

UNACCOMPANIED HOUSING

WELCOME ABOARD HANDBOOK

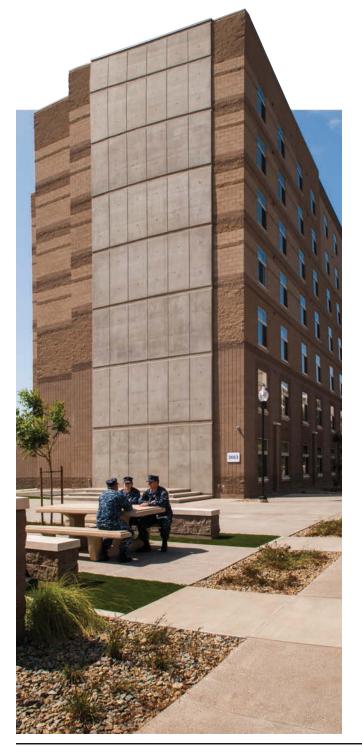


NAVAL BASE SAN DIEGO

www.navylifesw.com www.facebook.com/NavalBaseSD



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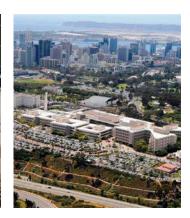
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PLEASE ...

do not remove from room.







To Our Residents,

Welcome to Naval Base San Diego (NBSD)! With more than 35,000 military and civilian employees coming aboard daily, NBSD is home to over 57 Navy and Coast Guard ships and 150 tenant commands. Since 1922, the base has grown to include four parcels of land – NBSD proper, the downtown Broadway Complex, Naval Medical Center San Diego (NMCSD) Complex, and the Murphy Canyon Recreation Center. Our mission is to deliver the highest standard of support and quality of life services for the Fleet, Family, and Fighter.

I encourage you to take advantage of the outstanding Morale, Welfare and Recreation (MWR) and other quality of life programs available at NBSD. If you have special interests, chances are those interests may be accommodated either on this base or within a short distance either by car or using San Diego's excellent public transit system of trolleys and buses.

I welcome any suggestions or comments you have for improving our facilities or our programs. You may address your comments any time through your chain of command or the Unaccompanied Housing staff.

This is your new home. Please take pride in it and respect the rights of other residents to a private, restful, safe, and healthy environment. Your cooperation in maintaining your quarters and their present high standards is greatly appreciated.

I hope you enjoy your time here at NBSD. "Welcome Aboard!"

F. C. Jones
Captain, U.S. Navy
Commanding Officer
Naval Base San Diego

To Our Residents,

Welcome to Unaccompanied Housing at Naval Base San Diego! We take great pride in making your time with us a pleasurable experience. We are available 24 hours a day for your convenience.

As a valued resident, your feedback on the services is greatly appreciated.

We encourage your suggestions and comments in order to improve our facilities. If you have any questions or suggestions, please call me at 619-556-1143.

Enjoy your time with us.

Sincerely, Mr. Ben J. Zales

UH Director Naval Base San Diego



CHECK-IN CHECKOUT procedures

CHECK-IN

NBSD Bldg 3663, 1st Floor Front Desk Daily 24/7 619-556-1077 NMCSD COMPLEX Bldg 26, 2nd Floor Quarterdeck Daily 24/7 619-532-6282

The condition and inventory of room items are the responsibility of the occupant(s) and monitored by the Building Manager. The occupant and the Building Manager will conduct a thorough inspection to document any damages or discrepancies, no matter how minor, prior to move in date.

An inspection form will be provided by the Front Desk for use during your check-in process. If check-in is after normal working hours on a weekend, or holiday, when the Building Manager is unavailable, the member will report to the Building Manager on the next business day for inspection and indoctrination.

CHECKOUT

Checking out requires the inspection and accountability of all items in the room. If items are not accounted for or are found damaged during check out inspection, and were not annotated on the check-in inspection sheet, the occupant will be required to pay.

Checkout inspections will only be conducted Mon-Fri 7:30 am-4 pm. An exception will be made if you show proof of your flight itinerary stating that you must leave during off-duty hours or on a holiday.

