in the revocation of the owner's privilege to keep pets.
 - e. Pet Damage. Sponsors are responsible for all acts of their pets including damage to Government or personal property and clean up of feces deposited on property or streets. When the government is required to correct damages of this nature, the resident will be billed at current hourly labor and material costs.
 - f. Complaints. No pet shall be a public hazard or nuisance. If a neighbor feels their rights are being infringed upon by another person's pet (by noise, the creation of unsanitary conditions, or property damage) and have been unable to arrive at a solution with the sponsor, a written complaint should be filed with the LHO.
 - g. Bites/Aggressive Acts. Any pet that is found to be a menace, e.g., bites a person or another animal, aggressive growling/barking, MAY be permanently removed from MFH in accordance with reference (e).
 - h. Violations of Pet Regulations. All violations of pet regulations will be investigated by the LHO, in conjunction with local animal control authorities. Valid complaints will result in the following actions:
 - (1) First Notice of Violation. The LHO informs the sponsor of a Housing Violation Notice via email and a copy filed in the housing record.

- (2) **Second Notice of Violation.** Sponsor will receive a Housing Violation Notice via email through the sponsor's command and a copy filed in the housing record.
 - (3) **Third Notice of Violation.** Sponsor will lose the privilege to have pets in MFH and will receive a negative Administrative Remarks with copy to the sponsor's command. The Administrative Remarks will be entered in their PDR and filed in the housing record. Sponsor has to find a suitable home for the pets or terminate occupancy from MFH.
5. **Quiet Hours.** Quiet hours are designated between 2200 through 0700 weekdays (Sunday – Thursday) and 2300 through 0800 weekends (Friday and Saturday and the day preceding a holiday). Playground quiet hours are between 2000 through 0800.
 6. **Smoking.** Smoking is permitted in MFH as long as the smoker's unit does not share a common heating/ventilation/air conditioning (HVAC) system with a non-smoker's unit. Tobacco use (smoking and smokeless) is prohibited in all common areas, UPH, and UPLH. Sponsors will be held financially responsible for any damages or needed repairs due to smoking.
 7. **Waterbeds and Aquariums.** Installation of a waterbed or an aquarium over 20 gallons in all MFH requires prior written approval from the LHO. Requests shall include a copy of the renter's insurance policy, clearly showing waterbed and/or aquarium, amount of coverage, and an expiration date.
 8. **Lawn Ornaments and Signs.** Residents may place lawn ornaments on lawns if the decorations are maintained and present a pleasing appearance. Signs other than advertisement for yard or garage sales will not be permitted, especially those of a political nature or that express a personal opinion.
 9. **Outdoor Recreational Items.** Outdoor recreational items such as wading pools, swing sets, etc., will only be allowed in housing areas where playground equipment is not provided. Sponsors will be required to submit a Certificate of Insurance issued by the insurance provider showing the name of the insured, policy coverage, and dollar limits to include any riders, and naming the Coast Guard as an insured interest. This notification will normally be sent directly to the AHO and must be verified before any approval is granted. Submit all requests for outdoor recreational items using a Housing Office Request Form (BASEKODHSG-004).
 - a. **Pools.** Small wading pools ("kiddy pools") are authorized in MFH. The water level will not exceed 12 inches in depth. An adult (18 years or older) must be present to supervise pool use and pools must be emptied after each use.
 - b. **Hot Tubs.** The use of hot tubs in housing is strictly prohibited.
 - c. **Trampolines.** The use of trampolines in housing is strictly prohibited.

