



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1306.1J
N01BI
27 DEC 2000

NAVPHIBASELCREEK INSTRUCTION 1306.1J

Subj: REQUIREMENTS FOR ASSIGNMENT OF BILLETING SUPPORT PERSONNEL
TO NAVAL AMPHIBIOUS BASE LITTLE CREEK (NAVPHIBASE LCREEK)
BY RESIDENT/SUPPORTED ACTIVITIES

Ref: (a) NAVPHIBASELCREEKINST 11320.1D

Encl: (1) Support Requirements
(2) CBH Watchstanding Procedures and Requirements
(3) Sample Temporary Additional Duty (TAD) Orders
(4) Fire and Security (F&S) Watchstanding Orders
(5) Telephone Watchstanding Orders

1. Purpose. To set forth detailed instructions and to clarify policy relative to the requirements for support personnel assignments to Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Storefront Combined Bachelor Housing (CBH) from resident/supported activities.

2. Cancellation. NAVPHIBASELCREEKINST 1306.1H is hereby cancelled.

3. Policy. Resident/supported activities of NAVPHIBASE LCREEK shall make support personnel available to the CBH on a "No Cost" TAD basis for a period of not less than 90 days. Enclosure (1) identifies the minimum number of Custodial Force Personnel (CFP) necessary to properly maintain berthing spaces, common use areas, and exterior grounds. Enclosure (2) promulgates CBH watchstanding procedures, and requirements.

4. Action. NAVPHIBASE LCREEK resident/supported activities are requested to assign personnel to the CBH using the percentage indicated in enclosure (1). This percentage is applied to the number of E-1 through E-9 personnel each resident/supported activity has berthed in the CBH complex.

5. Instructions for Detailing Personnel

a. Orders. "No Cost" orders shall be prepared by resident/supported activities per enclosure (3).

b. Check-In/Out. Personnel detailed in accordance with this instruction shall check-in and out with the CBH Complex Manager at Hammond Hall/Room F112, building 3603, in the uniform of the day.

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c. Time Limitation. TAD personnel shall be assigned for 90 days.

d. Enlisted Performance Evaluation Requirements. Personnel assigned to the CBH Division shall not have evaluation marks lower than 3.0, be awaiting disciplinary actions, nor be in an existing disciplinary status (e.g., restricted, extra duty, etc.). (R)

e. Replacements. Except in case of an emergency, replacements for CBH TAD personnel shall report to the CBH Complex Manager at least one (1) working day prior to the departure of the person being relieved. Relief's shall be required from resident/supported activities for personnel who are hospitalized, held by civil authorities, or are in an unauthorized absence status in excess of 72 hours. The activity shall be kept informed of the temporary relief's status and estimated return. (R)

f. Control of Support Personnel. Although service records will be retained at Personnel Support Activity Detachment, Little Creek (PERSUPPDET LCREEK), their leave, liberty, and non-judicial punishment shall be controlled and administered by the Program Manager, Support Services while TAD to CBH. Records, if required, will be requested from the resident/supported activity when disciplinary action is necessary. If the parent command desires to take the disciplinary action, the TAD orders shall be terminated and the individual returned to their command after a contact relief is received. (R)

g. Granting of Leave. Leave shall not be authorized for TAD personnel without relief. In cases where this is impractical, resolution shall be made through mutual agreement between the CBH staff and the resident/supported activity. Personnel with leave requests approved prior to reporting to the CBH shall require a relief during their leave period.

h. Service Record Information. All information to be incorporated in support personnel service records shall be forwarded to PERSUPPDET LCREEK.

i. Recall for Deployment

(1) Short Deployment. Support personnel shall not be recalled for deployments of less than three (3) week's duration. However, occasional recall of certain support personnel may be required to meet operational commitments. These situations will be on a case by case basis.

(2) Advance Notice. Except in emergency cases, the CBH Complex Manager shall be given at least three (3) working days notice of recalls. Personnel shall not be recalled more than forty-eight (48) hours prior to departure of the resident/support activity. (R)

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j. Light/Limited Duty (LIMDU) Personnel. LIMDU personnel and (R) personnel on Light Duty with medical conditions which would restrict their ability to stand watch or perform labor functions shall not be assigned TAD to the CBH or as a relief for Custodial Force Personnel. However, the CBH Complex Manager may make exceptions on a case by case basis based on the individual's fitness and availability for duty.