FINAL INSPECTION

A final inspection is performed to determine if the discrepancies identified during the check out process were corrected prior to vacating government quarters (see page 6).





ABANDONED PROPERTY

All items left behind will be stored for 30 days.

Staff will attempt to notify the resident when they are away from their assigned unit, on leave without prior notification to Building Manager, or travel for more than a two-week period.

When items are suspected to be abandoned, staff will contact command or workplace. If member is no longer assigned, inventory of items will be conducted using two person integrity.

After 30 days, the items will be sent to the base thrift shop for resale.



AMENITIES Services Provided

- Linens Issued upon check-in and replaced upon request due to excess wear and tear or unserviceable.
- Cleaning Gear General cleaning gear is available for checkout at the front desk during normal working hours.
- Vacuum Cleaners/Carpet Cleaners
 Vacuum cleaners are in every room
 at dry side UH facilities and carpet steam
 cleaners may be checked out at the front
 desk during normal working hours. At
 NMCSD Complex, both may be checked
 out at the Front Desk during normal
 working hours.
- Irons and Ironing Board Most rooms are equipped with irons and ironing boards; however some rooms are not. Both items can be checked out at the Front Desk during normal working hours.
- Toilet Paper Staff will issue toilet paper upon request. Two rolls will be issued upon each request.





INSPECTIONS:

The Commanding Officer or Command Duty Officer conducts weekly room inspections. UH staff and RA's may conduct unannounced room inspections at anytime during the week. Residents following the minimum daily living standards established in the UH Rules and Regulations may easily pass these inspections.

Removal of furniture from rooms or lounges is strictly prohibited. Furniture must remain in their original set locations. Do not alter manufacturer's construction design.

FIRE SAFETY AND COOKING:

No open flames allowed (i.e. cigarettes, incense, candles, hot plates, etc.).

Cooking is authorized in common kitchens or if your room is equipped by Navy with government-issued equipment. Cleaning is required after each use to prevent pest infestation. Failure to comply may cause termination of privilege to live in the building in question.

Gas BBQs are located around Bldg 3663 and are available for use from 8 am-10 pm. To turn on the grill's gas, a key must be checked out from the Front Desk. Cleaning gear is available for checkout at the Front Desk. Users are responsible for keeping the grill clean.

Charcoal BBQs are available around UH buildings. UH does not provide

charcoal. Users must discard hot coals in designated containers.

LOUNGE USE:

The Sky Terrace and Sky Lounge are open to Bldg. 3663 residents Sunday-Thursday 8 am-10 pm and Friday-Saturday 8 am-Midnight. A key must be checked out at the Front Desk after 4 pm Monday-Friday and from 8 am on Saturdays, Sundays, and holidays. Users are responsible for cleaning and emptying the trash after use. Alcohol and smoking are prohibited in the Sky Terrace and Sky Lounge.

ENTRY:

NBSD residents must enter and exit UH buildings through the Quarter Deck, if one exists. Residents will be issued stickers for their ID cards to identify them. Do not push open the entry doors manually. Any attempt to override entry doors will result in disciplinary action.

NMCSD Complex residents enter through the automatic doors on the first floor. Quarterdecks are manned 24/7.

ROOM CHANGE:

Room change will not be allowed without proper permission of the Building Manager.

PERSONAL SECURITY:

Lockers should be locked when not in the room. An unlocked locker is an automatic failure on a room inspection. Claims against the government for loss of materials resulting from an unlocked locker will not be approved.

All valuables must be kept locked up at all times.

REPORTING DISCREPANCIES:

Report all material discrepancies to the building staff/quarter deck via self help cards.

RESPECTING NEIGHBORS:

Residents work and go to school at all hours of the day and night. Noise levels should be kept to a minimum. TV/ music will be considered too loud if it can be heard outside your room.

BICYCLES:

Bicycle racks are available around the building; check with the Front Desk for location. See the Building Manager for bicycle registration policy.

ANIMALS:

With the exception of guide dogs for the visually impaired and military working dogs in law enforcement capacity, all pets are prohibited.