- d. Fire Pits. The use of fire pits in housing is strictly prohibited.
 - e. Wood, kayaks and other personal items must be kept a minimum of six (6) inches from the housing structure.
 - f. Portable play equipment, such as a basketball hoop, is permitted as long as they are stored within the sponsor's yard and not in common areas, streets, or cul-de-sacs.
 - g. When not in use, all personally owned play equipment shall be stored in the garage, back deck, or designated storage. General clutter will be kept to a minimum, especially in the front yard and entryway.
10. Ornamental Lighting for Holidays. Reasonable use of inside and outside electrical ornamental lighting is authorized. Do not penetrate roofs, siding, or fascia with nails, bolts, screws, etc. to install lighting. Use is restricted to a two week period near a holiday with the exception of Christmas when outdoor decorations are allowed from Thanksgiving thru 1 February. With the exception of balconies, for safety reasons, roof decorations/lighting above the first floor is NOT recommended. Lighting will be removed and not allowed to remain attached to the unit after the prescribed period.
11. Weapons and Firearms. The possession of personal firearms, ammunitions, or other ordinance in MFH, FLH, or UPLH will be regulated in accordance with all Federal, State or local regulations. Registration of all weapons and firearms with the LHO is required at the time of assignment utilizing the Weapons Registration Form (PSDFS004). Weapons and firearms are prohibited in UPH.
- a. Discharging, brandishing, or any other misuse of a firearm, including air rifles, BB guns and paintball guns is prohibited and will result in immediate eviction.
 - b. Weapons and ammunition shall not be stored in the same room unless locked in an appropriate storage container. Other munitions, such as hand grenades, bombs, blasting caps, etc. will not be permitted in any housing unit or area. In addition, the practice of reloading ammunition is strictly prohibited.
 - c. The use of potentially lethal or dangerous items such as bows and arrows, spear guns, swords, and martial arts weapons is strictly prohibited.
12. Motor Vehicle Maintenance. Minor maintenance is authorized in MFH. The use of the MWR Auto Hobby Shop (if available) is recommended for all maintenance. Waste oil must be disposed of in accordance with local environmental regulations. Major maintenance is not permitted in MFH. Vehicles that are inoperable over 48 hours must be removed from the housing area.
13. Recreational Vehicles and Equipment. Reference (f) covers use of recreational equipment on Coast Guard property. All Terrain Vehicles (ATV's), boats, personal

watercraft, trailers, campers, motor homes, utility trailers, and the like are prohibited from being stored in ANY housing area not specifically designated as such. Sponsors can request a storage parking space through the LHO. Sponsors are allowed to park recreational vehicles at their residence temporarily and not to exceed 24 hours. This provides time to prepare for and secure from recreational activities.

14. Garbage and Recycling. Recycling SHALL be utilized at all times. It is the responsibility of the sponsor to dispose of garbage and/or recycling in appropriate receptacles. Stockpiling garbage in vehicles or garages could attract bears, cause pest infestation, or result in damage by animals. Sponsors will be held financially responsible for any damage to housing. LHO can provide information on recycling.

B. Standard Conduct.

1. Occupancy Agreement Enforcement Policy. The LHO is responsible for enforcement of the terms of the Resident Occupancy Agreement and this instruction. Sponsor will be notified by letter/email of violations to this agreement. Correspondence sent to the sponsor due to an infraction of this policy will be sent to the sponsor's parent command as well as the AHO. A meeting with the sponsor will be scheduled as soon as possible to resolve all issues and to clarify any misunderstandings between the parties. If an issue cannot be resolved, either the LHO or the sponsor may elect to elevate the dispute to include the HR, the sponsor's command, and the AHO.
2. Leased Housing Resident Responsibilities. In addition to terms in the Resident Occupancy Agreement, sponsors of leased housing are required to abide by all laws, ordinances, and provisions prescribed by the landlord, management company, or apartment complex. Sponsors and their families should strive to maintain a good relationship with the landlord. Sponsors are forbidden to make any oral or written agreements with the landlord who is under contractual agreement with the Coast Guard, except for garage or carport rentals. The Coast Guard pays the cost of rent and all utilities for the home with the exception of telephone, cable, and garage or carport. The sponsor should not incur any other charges while residing in leased housing.
3. Controlled Substances. Recent state legislation purports to legalize the use and possession of certain controlled substances ("drugs"), such as marijuana. However, state laws authorizing the use of Schedule I drugs such as marijuana, even when characterized as medicine, are contrary to federal law and the Uniform Code of Military Justice (UCMJ). Marijuana use and possession are explicitly illegal under federal law and the UCMJ, regardless of state laws to the contrary.

