

UNACCOMPANIED HOUSING



Resident Advisor
(RA)
Program

1. Eligibility Requirements

- Approved Request Chit (Bottom-lined by SVM's CO)
- Must be on board at current command for 10 days
- No NJP or legal actions pending
- Copy of Orders
- Updated Page 2 (Verify dependent eligibility)
- Shore based duty (Verify LOPG -Rotational unit not qualified)
- No students, LIMDU & TAD status
- Fulfill a minimum of one year from the current command
- Interview with NBSD CMC
- Consult Financial Review appointment with NBSD PFM at (866) 923-6478
- Consult EFMP apt with Mr. Beason at (866) 923-6478
- Assign room upon approved CO's designation letter

2. Duties/Responsibilities

- Conduct **weekly** inspections (Complete **100% monthly**)
- Attend **monthly** RA meeting (last Thursday of the month). Need to notify RA Coordinator and senior RA if unable to attend the required meeting
- Roving Watch
- Attend one-time new orientation brief
- Conduct meetings with the residents
- Familiarize with the References listed on this brochure
- Attend SAPR and Suicide Prevention Training
- Provide approved TAD orders for less than 90 days

3. Termination

- Self-termination
- TAD for 90 days or more
- Recurring multiple TAD orders resulting in noncompliant of RA agreement
- PCS or change of marital status
- Pending legal investigation
- NJP
- Failure to perform duties detailed in the references to include not attending meeting, conducting 100% room inspection

REFERENCES:

CNICINST 11103.13A CH-1
CNICINST 11103.14A
UH SOP
COMNAVREGSWINST 5345 ROVING PATROL
M-11103.2 OPERATIONS MANUAL

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