WEAPONS:

All weapons must be registered with NBSD Security. This includes all firearms, air guns, BB guns, bow and arrows, knives, or any other items defined by Security. All such items are prohibited from use within UH.

KEY CONTROL:

Residents shall not give keys to anyone.

BULLETIN BOARDS:

To post items on unofficial bulletin boards, see the Building Manager.

DAY SLEEPER:

To register as a day sleeper, see the Building Manager.

ENERGY CONSERVATION POLICY:

Please see the Building Manager assigned to your building.





Wounded Warrior room inspection responsibilities are outlined in the information guide in each Wounded Warrior room.

Expectations

IF YOU MAINTAIN AND PERFORM ALL THE DUTIES LISTED BELOW, YOU WILL GET AN OUTSTANDING EVERY TIME

► ROOM

- Room should be inspection-ready every day.
- · Stow gear adrift daily, make sure belongings are put in orderly manner in your room.
- Carpets are to be vacuumed at least twice a week.
- Trash is to be taken out daily.
- · Rack is to be made daily.
- Dust window sills, fans, blinds and furniture.
- No open containers of food should be left out.
- · Lockers need to be locked at all times when you are not in your room.
- No pictures or posters will be put up on walls.
- Defrost your freezer once a week, if needed, to prevent ice buildup.
- All alcohol, other than beer and wine, must be kept locked in your locker. If you are over 21 and have a roommate that is under 21, all alcohol must be locked up at all times. See page 7 for additional alcohol policy.

■ BATHROOM

- Clean the deck in the head as needed.
- · Shower stalls need to be scrubbed down regularly to prevent scum buildup.
- Shower vent is to be wiped down.
- Sinks must have a stopper. If missing, put in a trouble call/ resident request card.
- · Sink and mirrors should be kept clean daily.
- Toilet bowl needs to be cleaned as needed.
- · Air fresheners are highly recommended.

*If the head is marked "unsat", all users of bathroom will get those hits.

TROUBLE CALLS

Use trouble call/resident request card to report all discrepancies. Trouble call/ resident request cards may be found at the building staff office and turned in to the building staff or left in the proper box after the normal work day. Any issues that need to be taken care of immediately need to be reported to the duty personnel at UH Administration Office.

Any pest control issues, to include bed bugs, roaches, ants or mice, need to be brought to the attention of the Building Manager or Duty Complex Manager There is a specific procedure depending on the type of pests.

If you need to report any incidents or violations of any UH rules, contact your building staff or after working hours contact the Front Desk.

If you have any questions, contact building staff or Building Manager.

If you receive three Unsatisfactory inspection reports during the time of your residency, you will be turned over to your chain of command for disciplinary action or corrective action. Shipboard residents will be evicted and returned to their ship for a period to be determined by their command.



ALCOHOL *Policy*

Personnel under 21 years of age may not consume or possess alcoholic beverages in UH. Residents 21 years and over are permitted to consume alcohol in moderation in their room.



If resident over 21 shares room with resident(s) under 21 years of age, alcohol must be kept in locked container and not in accessible areas or the refrigerator/freezer.



TO SIGN UP, CALL 858-836-7351



Cox is NBSD's provider for high-speed Internet and HD TV. Watch TV, search the Internet, play games, stream music!

Amounts of alcohol beverage that are kept in rooms must not exceed the following:

- One 6-pack of beer per resident
- 1 bottle (750 ml max) of liquor per resident
- 1 bottle (750 ml max) of wine per resident
- Alcohol consumption is prohibited at all times in Bldg. 3663 Sky Lounge and Sky Terrace.
- Alcohol is to be used only in resident's room and designated patios.
- No open alcoholic beverages on or passing through the quarterdeck/Front Desk area.
 Kegs or party balls of beer, jugs, or more than half a gallon of liquor may not be in the building.
- All alcoholic beverages must be secured in lockers.
- Drunkenness will not be tolerated and disciplinary action will be taken.
- Failure to obey and act in a controlled and civilized manner, may lead to notification of NBSD Security and ultimately, your command.