So long as marijuana is listed as a controlled substance under the Controlled Substances Act, 21 U.S.C. § 801, et seq. the use, possession and introduction of marijuana on Federal property including Coast Guard installations and housing (MFH, FLH, UPH, and UPLH) is prohibited. This prohibition applies to all persons, including dependents and guests, regardless of status.

4. Minor Violations. While this list is not all inclusive, it should clarify what is considered a minor violation. Examples of minor violations are:
 - a. Failure to maintain exterior of residence including yard; poor housekeeping including pet policy violations; excessive noise that disturbs others; unauthorized commercial activities; vehicle maintenance; or RV, boat storage or vehicles parked on the grass or on prohibited streets.
5. Major Violations. Violations of the Resident Occupancy Agreement of a serious nature may result in an immediate eviction. After appropriately notifying the sponsor and the sponsor's command of the violation, if it is not immediately corrected, the AHO/LHO may proceed with the eviction. Major violations include, but are not limited to, the following:
 - a. Serious misconduct, including repeat minor offenses, involving the resident, family member, guest, or pets; inherently dangerous or criminal actions by the sponsor, family member, or guest; Domestic disturbance and misconduct, which results in injury or property loss to a neighbor or the government; felony convictions; spousal or child abuse; misuse, discharging, or brandishing a weapon in the housing area.
6. Violation Enforcement. Violations of the Resident Occupancy Agreement will be processed as follows:
 - a. First Notice of Violation. The LHO informs the sponsor of a Housing Violation Notice via email and a copy filed in the housing record. The sponsor has 72 hours to correct the violation.
 - b. Second Notice of Violation. If the violation has not been corrected, the sponsor will receive another Housing Violation Notice via email through the sponsor's command and a copy filed in the housing record. The sponsor has 48 hours upon receipt of the letter to correct the violation.
 - c. Third Notice of Violation. If the violation has not been corrected, the sponsor will receive a negative Administrative Remarks with copy to the sponsor's command. The Administrative Remarks will be entered in their PDR and filed in the housing record. The sponsor has 24 hours upon receipt of the Administrative Remarks to correct the violation or terminate occupancy from MFH.
 - d. Notice of Eviction. If the violation has not been corrected, a Notice of Eviction and a negative Administrative Remarks will be sent to the sponsor through the sponsor's command. The Administrative Remarks will be entered in the sponsor's PDR and a copy of both the Administrative Remarks and Notice of Eviction will be kept in the housing record. Termination of occupancy from MFH will be completed within 30 days after receipt of notification.

