



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 65, Unaccompanied Personnel Housing Assignment Policy and Procedures

1. REFERENCES:

- a. Army Regulation 420-1, Chapter 3, Housing Management, 12 Feb 08
- b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05
- c. FGGM 420-7, Director of Emergency Services Installation Fire Regulation, 1 Sep 09
- d. FGGM 190-13, Military Police Physical Security, 22 Dec 06
- e. FGGM Bachelor Housing, Notice of Rights and Responsibilities, 1 Nov 10

2. PURPOSE: To establish policies and procedures for operating unaccompanied personnel housing under the Centralized Barracks Housing Program.

3. APPLICABILITY: This policy is applicable to all service members assigned and/or living on this installation.

4. POLICY: The Bachelor Housing Branch is responsible for assignment and termination of quarters, coordination of maintenance and repair of the facility, maintenance of hand receipts, ordering cleaning supplies, and maintaining the Unaccompanied Personnel Housing (UPH) Centralized Barracks Management Software Program. Bona fide bachelors are given priority for assignment to quarters. Assignment of all other personnel will be on a space available basis. Personnel other than bona fide bachelors will be advised in writing that they may be required to vacate quarters for personnel of a higher priority upon thirty days notice.

5. PROCEDURES: Eligible service members will report to the Housing Office at 6405 Simonds Road to be assigned quarters. Upon assignment to quarters the UPH Manager is responsible to provide:

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- a. Assignment to Quarters Orders.
- b. Notice of "Rights and Responsibilities," (obtain service member's signature), hand receipt of furniture and furnishings.
- c. Checklist of condition of quarters.
- d. Key to room/outside door lock system.
- e. Procedures for repairs/maintenance, key control, and lock out procedures.
- f. Damage cost estimate sheet (furnishings and quarters). UPH will conduct a dual inventory with each occupant upon check-in and clearing barracks rooms.
- g. Other pertinent information as required (i.e., mailroom procedures and key issue).
- h. Service members have the responsibility to inform Bachelor Housing Management anytime there is a change to hand receipts for furniture or room condition.
- i. All efforts will be made to accommodate Warriors in Transition IAW Department of the Army WTU Consolidated Guidance – 20 Mar 2009.
- j. Termination: Upon receipt of clearance papers (Permanent Change of Station or Expiration Term of Service) or Change in Marital Status, the service member will notify UPH Management. UPH Management will schedule a final inspection of quarters at which time room and furnishings will be inspected for damages. Upon final termination of quarters, the service member must remove all personal items from the room, ensure the room is in a high state of cleanliness, defrost the refrigerator, and return room and mailbox keys. If damages to the facility, furniture or furnishings are determined to be caused by the service member, the service member may request a "Report of Survey" or be given the option of payment through a "Statement of Charges", or a "Cash Collection Voucher" in accordance with set damage cost estimates. The service member will be provided a copy of the applicable document. UPH Management will provide the service member termination of quarter's orders.
- k. Chain of Command: It is the responsibility of the chain of command to ensure service members comply with guidelines set forth in this policy memorandum. Additionally, it is the responsibility of the chain of command to ensure discipline, control,

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and supervision of service members assigned; to perform room inspections and common area inspections to maintain health and welfare of service members; and to ensure rooms and common areas are maintained in a high state of cleanliness. The UPH management program does not eliminate the authority of the chain of command.

I. OCCUPANTS: In addition to the above-stated service members' responsibilities, the following are occupant's responsibilities:

(1) ALCOHOL: Maryland law prohibits consumption of alcohol by anyone under the age of twenty-one. Occupants are responsible for the consumption of alcohol by them and their guest(s).

(2) APPLIANCES: Televisions, stereos, coffeepots, and computer equipment are permitted in quarters. Government issued refrigerators and microwave ovens will be provided.

a. If portable heaters are needed as a temporary supplement to the installed heating system, only self-contained oil filled radiator style heaters are permitted. No open or exposed elements of any type are permitted. The heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety. Heaters must never be left unattended and must have a clearance of at least 36 inches from all combustible materials.

b. The use of hot plates, broilers, grills, electric frying pans, or other food preparation appliances is prohibited in all building and facilities. Exception will be made for facilities designed for cooking.

(3) COMMON KITCHEN: Occupants are responsible for the cleanliness of the microwave oven, stove, sink and counter areas after each use. It is the responsibility of the occupant to contact management for any major repairs or maintenance issues. Household cleaning products are not provided and must be obtained by the individual occupants.