6. Responsibility

a. The NAVPHIBASE LCREEK Storefront CBH Officer shall:

(1) Ensure prompt return of personnel to resident/supported activity when the number furnished exceeds requirements.

(2) Ensure Performance Information Memorandum (PIM) reports are prepared on TAD personnel and forwarded to the resident/supported activity.

(3) Ensure all Duty Complex Managers, desk/telephone/fire and security watches are assigned from permanent party and TAD personnel within the CBH Division.

b. Custodial Force Personnel:

(1) Shall be assigned throughout the barracks, as needed, to complete the daily task of cleaning lounges, stairwells, laundries, quarterdecks, and building exteriors.

(2) Shall be assigned to special self-help projects such as painting, building renovations, ground's maintenance, landscaping, and working parties for special evolutions.

(3) Shall stand Fire and Security/Telephone watches per reference (a) and as listed in enclosures (4) and (5).


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

SUPPORT REQUIREMENTS

1. Resident/supported activities shall provide five percent (5%) of their total CBH residents to support the CBH Custodial Force Personnel (CFP). Personnel assigned shall be E-1 through E-6 (E-5 and E-6 personnel shall be used in a supervisory position to the fullest extent as practicable).
2. Resident/supported activities with less than five CBH residents shall be grouped with other similar activities until the total of CBH residents equals ten or more. This group of resident/supported activities shall provide CFP based on the ratio above, on a 90 day rotational basis. The resident/supported activities shall mutually agree on which activity will provide the TAD personnel. If mutual agreement is not reached, the Storefront CBH Officer shall resolve the disagreement.
3. This custodial support personnel ratio shall be rounded off to the nearest ten digit figure.

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CBH WATCHSTANDING PROCEDURES AND REQUIREMENTS

1. Purpose. To establish watchstanding procedures, requirements and standing orders for NAVPHIBASE LCREEK watches within the CBH. The following Duty Complex Manager (DCM), Fire and Security (F&S), and Telephone watchstanding procedures, requirements, and standing orders apply:

a. The DCM shall muster all on-coming CBH duty section personnel daily at 0730 and 1530 in the lobby of Williams Hall for watch section training. The DCM shall review the events and exceptions for the watches and the watchstanding procedures, responsibilities, and after-hours clean up of all billeting division spaces prior to turnover the following morning. (R)

b. The F&S Watch is a roving watch. F&S Rovers are responsible for maintaining order of the spaces, collection of all trash, and for reporting any and all abnormal conditions encountered immediately to the DCM. They shall also document and report any damages discovered for management follow-up until repaired. Watchstanders shall have two-way radios to communicate with DCM, the Quarterdeck, and NAVPHIBASE LCREEK Security (if the need arises).

2. Breakdown of Watchstanders. TAD personnel are required to stand the following watches: (R)

a. 4 Telephone Watch personnel for Williams Hall Quarterdeck. Each person is assigned a 12 hour watch and is in a 5&2 watch rotation seven days a week. (R)

b. F&S Watch personnel shall be assigned to a rotation watch bill made up of CBH staff permanent party and assigned TAD personnel. (R)

3. Requirements by Building. The following is the normal daily watch section requirements:

a. Williams Hall:

(1) 1 F&S Watchstander, 2200-0730 (R)

(2) 2 Telephone Watches, 0730-1930 (5&2 rotation) (R)

(3) 2 Telephone Watches, 1930-0730 (5&2 rotation) (R)

b. Hutchins Hall: Phone and F&S Watch combined with Williams Hall.

Enclosure (2)

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c. Shields Hall: No watches assigned.

d. Bigelow Hall: This building is occupied primarily by personnel attached to Assault Craft Unit FOUR (ACU 4). Because of this, ACU-4 has agreed to supply its own personnel for watch standing within this building. At minimum the following is provided. (R)

(1) 1 F&S/Deskwatch in four hour shifts drawn from an internal ACU-4 watchbill, 1600-0730, Monday through Friday. (R)

(2) 1 Deskwatch provided from CBH Staff, 0730-1600, Monday through Friday. (R)

4. Weekend and Holiday Watch Section Requirements. Weekend and holiday watch assignments are the same as normal daily watch section requirements.