CHAPTER 3. HOUSEHOLD RESPONSIBILITIES**A. Residence Maintenance.**

1. Maintenance. Coast Guard policy calls for a continuing program of cost reductions in the maintenance of housing. It is equally important that the value of the Coast Guard's investment not diminish because of poor maintenance. Housing office personnel are dedicated to providing clean, livable homes for all residents and strive to assign housing in good condition. Except for normal wear and tear, the sponsor is responsible for the residence and minor maintenance including the appliances and heating systems.
2. Resident Responsibilities. Residents shall be held responsible for routine housekeeping, limited maintenance, (changing furnace filters, replacing light bulbs, etc.) and grounds upkeep of their assigned residence unless in the case of leased housing, the owner agrees to maintain the property. Routine housekeeping includes the vacuuming and mopping of floors, cleaning of bathrooms and kitchen, windows and window sills, and wiping of walls, doors and switch plates. Maintenance and care should be practiced as if it was the family's permanent home. The LHO can provide more specific guidance regarding specific maintenance responsibilities.
 - a. UPLH residents are individually responsible for maintaining their own rooms and jointly responsible for the maintenance of common areas and grounds. UPLH residents are not permitted to switch rooms within the apartment without prior written approval of the LHO. A check-in and a check-out inspection must be completed prior to changing rooms.
 - b. Written consent of the landlord and/or the LHO is required before painting your assigned residence. Upon check out, the residence will be returned to its original condition, color and gloss (flat, semi-gloss and gloss) using the correct type of paint (latex or oil based) which was previously applied before move in. The landlord and/or the LHO will not provide paint for this purpose but will provide information on the type of paint to be used and where it can be purchased.
 - c. Construction of additions, attachment of fixtures, replacement of flooring, or any other structural modification to the residence will not be made unless written approval from the owner/agent and/or the LHO is obtained.
 - d. All residents must avoid damage beyond reasonable wear and tear, and notify the landlord and/or the LHO of repairs that are needed. Failure to promptly notify the landlord/Coast Guard of ongoing damage, most notably water seepage or leaks, will result in the resident being held responsible for the repairs. Residents should report even the smallest repair problem prior to it turning into a major problem. Those living in leased housing should notify the landlord in writing with a copy to the LHO for inclusion in the housing file to protect against further liability.

- e. If responsible for the grounds, each resident will keep the lawn free of litter and debris. Cut, rake, and water grass enough to maintain a well cared for appearance. All flower beds are to be weed free and shrubs shall be neatly trimmed. New flower beds or the planting of trees must be approved by the LHO. Trees should not be planted within 25 feet from any structure; utility locations and labeling must be completed prior to planting any trees. See the LHO for a list of items provided for tenant usage.
 - f. If in doubt about making any repairs, residents should check with the LHO first.
3. Minor Repairs. Sponsors are responsible for minor maintenance and repairs. Sponsors are encouraged to make minor household repairs which do not require a skilled repair person, such as clearing minor plumbing stoppages, replacing door stops, or tightening loose screws.
 4. When to Call for Assistance. If required repairs are beyond a sponsor's expertise, call the customer service desk (help desk) or LHO for assistance. After normal hours or on weekends and holidays, call the HR or Officer of the Day (OOD) if the problem is considered an emergency and delaying repairs will result in damage to personal and/or government property.
 5. Damages. Sponsors are responsible for the acts of all family members, guests, visitors, and pets and will ensure any damage caused by abuse or negligence is corrected. The government shall be reimbursed if repairs are not made by the resident.
 6. Work Order/Service Call Classifications. Work orders or service calls are classified as emergency, urgent, or routine based on established criteria and responded to accordingly.
 - a. Emergency. Failures or deficiencies in utility or structural system that are an immediate danger, health hazard to residents, or threaten to damage property if the repair is not promptly addressed. Loss of heat, water, electricity, or major plumbing problems are considered an emergency.
 - b. Urgent. Calls that are not classified as an emergency but require quick attention. Typical calls include contained water leaks, one of two or more toilets or sinks are clogged, or partial power loss (i.e. no power upstairs).
 - c. Routine. Calls that do not meet the definition of an emergency or urgent call. Minor plumbing problems (dripping faucet) or replacement window screens are considered routine.
 7. Tenant/Landlord Communications. It is recommended that residents of leased housing deal directly with the manager or Lessor in regards to normal maintenance and repair. The LHO will assist in any disputes or discrepancies that are not resolved. Record or document in writing all maintenance calls. Any self-help modifications or alterations

must be cleared through the LHO and landlord in writing prior to beginning any project. No work shall be done until written authorization is received.

