


Transportation Safeguards Training Site (TSTS)

Billeting Manual TSTS 4

Procedure Concurrence Sheet

The following TRACOM personnel have reviewed the TSTS Billing Manual, TSTS 4 dated January 2008 and approve it for use.

Calvin W. Irvin, Director, TRACOM  Date: May 21, 2008

Annual Review	
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1. Introduction

A. Purpose

These procedures are intended to outline the requirements, roles, responsibilities, and processes necessary for all personnel residing in the dormitories at the Transportation Safeguards Training Site (TSTS) dormitory facilities at Fort Chaffee, Arkansas per OST Policy 1.11B, Lodging Facilities at Fort Chaffee.

B. Safety Requirements

Ensure all applicable safety precautions and site-specific safety requirements are followed.

C. Location of Records or Documents

Copies of the Request for Maintenance sheet (sample attached) are located in the hallway on each floor. Copies of the TSTS Dormitory Room Furnishings Hand Receipt will be maintained and issued by the Charge of Quarters (CQ) or Housing Referral Assistant.

D. Reference Documents

OST Policy 1.11B	Request for Maintenance sheet TSTS Dormitory Room Furnishings Hand Receipt Lodging Facilities at Fort Chaffee
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E. List of Acronyms/Abbreviations

ACT	Agent Candidate Training
CQ	Charge of Quarters
ECC	Exercise Control Center
FCMTC	Fort Chaffee Maneuvers Training Center
OST	Office of Secure Transportation
TRACOM	Training Command
TSTS	Transportation Safeguards Training Site

F. Definitions

ACT Candidate	Individual who is attending Agent Candidate Training
Charge of Quarters	Attempts to help resolve emergencies reported in dormitories, and reports damaged, broken or missing items to the Housing Referral Assistant.
Housing Referral Assistant	Serves as a liaison between the Contractor and TSTS Safety and Security representative. Resolves any issues identified by a resident which would include items on the Request for Maintenance sheet or the TSTS Dormitory Room Furnishings Hand Receipt, or room change request.

2. Billeting Procedures

A. Check In Procedures

Each individual staying over thirty days is fully responsible for the proper care and accountability of the furnishings and other material issued for use in the dormitory rooms. The occupant will be required to sign a hand receipt indicating acceptance of the furnishings and other material provided in the room. Therefore, at the time of check-in a thorough inspection of the condition of assigned quarters and all items issued should be made by the occupant. Any damaged, broken or missing items identified should be reported to the Charge of Quarters (CQ) or Housing Referral Assistant.

After the occupant's initial inspection and acceptance, items found missing must be reported to the Housing Referral Assistant immediately. The type, day and time the item was discovered missing must be provided. Additional documentation will be prepared which requires the signature of the occupant, Housing Referral Assistant and the TSTS Facility Manager.

Each individual staying less than thirty days is not required to sign a hand receipt for room furnishings; however will be required to sign a key receipt upon issuance of room keys by CQ or HRA.

Room changes must be authorized by the Housing Referral Assistant. Room changes will not be authorized except when:

- (a) the occupant requesting the change arranges to exchange rooms with another occupant;
- (b) certification from a medical doctor indicates a room change is required for medical Reasons; or
- (c) further reasons submitted by agency coordinators and determined to be sufficient by TSTS.

B. Requirements

It is the practice of TSTS to operate the dormitories in a manner to ensure order and cleanliness with a minimum of restrictive measures. This requires cooperation between residents and their agencies, the Housing Referral Assistant and the OST Manager in order to provide for the interests of all concerned. The following information provides guidance concerning utilization of the facility.

The facility establishes the policy on resident room assignments and controls these assignments. Contract personnel provide on-site cleaning, linen and towel exchange. The Housing Referral Assistant serves as a liaison between the Contractor and TSTS Safety and Security representative.

All dormitories are heated and air-conditioned. Refrigerators, alarm clocks, coffee makers and microwaves are provided in each room. Television sets and VCR's are available in each room with satellite service provided.

B. Requirements (continued)

A preventive maintenance program is in operation. Residents should request any routine repairs or services required using the Request for Maintenance sheet (sample attached) located in the hallway on each floor. Emergencies will be reported to the on duty Charge of Quarters (CQ), or by calling the emergency maintenance number posted.

The dormitory housekeeping service cleans all rooms, hallways, laundry rooms, day rooms and adjacent areas daily. Linen will be changed one time each week and towels are provided on a daily basis. The maid service makes beds daily. Washing machines and dryers are provided free of charge and are located in the laundry room on each floor in both of the dormitory facilities. However, laundry detergent must be provided by each resident and is available for purchase at the Post Exchange located in Building 1589.

Occupants assigned to a room have the responsibility for ensuring that the room is maintained in a clean and respectful manner. The occupant is responsible for the cleanliness and health and safety condition of their room. If the room is found to be in an unacceptable level of cleanliness or orderliness the individual will receive a warning from TSTS Facility Manager. After two warnings the individual may be removed from the dorms permanently.