5. All off-going watchstanding personnel shall be required to muster with the off-going DCM at 0730 following each duty day for clean-up assignments prior to being relieved. (R)

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SAMPLE TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

From: Commanding Officer, (resident/support command)
 To: SN John J. Doe, USN, 000-00-0000

Subj: TEMPORARY ASSIGNMENT OF DUTY TO NAVAL AMPHIBIOUS BASE
 LITTLE CREEK (NAVPHIBASE LCREEK) COMBINED BACHELOR HOUSING
 (CBH) DIVISION

Ref: (a) NAVPHIBASELCREEKINST 1306.1J
 (b) NAVPERS 15642, Part 1

1. In accordance with reference (a), report immediately to the Little Creek Storefront CBH Officer for assignment to duty with NAVPHIBASE LCREEK, Norfolk, Virginia. You are the assigned relief for:

2. Your records and accounts will continue to be maintained by this command unless required by the Program Manager, Regional Support Services. (R)

3. You will be under the administrative control of the Program Manager, Regional Support Services for disciplinary action, leave, liberty, and assignment of watches. (R)

4. This assignment to duty does not constitute a change in accounting category as outlined in reference (b).

5. Your last assigned performance marks were:

- Military Performance
- Initiative
- Reliability
- Military Bearing
- Personal Behavior
- Leadership

Your leave balance is ____ days as of this date. You are/are not (circle one) drawing commuted rations (COMRATS).

6. Upon completion of this TAD, and when directed by proper authority, you will report back to this command and resume your regular duties.

 (Date/Time Checked Out)

 (Signature)

Enclosure (3)

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FIRE AND SECURITY (F&S) WATCHSTANDING ORDERS

1. F&S Watchstanders shall:

a. Muster in Shields Hall lobby area with the DCM at 0730 and 1530 on weekdays, and at 0730 on weekends and holidays.

b. Stand their watches smartly in the uniform of the day or as directed by DCM.

c. Make complete rounds on a non-stop basis of assigned spaces checking stairwells, walkways, and passageways, picking up trash and reporting damage deficiencies.

d. Immediately report violators of any CBH regulations.

e. Upon discovering a fire, immediately sound the alarm, call Central Dispatch at 462-4444, and standby to direct the firefighting force to the scene. In addition, be familiar with NAVPHIBASELCREEKINST 11320.1D which is located at all front desks.

f. In the event of any abnormal condition, immediately contact the DCM and Shields Hall Front Desk Watch via radio or telephone (462-8601). If the situation involves resident command personnel, the F&S Watch shall ensure the DCM contacts the CBH Manager, who in turn will contact the CBH Storefront Officer. If the situation warrants medical/police assistance, they too shall be contacted.

g. Be equipped with one two-way radio and one logbook. The logbook shall be reviewed and initialed by each DCM during the turnover of each watch and during the DCM tours.

h. Make entries as to the condition of the spaces under thier cognizance (e.g., parties in room (include room number), broken or damaged utilities, etc.).

i. Not loiter in lounges/quarterdeck areas watching TV or skylarking. F&S Watchstanders should only enter the lounge/quarterdeck areas during tours or to make reports to the desk watch.

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TELEPHONE WATCHSTANDING ORDERS

1. Telephone Watchstanders shall:
 - a. Muster with DCM at 0700 on weekends.
 - b. Be familiar with the 5&2 rotation schedule as posted.
 - c. Ensure telephones are answered as follows: "Good morning/afternoon/evening, Shields Hall, MS1 Jones speaking, this is not a secure line, how may I help you?"
 - d. Be familiar with the location of the NAVPHIBASE LCREEK telephone directory and know the emergency number for NAVPHIBASE LCREEK's Fire/Police/Ambulance (462-4444).
 - e. Be responsible for cleanliness of Desk/Quarterdeck areas.
 - f. Not leave Quarterdeck/front desk area.