B. Alterations.

1. Self-Help Projects. Sponsors must receive written approval from the LHO prior to starting any “self-help” or “do-it-yourself” improvements to the home or grounds, by submitting a Self-Help Project Request form. The self-help projects listed below are common and can be accomplished (or contracted) by a resident:
 - a. Fences/Dog Runs.
 - b. Gardens.
 - c. Interior Painting.
 - d. Decks / Walkways.
2. Conformance to Standards. Only the AHO/LHO can approve self-help projects. This is to ensure that: each proposal is compatible with existing material/construction; utility systems are not affected; fire regulations and access to buildings are not compromised; common areas will not be encroached; the appearance of the area is not adversely affected; and the government's long-term investment is protected. When a self-help request is submitted, residents shall agree to the following:
 - a. A commitment to the financial investment.
 - b. The available time to accomplish all work.
 - c. The ability to do the work.
 - d. The workmanship will reflect a high degree of professionalism.
 - e. The AHO/LHO will inspect the finished project. If work does not conform, changes will be made at the resident’s expense in order to comply.
 - f. At termination, the residence will be returned to the original configuration unless previously authorized by the AHO/LHO. Failure to do so may result in financial restitution.

C. Utilities and Energy Management.

1. General Information. All utilities are paid by the government (except for telephone, internet and cable/satellite television). Any utility bills or turn off notices received by the sponsor shall be immediately forwarded to the LHO. The housing program is largely

dependent upon prudent use of utilities. Utility abuse cannot and will not be tolerated. The following guidelines are provided to assist you in the conservation of utilities.

2. Water. Water is one of our most precious resources, please do not waste it.
 - a. A slowly leaking faucet can waste between 50-75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is the sponsor's responsibility to report leaks immediately. During the winter months if the temperature drops below 10 degrees, open the doors under the kitchen sink and let the faucet drip to prevent the pipes from freezing.
 - b. Water will be conserved when bathing, laundering, doing dishes, etc. Do not remove water saving devices that are installed.
 - c. Lawn over watering is wasteful. To reduce evaporation, the most effective time for watering is before 8:00 am or after 6:00 pm. Care should be exercised to ensure sprinklers water the lawn, not the sidewalk or street.
 - d. If car washing is permitted, use a pail when washing cars. Do not turn on your hose and leave it running. An end-of-hose nozzle "gun" is recommended to assure shutoff.
 - e. Immediately report any water leaks, running commodes, etc. Exterior leaks may occur around meters, sprinkler heads, water cutoff boxes and exterior water faucets.
3. Electricity. Sponsors are required to reduce consumption during peak demand periods from 11:00 a.m. to 5:00 p.m. and observe the following conservation methods:
 - a. Thermostats will be operated in a range of 68-72 degrees (F). When quarters are being heated, doors and windows must remain closed.
 - b. Garage or heated storage space thermostats will be operated in the 50-60 degrees (F) range. Heat can be turned up when space is being worked in and then turned back down when not occupied. Garage doors will not be left open while the heat is on.
 - c. Utilize washers/dryers with full loads only.
 - d. Only use cold or warm water settings on washing machines.
 - e. Turn off lights and appliances which are not in use.
 - f. Do not use multiple (two or four way) plugs as overloading of outlet capacities may result. Maximum recommended wattages/ampereage will not be exceeded in light fixtures or appliances.
 - g. Refrigerator coils must be kept clean and at least 2" from wall. Care must be taken to protect the floor when moving refrigerator. If there is an energy saver switch, use it.

