



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

REPLY TO
ATTENTION OF:

IMHM-PWH

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #77, After-Hour Lockout Response for Unaccompanied Senior Leader Quarters (SLQ)

1. The proponent for this policy is the Camp Humphreys Housing Office, Unaccompanied Housing Chief.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 420-1 Army Facilities Management, 12 Feb 08.
 - b. Housing Division, Standard Operating Procedure (SOP).
4. Applicability. This policy letter is applicable to all military personnel residing in SLQ's.
5. Definition of after hours:
Monday thru Friday..... 1700 to 0800
Saturday & Sunday.....24 Hours
US & USFK Holidays.....24 Hours
6. Liability for Service Charge. IAW IMCOM Housing Standard Operating Procedures, resident's assigned to Unaccompanied Quarter sign a statement of understanding for the liabilities incurred due to neglect or abuse. Residents are required to pay the total expense for all loss incurred due to negligence or abuse. Residents who call for lockout assistance will incur a \$50.00 service charge for each lockout call to pay for the overtime to respond for lockout assistance.
7. Process for contacting DPW for lockouts after hour:
 - a. Call DPW lockout number at 753-6173 or 753-6174 and provide your name, rank, building number, and room number.

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b. A housing representative will arrive at the building where the lockout occurs and proceed to unlock the room. Prior to unlocking the room the housing representative will verify identity of resident and have them complete section "9" of DD Form 362 Statement of Charges/Cash Collection Voucher. Service Member must sign section "9h" acknowledging consent for a payroll deduction for the service charge amount located in section "9i". Cash will not be accepted.

8. Resident Liability for Lock. In the event that the lock has malfunctioned or is broken, the housing representative will assess the damage and determine if the damage was a result of neglect or abuse and require additional payment for the damaged property. If the housing representative finds that the damage or malfunction was not the fault of the resident, a locksmith will be called to change or repair the lock without expense to the resident.

9. Lost Keys. Residents who lose their keys must report to the housing office during normal duty hours to generate paperwork, needed to pay for the reproduction of the key.

a. Once paperwork is complete, resident will receive DD Form 362, Statement of Charges/ Cash Collection Voucher and report to finance to pay for the key.

b. Resident then brings paid receipt to housing where they will generate and issue a service order for key replacement.

c. Resident takes service order to lock shop to have their keys made.

10. POC is the Chief, Facilities Branch at 753-6605.

Encl
Sample DD Form 362


DARIN S. CONKRIGHT
COL, SF
Commanding

DISTRIBUTION
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STATEMENT OF CHARGES/CASH COLLECTION VOUCHER			1. DATE	
			2. DOCUMENT/VOUCHER NUMBER	
3. ORGANIZATION			4. STATION	
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		6. DISBURSING STATION SYMBOL NUMBER		7. ACCOUNTING CLASSIFICATION
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
8. TYPE OR ACTION <i>(Select one)</i>				
a. PAYROLL DEDUCTION		b. CASH COLLECTION		c. GRAND TOTAL 0.00
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL				
I certify that my signature hereon constitutes				
a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.				
b. An affirmation that the articles are not now in my possession.				
c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.				
d. RANK/ GRADE	e. NAME <i>(LAST, First, Middle Initial)</i>	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT
	f. SOCIAL SECURITY NUMBER			
10. ORGANIZATION COMMANDER		11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER		
The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.		The amount entered in grand total has been (FAO) check the appropriate action below.		
		a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.		
		b. Remitted through cash collection.		
a. DATE	b. SIGNATURE BLOCK/SIGNATURE	c. DATE	d. SIGNATURE BLOCK/SIGNATURE	

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