Visitors are defined as persons not assigned to the building who are accompanying a resident of the building. Residents may have visitors, provided that these visitors do not interfere with good order or discipline and do not inconvenience other occupants.

THE FOLLOWING RULES APPLY:

Visitors are permitted only during the following hours:

Sunday-Thursday: 8 am-11 pm Friday-Saturday: 8 am-Midnight

Visitors are not allowed to sleep in the rooms at any time.

Consideration should be given to the rights and privacy of others. Residents in shared rooms are encouraged to visit with their guest in common area lounges.

Visitors must be accompanied at all times by the resident and the resident is responsible for all actions of the visitor, including any damages caused by a visitor.

Minors (12 years old and younger) are never allowed in the rooms unless they are either dependents of the resident or accompanied by their parent or legal guardian. Residents of other UH buildings will be considered and treated as visitors at buildings other than their assigned building.

No overnight guests, no exceptions.

If there are any complaints about your guest made by your roommate or any resident, your guest must leave.

Neglecting to comply will lead to a suspension of having guests in the building.

Residents are responsible for the behavior and conduct of their visitors.

During visiting hours, guests and residents must be fully clothed and in appropriate civilian or military attire, including footwear.

DESIGNATED SMOKING AREAS

SMOKING IS ALLOWED IN THE FOLLOWING AREAS ONLY:

ANGELLEY HALL:

Roof of main building, above laundry office

RAMBUR HALL:

Patio in front of the quarterdeck

SNYDER HALL:

Pavilions in Snyder Park

BUILDING 26:

North end of UH parking lot

BUILDING 41:

North end of UH parking lot

BUILDING 3663:

Patio on west side of basketball court

All smoking must be done outside and at least 50 feet away from all building entrances, per government regulations. E-cigarette or e-vapor smoke is not allowed in Unaccompanied Housing rooms or buildings. Cigarettes and related items must be properly disposed of when used; please do not litter.

CONTROLLED SUBSTANCES

The possession of controlled substances (including paraphernalia, syringes, pipes), other than prescribed by competent medical authority, is prohibited.



LOCKED OUT? Lockout

When your key does not work, see the Building Manager.

If lock out is due to inspection failure, the resident must correct the problem before full access is allowed to the room.

Once inside, service member must show proper I.D. for verification that they reside in that room.

After hours, report to 24/7 Quarter deck at Building 26 (NMCSD) or Building 3663 (NBSD dry side).



EMERGENCY Procedures

Accidents and injuries shall be reported immediately to UH Staff, who will call in to the Duty UH office, no matter how small they may seem.

If the accident is serious enough to warrant emergency response, dial 9-911 (base phone) or 911 (cell phone) for assistance and then report it to UH Staff office immediately. During working hours, inform Building Manager or UH staff member on duty.

EMERGENCY Information



ON BASE, DIAL 9-911 OFF BASE, DIAL 911

IN CASE OF FIRE

- Activate the nearest fire alarm.
- Notify the Front Desk Clerk and the Fire Department.
- Close all windows and doors.
- Turn off electrical equipment.
- Do not endanger yourself.
- Get out of the building quickly.
- Do not use the elevator.
- Proceed to the nearest parking lot.

EARTHQUAKE SAFETY

- Be prepared for aftershocks.
- Take cover under tables or desks.
- Stay clear of windows and vending machines.
- Do not use the elevator.
- · Stay inside to avoid injury.
- If outside, get into an open area.
- Do not use the telephone.
- Do not smoke or use electrical appliances.
- Check for injuries. Do not move seriously injured personnel. Apply first aid.
- If trapped, remain calm. Help will arrive as soon as possible.

NMCSD COMPLEX

SAFE HAVEN

There are **three Safe Haven areas** of rescue assistance located on **each floor of Bldg. 26**. They are located in the lounge at the north end of the building, the lounge at the south end of the building and the east elevator lounge. There is also a Stair Chair located in the west elevator lounge.





FREQUENTLY CALLED

Phone Numbers

All numbers are within (619) area code unless otherwise noted.