- h. Report suspected electrical problems immediately.
4. Energy Conservation Tips While on Extended Absences. During winter months keep heater thermostat at 60 degrees (F) when away from quarters to keep pipes from freezing. Never turn thermostat completely off. Ensure no leaky faucets or toilets are left behind. Disconnect all electrical appliances (i.e. TV, VCR, clocks, etc.). Ensure all windows and doors are secure.
- D. Property Protection.
1. Property Damage or Loss. Sponsors are responsible for property loss or damage beyond normal wear and tear caused by dependents, guests, or pets due to negligence or abuse. Sponsors will be held financially responsible for the cost of repair/replacement or reimbursement for damages. Options for damage issues are:
 - a. Repair or replace the property with consent from the LHO. Retain receipts for replacement items purchased. The quality of the repair work must be of professional quality. Only accomplish repairs yourself if you are confident you have the ability. Substandard repair work will need to be redone, resulting in the sponsor paying twice.
 - b. Hire a professional contractor for repairs or replacement. Retain receipts.
 - c. Reimburse the Government for the cost of repair or replacement.
 - d. For determining liability and extent of damage and settlement procedures, contact the LHO. Refer to Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).
 2. Sponsor Responsibility. Emphasis cannot be too strong on the sponsor's responsibility to protect and maintain quarters. Far too many sponsors and their families fail to maintain their quarters, or make unauthorized improvements (tearing out carpeting, painting the walls a different color or wrong gloss, cutting down trees, etc.). For determining liability, extent of damage, and settlement procedures, contact the LHO. If damage to quarters occurs during movement of household goods, it is the sponsor's responsibility to immediately notify the moving company, the servicing transportation office, and the LHO. Failure to report damage may result in the sponsor being held responsible. The following list represents damaged items for which sponsors have been found to face thousands of dollars in liability:
 - a. Stains on carpeting.
 - b. Failure to maintain landscaping.
 - c. Repainting without permission, usually in the wrong color and gloss.

- d. Holes in walls.
 - e. Inadequately cleaned quarters.
 - f. Water damage which could have been minimized had the sponsor reported it early. Extensive water damage usually results when the sponsor fails to report leaky pipes under the sink, and deteriorated caulking around the tub/shower. It is the sponsor's responsibility to report leaks/seepage. If the sponsor fails to report water leaks/seepage, the sponsor may receive a damage claim due to negligence.
 - g. Damage to siding: i.e., hanging a basketball hoop, using a BBQ grill too close to the house, or installing a satellite dish.
 - h. Missing and damaged window screens.
 - i. Damaged blinds.
3. Government Property. Sponsors will normally use personally owned furnishings and equipment. Sponsor will be held fully responsible for all damage to government property caused by abuse or negligence. Government furnishings are not authorized in MFH except as indicated below:
- a. Ranges and refrigerators/freezer will be provided in all MFH.
 - b. Dishwashers and garbage disposals may be provided in MFH.
 - c. Washer and dryers may be provided in MFH.
4. Personal Property. When in MFH, the sponsor may file claims for loss or damage to personal property located at such quarters, provided such damage or loss is not caused by their own negligence. Sponsors are strongly advised to file a police report to add additional support to a claim against the government. This right to file a claim should not be a substitute for personal property insurance. The amount of claim will not exceed the deductible of a personal insurance policy. Refer to Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).

CHAPTER 4. SAFETY AND SECURITY

A. Safety and Security Considerations.

1. General. Fires, injuries, and natural disasters are unexpected and can happen at any time. It is recommended that sponsors and all family members be involved in the planning for emergencies. Emergency numbers should be posted close to the phone. Tenants are encouraged to call 911 for fire, medical, and other emergencies. Remember that the safety and security of human life should always be the most important priority in any emergency.
2. Natural Disasters. Disasters can happen anytime and anywhere. It is imperative that families prepare themselves for a tsunami and/or any type of natural disaster. Families should keep enough food, medicine, and water to last a minimum of one week.
3. Fire Prevention. All housing units are equipped with fire extinguishers, smoke detectors, and carbon monoxide (CO) detectors. It is prohibited to tamper/disconnect smoke detectors. Sponsors are required to replace batteries when needed; it is recommended this be done at the beginning and ending of Daylight Savings Time. Batteries SHALL be recycled appropriately. LHO can provide information on recycling.
 - a. Grills may be stored on any deck or patio. Use of grills is only allowed on open and uncovered decks and patios. Grills should not be used next to exterior walls as the heat can blister or burn siding, and can cause smoke damage. If damage occurs, sponsors will be held financially liable for repairs.
 - b. The use of fire pits, chimineas, and unventilated fuel-fired heaters in the housing area are strictly prohibited.
 - c. Dryer vents should be cleaned and free of obstructions.
 - d. Fireplaces will be inspected regularly, including cleaning, at least once a year. Only seasoned firewood and/or commercially purchased logs will be used in fireplaces.
 - e. Lawn mowers, motorcycles, and other fuel powered machinery are to be stored in a well-ventilated area away from combustible materials.
 - f. Fireworks (for sale, storage, or use) in housing are strictly prohibited.
 - g. Garages can become a severe fire hazard if not careful. Storage of flammable liquids, such as gasoline, is restricted to five (5) gallons. Welding is prohibited in housing.
4. Personal Safety. While on government property, sponsors and family members, including children in trailers or bike seats, must wear an approved bicycle helmet while bicycling or skating, to include skate boards, in-line skates, scooters, or similar.

