



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
JBPHH HI 96860-5102

JBPHHINST 11103.1A
JB00
3 Nov 16

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 11103.1A

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: COOL DOWN PROGRAM

Ref: (a) COMNAVREGHIINST 11103.3A CH-1

Encl: (1) Example Request for berthing during a cool down period
(2) Example Cool Down Approval
(3) Example Cool Down Extension

1. Purpose. A "cool down period" is when a service member living in either military or civilian housing is seeking temporary berthing at Transient Personnel Unit (TPU) located on Joint Base Pearl Harbor-Hickam (JBPHH) due to immediate family (NAVPERS 1070/602 dependent) problems/issues. Service members on TYPE II SEA duty are not authorized a cool down room.

2. Requirements. A letter from the member's Commanding Officer (CO) (by direction not authorized) is required for the first 10 days and subsequent 10-day extensions up to 30 days. A command representative E-7 or above is required to escort cool down member to check in at TPU or one pay grade higher if member is E-7 or above. During this time commands are required to attempt to locate other housing locations and have a plan to move ahead for the member to not reside in a TPU room.

a. After the 20th day in a cool down room, service members E-6 and above will be required to get training from UH personnel and be placed on the barracks roving watch bill on JBPHH until moved out of a cool down room. This watch is added on to any other watches the service member stands at their parent command. All E-5 and below personnel will be required to check in with the First Lieutenant for base cleanup watch bill assignment on JBPHH.

b. Extensions beyond 20-days service members will provide valid proof of requirement to remain away from residence such as Military Protective Orders (MPOs) or Temporary Restraining Orders (TROs). Additionally, proof of financial hardship is required.

c. The maximum period for a cool down room is 30 days. An extension beyond 30-days must be granted by Joint Base Commander, Joint Base Pearl Harbor-Hickam, and request must be submitted no later than the 26th day of stay to allow time for routing.

3 Nov 16

d. After regular working hours or during non-working days, requests for a cool down room can be obtained from the Duty TPU watch officer with approval from the TPU Officer In Charge (OIC). Cool down letters with member's CO signature (by direction not authorized) must be submitted to the TPU watch officer on the next working day.

e. Exceptions to this policy can be submitted in writing to TPU with the following documents for review.

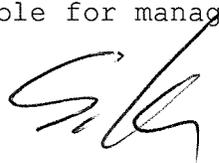
(1) Financial counseling showing a hardship.

(2) Letter from Command requesting an exception to policy for a cool down room.

(3) Any supporting documentation for the service member's situation.

(4) These instances shall be dealt with on an individual basis, the TPU OIC and JBPHH CSO has authority to accept or decline such personnel, as appropriate.

3. Action. The TPU OIC is responsible for managing this program and the update of this instruction.



S. KEEVE

Distribution:
Electronic only, via
http://www.cnic.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html

1150
JBXX/Ser XXX
DD Mmm YY

From: Commander XXXXXXXXXXX, XXXXXXXX
To: Commander, Joint Base Pearl Harbor-Hickam
Subj: REQUEST FOR BERTHING DURING A COOL DOWN PERIOD ICO EN1 JOHNNIE
SAILOR, USN
Ref: (a) JBPHHINST 11103.1A
(b) COMNAVREGINST 11103.3A CH-1

1. Per references (a) and (b), request a room be provided to Petty Officer Johnnie Sailor for a period of 10 days. He may be berthed in any current integrity space available for this command. Any additional information will be furnished upon request.