Energy conservation program is in effect and lights, televisions, radios, coffee makers, etc., should be turned off at all times except as required for the comfort of the residents and for cleaning personnel. Water faucets and showers should be turned off when not in use. Windows must be closed when the individual air-conditioner/heater units are in operation in the rooms.

Blankets, bedspreads or linens are not to be removed from rooms. Other room furnishings are not to be removed or exchanged without permission of the Housing Referral Specialist.

Pictures or other items may not be attached to the dormitory walls, doors or windows. Notes may be placed on the bulletin boards that are available in each of the dormitory day rooms.

Washcloths, towels and bath mats will be replaced in dormitory rooms on a one-for-one basis (one clean item for one soiled item). All dirty towels must be available in the rooms for pickup by the CQ.

Absolutely no tobacco products are permitted in the dormitory. Smoking or chewing/ dipping are only authorized outside the building and material must be placed in containers provided. Fire Safety precautions will be observed at all times.

Residents are permitted to cook in the dormitory day rooms or outside grills only. Grills must remain a minimum of 25 ft. away from buildings. Microwaves are provided in each room for the purpose of re-heating items or cooking convenience foods. Storage of food in rooms should be limited to drinks, candy bars, cookies, etc. Food items should be stored in appropriate containers to prevent attracting unwanted rodents and pests.

Irons and ironing boards are available. These items have been provided and are located in each of the laundry rooms. Commercial dry cleaning and laundry service is available in Building 1589 located at the entrance to the Post Exchange facility.

Pets are not allowed in the dormitories.

B. Requirements (continued)

The rights of others shall be respected and quiet hours observed in the dormitories. The volume of televisions, radios, etc., shall be kept at a low level. Dormitory "Quiet Hours" shall be observed as follows:

DORMITORY QUIET HOURS

Monday thru Friday	10:00 p.m. to 7:00 a.m.
Saturday and non-working Holidays	10:00 p.m. to 10:00 a.m.
Sunday	10:00 p.m. to 7:00 a.m.

Failure to observe the stated quiet hours may result in disciplinary action and could lead to dismissal from training.

Dormitories are restricted areas. Only residents, OST personnel participating representatives, and contract personnel on official business are permitted in dormitories during business hours. Guests are not permitted unless authorized or approved through the Facility Manager.

The current Security Condition may require prior approval of guests to allow entry on to Fort Chaffee. Contact TSTS Security Representative to find out the current threat level and if there is a need to fill out a visitor request form.

The use and consumption of alcoholic beverages is restricted to the dormitory premises only (exclusive of the front entrances and parking lot). Residents under the legal drinking age are prohibited from use or consumption of alcoholic beverages within the dormitory premises. Residents are prohibited from possessing kegs of beer or quantities of any alcoholic beverage(s) in the dormitories in excess of that reasonable for personal use. "Drinking" parties in the dormitories are not permitted.

The possession and/or use of illegal drugs in the dormitories is strictly prohibited.

OVERNIGHT LODGING BY FAMILY MEMBERS/GUESTS IS PROHIBITED.

Although, there are no facilities at TSTS to accommodate dependents or guests, FCMTC billeting can provide for family members and guests if space allows. Adequate facilities are available in the local community for those personnel whose families or guests accompany them.

All dormitory keys and electronic access cards should be turned into the Housing Referral Assistant prior to departure from TSTS. In the event the Housing Referral Assistant is not available, keys and electronic access cards may be returned to by dropping into the key box located in each dormitory or the ECC Building 1792.

B. Requirements (continued)

Explosive or incendiary devices will not be permitted in the facilities. Firearms and ammunition, government owned or personal are not authorized in the dormitories or on Fort Chaffee. Individuals may request storage at TSTS through the TSTS Security Representative or Security Administrator.

C. RESPONSIBILITY AND ENFORCEMENT

Residents are required to comply with all instructions outlined in this policy. Depending on the circumstances, non-compliance is to be reported to the Housing Referral Assistant or the TSTS Safety or Security Representative, who, in turn, will report the non-compliance to the agency for appropriate action. In some instances, further action may be deemed appropriate by TSTS officials, who may elect, after coordination with the agency, to remove a student from training for non-compliance of TSTS Regulations.

Routine inspection of rooms will be conducted by the TSTS Facility Manager or designee in to ensure housekeepers are in compliance with the cleaning regulations. The TSTS Facility Manager or designee will be accompanied by a member representing the contract being inspected.

SCOPE OF INSPECTION: Room inspections do not target any specific individual and are narrowly directed to items that create a significant risk to security or safety interest. Inspectable items include:

- Property assigned to the room to assure items are in working, operable condition and have not been removed from assigned areas such as the coffee pot, television, furniture, light fixtures, and video recorder.
- Ensuring contractual requirements are maintained.
- Assurance that energy conservation is being observed.
- Room health safety and welfare inspections or reports.
- Any findings will be reported to the TSTS Facility Manager as soon as possible.

The ACT Branch Chief or designee with an assistant will perform unannounced Health and Welfare walkthroughs on rooms assigned to Agent Candidate Trainees to specifically check for cleanliness to ensure personal hygiene is practiced and maintained as well as orderliness of rooms.

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