5. Violence/Resident Disputes. Sponsors should try to resolve disputes by communicating their concerns with neighbors. If situations become violent (verbal or physical), sponsors should immediately call 911. Minor disputes can be reported by submitting a Housing Office Request/Complaint Form.
6. Vandalism. Vandalism, malicious damage to government property, and other such crimes will not be tolerated. Report any incidents to the local police and the LHO. Incidents of vandalism can result in financial restitution and may lead to eviction from MFH.
7. Personal security measures. Residing in government quarters does not guarantee any extra measure of safety/security from crime or vandalism. Do not change the locks and/or dead bolts or install a personal security system without obtaining written permission from the LHO. The following measures are designed to assist in maintaining quarters in the safest and most secure manner possible:
 - a. Store valuables out of sight; consider the use of a safety deposit box for valuable items such as wills, bonds, cash or expensive jewelry.
 - b. Keep in mind that the Government does not carry insurance and may not assume full liability for personal property.
 - c. Mark personal property (such as televisions, stereos, tools, bikes, etc.) so it is easily identifiable, e.g., employee identification number. Log these numbers and place the log in a safe location.
 - d. Keep doors and windows locked. Window/sliding glass door locks and peepholes are available through the local exchange or hardware store. Request permission to install through the LHO.
 - e. Always lock a car when not in use. Consider locking gas cap and hubcap devices.
 - f. Bicycles, mopeds, and other like vehicles are popular theft items. These items should be properly licensed/registered. Ensure they are properly secured when not in use.
 - g. When quarters will be temporarily unoccupied, take necessary precautions to ensure the security of the unit, such as, leaving security lights on outside, notifying the LHO and neighbors of your absence, locking doors and windows, and halting delivery of newspapers and mail.

CHAPTER 5. TEMPORARY LODGING ALLOWANCE**A. Temporary Lodging Allowance (TLA).**

1. General. TLA is a daily allowance authorized for the purpose of partially reimbursing a sponsor for more than normal expenses incurred when it is necessary to live in hotel or hotel-like accommodations and subsist in public restaurants. It is not intended to fully compensate a sponsor for the inconvenience of occupying temporary quarters. TLA is governed by the Joint Federal Travel Regulations (JFTR). Examples of conditions when TLA may be payable:
 - a. Upon arriving at a new Alaska duty station.
 - b. Quarters are uninhabitable due to extensive damage (e.g., fire, flood, weather).
 - c. Kitchen is being renovated/repaired and meals cannot be prepared.
 - d. Fumigation of quarters.
2. Departure TLA. To qualify for departure TLA, the sponsor must have shipped household goods under orders, physically vacate permanent living accommodations, and have a scheduled departure date from the area. Entitlement to departure TLA will begin no earlier than ten days prior to scheduled date of departure. Exceptions to this rule will be considered by the LHO on a case by case basis and will require compelling justification for approval.