2. My point of contact is ENC(SW) Chief and he may be reached at (XXX) XXX-XXXX.

I. M. CAPTAIN

Enclosure (1)



Transient Personnel Unit

866 Hale Alii Rd, Pearl Harbor HI 96860
Quarterdeck: 473-0686



Cool Down Approval

Date: _____

From: Officer in Charge, Transient Personnel Unit, Joint Base Pearl Harbor-Hickam

To: _____
Rate Last Name First Name MI Last Four Command

Subj: REQUEST FOR COOL DOWN BERTHING

Ref: (a) JBPHHINST 11103.1A
(b) COMNAVREGHIINST 11103.3A CH-1

Encl: (1) CO's Letter Requesting Cool Down Room

1. In accordance with references (a) and (b), your request for a space in the TPU Barracks for reason of personal hardship (cool down) is approved for the period _____. (Not to exceed 10 days)

2. If an extension is necessary after the initial 10 days, you are required to submit a cool down extension request from your Commanding Officer. You will be required to vacate your space when cool down berthing is no longer required or when your request expires. This is your request (circle one **1ST, 2ND or 3RD**).

3. The maximum period for cool down berthing is 30 days. An extension past 30 days must be approved by the Joint Base Commander. You can show proof of ongoing legal process such as:

- a. Copy of restraining order
- b. Copy of file for divorce or divorce proceeding date

4. You will be required to inform the Combined Bachelor Housing Officer as soon as your marital status changes to adjust your housing entitlements.

M. GENTA
LCDR, USN

ACKNOWLEDGEMENT

Date: _____

From: _____

To: Officer in Charge, Transient Personnel Unit, Joint Base Pearl Harbor-Hickam

1. I have read and understand the above mentioned instruction.

(SIGNATURE)

Enclosure (2)



Transient Personnel Unit
866 Hale Alii Rd, Pearl Harbor HI 96860
Quarterdeck: 473-0686



Cool Down Extension

Date: _____

From: Officer in Charge, Transient Personnel Unit, Joint Base Pearl Harbor-Hickam

To: _____
Rate Last Name First Name MI Last Four Command

Subj: REQUEST FOR COOL DOWN BERTHING EXTENSION

Ref: (a) JBPHHINST 11103.1B
(b) COMNAVREGHIINST 11103.3A CH-1

Encl: (1) CO's Letter Requesting Cool Down Room

1. In accordance with references (a) and (b), your request for a space in the TPU Barracks for reason of personal hardship (cool down) (Not to exceed 10 days)

a. Your 1st request is approved for the period _____
OIC initial _____

b. Your 2nd request is approved for the period _____
OIC initial _____

c. Your 3rd request is approved for the period _____
OIC initial _____

2. 3rd requests will require proof of ongoing legal process, and inability to afford other accommodations.

a. Copy of TRO, MPO, restraining orders, copy of file for divorce, divorce proceeding date or financial statement.

3. If an extension is necessary after the initial 10 days, you are required to submit a cool down extension request from your Commanding Officer. You will be required to vacate your space when cool down berthing is no longer required or when your request expires.

4. The maximum period for cool down berthing is 30 days. An extension past 30 days must be approved by the Commander, Joint Base Pearl Harbor-Hickam, and requested no later than the 26th day of stay in cool down room.

Enclosure (3)

5. You will be required to inform the Combined Bachelor Housing Officer as soon as your marital status changes to adjust your housing entitlements.

6. Upon approval of the 3rd cool down request, service members E-6 and above will be required to get training from Unaccompanied Housing personnel and be placed on the barracks roving watch bill on JBPHH until moved out of a cool down room. All E-5 and below personnel will be required to check in with JBPHH's 1st Lieutenant for base clean-up watch bill assignment. Signature below is required by either Unaccompanied Housing or 1st Lieutenant.

Unaccompanied Housing/1 st Lt Supervisor	Signature	Date
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ACKNOWLEDGEMENT

From: _____
To: Officer in Charge, Transient Personnel Unit, Joint Base Pearl Harbor-Hickam

1. I have read and understand the above mentioned instruction.

(SIGNATURE)

Requesting Service Member contact information:

Rate/Name	Phone Number
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Direct Command Supervisor Contact information:

Rate/Name	Phone Number
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Emergency Contact Information:

Rate/Name	Phone Number
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Contact Information must be accurate and will be verified upon initial request