Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220

From: (b) (6) [redacted]
Sent: Thursday, April 06, 2017 11:31
To: Stacey, Shawn L. CIV USN GTMO (b) (6) [redacted]
Cc: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny, Robert E CIV CNRSE, N3; Yeich, Timothy L. O4 USN GTMO
Subject: [Non-DoD Source] RE: SME

Thank you Shawn,
We will get the Secnav submitted for the new SME.

I will contact housing for access to the community center.

Vr/
(b) (6) [redacted]

-----Original Message-----
From: Stacey, Shawn L. CIV USN GTMO [mailto:Shawn.Stacey@gtmo.navy.mil]
Sent: Thursday, April 06, 2017 11:25 AM
To: (b) (6) [redacted]
Cc: Florence, Elaine J CIV NAVSUP FLC Jacksonville, 220; Novotny Robert E CIV CNRSE N3; Yeich, Timothy L. O4 USN GTMO
Subject: SME

All,

We had a conversation a couple of weeks ago about the Senior Engineer Swap out. I haven't seen anything on the individual and I you will need to submit a SECNAV for them as well.
Mark,

IRT your email asking for a space to conduct training attached is the instruction for the community center that could be available to you "free of charge". Just need somebody to contact family housing and IAW the instruction schedule the community center.

V/R
Shawn Stacey
Port Ops COR
Guantanamo Bay, Cuba
Off: (757) 458-4830
Cell: (305) 900-9768

DEPARTMENT OF THE NAVY
U.S. NAVAL STATION
PSC 1005, BOX 25
FPO AE 09593-1000

NAVSTAGTMOINST 11101.1A
N93
20 Mar 12

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 11101.1A

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: FAMILY HOUSING COMMUNITY CENTER

Ref: (a) CNIC Housing Desk Guide V1.0
(b) DoD Directive 5500.7-R
(c) NAVSTAGTMOINST 1700.1A

Encl: (1) Community Center Reservation Form

1. Purpose. To provide procedures for the use of U.S. Naval Station, Guantanamo Bay, Cuba (NAVSTA GTMO) Military Family Housing Community Center as required per reference (a).

2. Cancellation. NAVSTAGTMOINST 11101.1.

3. Background. This instruction implements procedures in providing a meeting place for Family Housing (FH) residents and their guests. Authorized activities include club meetings, social gatherings, dances, birthday parties, and theatrical presentations. Per reference (b), the use of the Community Center for private enterprise or personal gain (i.e. Tupperware, Pampered Chef, Creative Memories, Morale Welfare and Recreation (MWR) or Navy Exchange (NEX) concessions, etc.) is prohibited and reservations for unauthorized functions will not be accepted.

4. General

a. The community center is available for use Sunday through Thursday from 0800-2200; Fridays and Saturdays from 0800-2400.

b. The housing department is responsible for the overall management of the facility. This includes planning, programming, maintenance and services for the community center. FH residents will have the opportunity to reserve the community center, with no rental charge, on first come, first serve basis.

c. Maximum capacity for the community center is 122 people.

5. Procedures. The housing department is responsible for scheduling the use of the community center and providing access.

a. The community center may only be reserved by residents who live in FH and are at least 18 years of age with a valid ID card. Reservations can be made at the FH office or by filling out enclosure (1) and emailing it to housinggtmo@usnbgtmo.navy.mil. The reserving resident will be provided with a copy of enclosure (1).

b. The reserving resident is responsible for the behavior of their guests.

c. The reserving resident is responsible for the interior cleaning, trash pick-up of surrounding grounds and securing the facility after use. They must be present for the check-out inspection at 0800 the following morning. If used on the weekend, the check-out inspection will be conducted Monday morning at 0800. If there were multiple users, the last user will be present for the inspection.

d. Residents reserving the community center on a weekend or holiday will be required to coordinate with the next reserving resident to pass the key.

6. Reservations. Information on the availability and use of the community center may be obtained by calling the FH office at extension 4172. The reserving resident must confirm the reservation in writing at the FH Office within 24 hours. Verbal reservations will not be held beyond that time. Enclosure (1) must be prepared for each use of the community center. Reservations may be made up to six months in advance of a function or event.

a. Recurring Meetings or Events. Reservations for recurring meetings or events must be requested in writing by an authorized FH resident and they must identify the activity and specific dates needed. Reservations for regularly scheduled meetings must be renewed semi-annually. The FH office will issue written confirmation of the recurring booking along with instructions for the use of the community center.

b. Chaperones. All children and teenage group activities must be chaperoned by an adult over 18 years of age. Overnight meetings or parties must have prior approval of the Housing Installation Program Manager.

7. General Guidelines

a. Prohibited Items

(1) Smoking in or around the premises of the community center is prohibited. Smoking is permitted in the Cabana area only. The reserving resident is responsible for ensuring cigarette butts are discarded in the provided containers.

(2) Gambling is prohibited

(3) Pets are prohibited

(4) Outdoor sporting activities (i.e. roller-skating, skateboarding, soccer, football, baseball etc.) are prohibited.

b. Alcohol Use. Alcohol use is authorized; the reserving resident is responsible for ensuring compliance with reference (c).

c. Tables and Chairs. Furniture may be rearranged to meet your needs; however, all furniture must be returned to its original position after use. Interior furniture will not be placed outside. The reserving resident is responsible for ensuring that any movement of furniture does not damage the furniture or the facility.

d. Damage Collection. A reserving resident must reimburse the cost of repairs made by the government contractor. Damage collections will be coordinated between the reserving resident and a housing representative.

e. Cleaning. Cleaning the facility after use is the responsibility of the reserving resident. Any additional cleaning identified at the check-out inspection will be the responsibility of the reserving resident. Cleaning equipment such as mops, mop buckets, and brooms are provided by the housing department. Housing does not provide trash can liners or any cleaning chemicals.

f. Cleaning List. The following items need to be cleaned prior to turning the community center over to the government:

(1) Floors and Baseboards

(2) Countertops, sinks and cabinets

(3) Microwave

(4) Refrigerator (inside and out)

(5) Range top and oven (inside and out)

(6) All trash removed (interior and exterior grounds)

(7) Restrooms cleaned (floors, toilets, sinks)

(8) Tables and chairs cleaned

(9) Bar and sink area cleaned

(10) All trash inside and out cleaned up

(11) Cabana area cleaned

K. R. HIBBERT

Distribution:
Electronic only, via NAVSTA GTMO Website or portal
https://www.webaccess.usnbgtmo.navy.mil
https://cnicgateway.cnic.navy.mil/ws/seGTMO/default.aspx

COMMUNITY CENTER RESERVATION FORM

1. The following individuals are authorized to utilize the Family Housing Community Center:

NAME: _____

PHONE: _____

E-MAIL: _____

EVENT: _____

DATE: _____

TIME: _____

2. You may pick up the key from the FH office on _____ at _____.

3. Your inspection is scheduled for _____ at _____.

4. I have received a copy and will abide by the guidelines set forth in NAVSTAGTMOINST 11101.1A.

RESIDENT'S SIGNATURE: _____
DATE: _____

HOUSING REPRESENTATIVE: _____
DATE: _____