EMERGENCY NUMBERS

OTHER PHONE NUMBERS
Base Operator 556-1011
Bowling Alley 556-7486
Building Manager, Bldg. 26 532-7920
Building Manager, Bldg. 41 532-6269
Building Manager, Bldg. 3663 556-1077
Building Manager, Angelley Hall 556-5623
Building Manager, Rambur Hall 556-5930
Building Manager, Snyder Hall 556 6422/6419/6437
Duty Complex Manager 921-4266
Fleet & Family Support Center 866-923-6478
Galley (Mercer Hall) 556-7039
Occupational Safety & Health 556-5546
Navy Exchange 544-2259
Ships Information 556-3120
Theater
Ticket Office 556-2180
UH Admin
UH Director
UH Housing Manager 556-1189



Fitness Facilities

ADMIRAL PROUT FIELD HOUSE

Bldg. 3279, 619-556-7443 Mon-Fri: 5 am-9 pm Sat-Sun, Hol: 9 am-2 pm

HARBORSIDE SPORTS AND FITNESS COMPLEX

Bldg. 3477, 619-556-2064 **Basketball Court** Mon-Fri: 5:30 am-9 pm Sat-Sun: 9 am-2 pm Fitness Center Mon-Fri: 5:30 am-5:30 pm

THE OLDE GYM

Bldg. 223, 619-556-7450 Mon-Fri: 6 am-8 pm Sat-Sun: 8 am-6 pm

Movies

NBSD THEATER

Bldg. 71, 619-556-5568

Q-ZONE THEATER

NAB, Bldg. 337, 619-437-5487

LOWRY THEATER

NASNI, Bldg, 650 619-545-8479

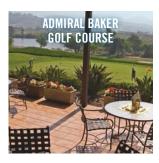
Golf

ADMIRAL BAKER GOLF COURSE

Mission Gorge Area 2400 Admiral Baker Rd. 619-487-0090 Mon-Fri: 6 am-dusk Sat-Sun & Hol: 5:30 am-dusk

SEA 'N AIR GOLF COURSE

NASNI, Bldg. 800 619-545-9659 Mon-Fri: 6 am-dusk Sat-Sun & Hol: 5:30 am-dusk



GOLF PERFORMANCE CENTER

NBSD, Blda, 348 619-556-7502 Daily: 8 am-7 pm

Outdoor Gear Rental

OUTDOOR ADVENTURE CENTER

NBSD, Bldg. 3223 619-556-7493

RV Parks / Campgrounds

Located within San Diego/ Coronado areas, the Admiral Baker RV Park and the Fiddler's Cove RV Park are open daily to all active duty, reservists, retirees, family members and DoD civilians.

ADMIRAL BAKER RV PARK 619-487-0090

FIDDLER'S COVE RV PARK 619-522-8681

Marina

FIDDLER'S COVE MARINA

619-522-8680

On-Base Restaurants

ANCHORS CATERING & CONFERENCE CENTER

Bldg. 3210, 619-556-7788 Mon-Fri: 11 am-1 pm

BUDWEISER BREW HOUSE

Waterfront Recreation Center Blda. 45. 619-556-9497 Mon-Fri: 10 am-10 pm Sat-Sun: Noon-8:30 pm



CORNER PIN CAFÉ

Admiral Robinson **Recreation Center** Bldg. 3223, 619-556-9083 Mon-Thu: 6 am-10:30 pm Fri: 6 am-11:30 pm Sat: 8:30 am-11:30 pm Sun: 8:30 am-10:30 pm Lounge Mon-Sun 4-11 pm

STARBUCKS

Waterfront Recreation Center Bldg. 45 Mon-Fri: 4:30 am-5 pm Sat-Sun: 6 am-1 pm

WELLDECK PIZZA PARLOR

Bldg. 454, 619-556-2356 Mon-Fri 6 am-9 pm Sat-Sun 10 am-5:30 pm

Religious Program

OFFICE OF THE CHAPLAIN

NBSD Bldg. 277 619-556-1921

PROTESTANT WORSHIP

Sun: 10:30 am

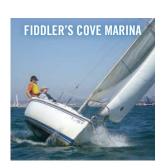
ROMAN CATHOLIC MASS

Sat: 5 pm, Sun: 8 am & 9 am Weekdays:11:30 am Confessions: 15 minutes before mass

Other Base **Facilities**

AUTO PORT

32nd Street, Sales: 619-544-2108 Mon-Sat: 8 am-4:30 pm Service: 619-544-2289 Mon-Sat: 7 am-6 pm



BARBER SHOP

Blda. 3187A. 619-544-2229 Mon-Sun: 8 am-8 pm

COMMISSARY

Bldg. 3629, 619-556-8657 Mon-Sun: 7:30 am-8 pm

DENTAL

Bldg. 3230, 619-556-8240 Mon-Thu: 7 am-10:30 am & 1 pm-4 pm Fri: 7:15 am-11:30 am Emergencies: 24/7

GAS STATIONS

28th Street, 619-544-2131 32nd Street, 619-544-2135 Mon-Fri: 6 am-9 pm Sat-Sun: 8 am-8 pm 24 hour access with credit card

LAUNDRY/DRY CLEANING

Bldg. 3187A, 619-544-2233 Mon-Sat: 9 am-7 pm

MEDICAL

Bldg 3300, 619-556-8101 Mon-Fri: 7 am-4 pm

MINI MART

Bldg. 3657, 619-544-8387 Open 24/7

NAVY EXCHANGE MAIN STORE

Bldg. 3187A, 619-544-2259 Mon-Sun: 9 am-9 pm

OPTICAL SHOP

Bldg. 3187A, 619-544-2231 Mon-Fri: 9 am-8 pm Sat-Sun: 9 am-7 pm

PASS AND ID

Bldg. 3436, 619-556-1651 Mon-Fri: 7:30 am-3:30 pm

UNIFORM SHOP

Bldg. 3301, 619-544-2248 Mon-Fri: 7 am-8 pm Sat-Sun: 8 am-7 pm

LIBERTY Program

Liberty is the Navy's Single Sailor recreation program for enlisted single personnel and geographical bachelors. Liberty provides activities, trips, free lunches and special events to participate in and the opportunity to

INFORMATION,

Tickets & Travel

The Tickets and Travel program serves the military by offering discount tickets to a variety of national and local attractions.

Entertainment tickets are offered to suit a wide range of interests including passes to movie theaters, theme parks, museums, zoos, and venues for sports, theatre arts, and concerts.

The Tickets and Travel offices also offer discounts on cruises, hotels and resorts for authorized military patrons.



NBSD

ADMIRAL ROBINSON RECREATION CENTER

Bldg. 3223 619-556-2180 Mon-Sat: 9 am-7 pm Sun: 9 am-4 pm

NAVY EXCHANGE

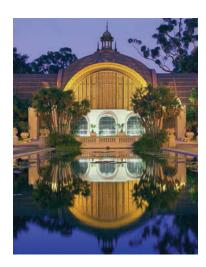
Bldg. 3379 619-556-7498 Mon: 9 am-5 pm Tue-Fri: 9 am-7 pm Sat: 9 am-5 pm Sun: 9 am-2 pm

WATERFRONT RECREATION CENTER

Bldg. 45 619-556-2174 Mon-Fri: 8 am-6 pm

NMCSD COMPLEX

BUILDING 2 619-532-7255 Mon-Fri: 9 am-4:30 pm



THE RECYARD

NBSD, Bldg. 221 • 619-556-5085

Mon-Thu: 4-11 pm Fri: 3 pm- Midnight Sat: 9:30 am- Midnight Sun: 9:30 am-11 pm

BALBOA COMPLEX LIBERTY CENTER NMCSD, Bldg. 26 1B • 619-532-8909

Mon-Fri: 10:30 am-8 pm San-Sun: 11 am- 6 pm

NAVAL BASE SAN DIEGO





With friendly locals, 70 miles of beautiful coastline, world-class attractions and a laid-back vibe all its own, California's playground is perfect for the young and young at heart. Happiness is calling from San Diego!

Contact your MWR Community Recreation Program for more information at 619-556-7745.