(4) DAY ROOM EQUIPMENT: Television station—majority rules. Recreational equipment should be used, not abused.

(5) FURNITURE: Government furniture will not be removed from the quarters.

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(6) LAUNDRY ROOMS: Occupants are responsible for cleaning washers and dryers after each use.

(7) GUESTS: Authorized visitors of either gender are allowed in quarters with the exception of quiet hours, no overnight guests are allowed. The rights of other occupants take priority over visitation. Cohabitation is strictly prohibited. A parent or guardian must accompany each guest under the age of eighteen at all times. Children may not occupy or reside in centralized barracks facilities. Violations may be punishable under the Uniformed Code of Military Justice (UCMJ).

(8) LOST KEYS OR LOCKOUT: Report to the Housing Liaison Office, Bachelor Housing Branch, Housing Division (UPH) for issuance of new keys Monday through Friday, 0730-1600 Hours. In the event of lockout after hours, individuals may call emergency number located on the front door. Upon issuance of a lost key, the occupant will be advised that new replacement keys will be made. All keys lost or stolen will be purchased by the occupant or charges for additional replacement keys incurred.

(9) MAIL: Occupants will be voluntarily assigned post office boxes located on first floor of building. Incoming mail delivery will be made Monday through Friday (excluding holidays and training days). Federal Express should be addressed to the respective unit. UPH management will not be responsible for mail delivery.

(10) MATERIAL: Adhesive material is prohibited on doors. Nails, tacks, staples, other hardware, will not be driven into walls or doors; nor will racks or shelves be attached to walls or ceilings. The use of conduits or steam pipes to support clothing, pictures, and other items is prohibited. Pictures may be hung from walls with adhesive-type hangers.

(11) PETS: No pets are allowed.

(12) POSSESSION: Use, sale, or distribution of narcotics, barbiturates, or other controlled or illegal drugs or substances is prohibited at all times and in all locations with the exception of those which are prescribed by a physician.

(13) WEAPONS: Privately owned firearms will not be carried into or stored in any troop barracks or transient quarters. Such firearms and ammunition will be stored in

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the designated arms room of the unit to which the individual is assigned, attached or on temporary duty. Individuals will withdraw POF from the designated arms room only with the prior approval of the individual's commander or the commander's authorized representative. Individuals will follow the arms room property custody procedures when withdrawing property from the arms room.

(14) QUIET HOURS: Normal duty hours 0730-1600; Sunday through Thursday 2200-0630; and Friday through Saturday 2400-0900.

(15) ROOM CLEANLINESS: Occupants are required to maintain their living quarters in a high state of cleanliness. Unit commanders should perform routine health and welfare inspections. Floors will be kept free of food and stains and should be swept or vacuumed regularly. Furniture will be free of dust, stains, and spills. Refrigerators must be defrosted frequently with no frost buildup, and food must be kept in sealed containers. Storage of personal items on top of cabinets is prohibited. Walls will be kept free of marks and cobwebs. Windows and mirrors should be clean and streak free. Bathrooms should be free from soap build-up, mildew, dirt, and grime.

(16) SAFETY: Fire extinguishers will be maintained in all facilities and properly inspected by UPH Management and Fire Inspectors. Smoke detectors will remain operable at all times and once found inoperable will be reported to management immediately. Tampering with or disabling a smoke detector in any government facility is a federal offense and punishable by UCMJ. Fire Sprinklers will remain free from obstruction and will not be used for hanging items from the ceiling. Extension cords may be used to support one appliance, multiple extension cords will not be used and surge protectors are recommended for all TV's, computers, etc. The use of candles in any government facility is strictly prohibited.

(17) SMOKE, HEAT, and CARBON MONOXIDE (CO) DETECTORS

a. All detectors will be installed and maintained as per applicable National Fire Protection Association (NFPA) and Uniform Facilities Criteria (UFC) 3-600-01.

b. These detectors will not be tampered with, and if malfunctioning, will be reported to the appropriate maintenance section to be repaired.

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c. At no time will any detector be disabled, disconnected, or disassembled, unless directed by the authorized maintenance personnel, or a Fire & Emergency Services representative.

d. Any occupant that tampers with any of the listed or installed detectors will be subject to civil and criminal penalties pursuant to Installation, Local, State, and Federal Regulations, and as applicable the Uniform Code of Military Justice. Penalties may include, but are not limited to, fines, imprisonment, and eviction.

(18) SECURITY OF PERSONAL PROPERTY: Occupants are responsible for securing all personal property within their living quarters. In addition, occupants have an obligation to ensure all outside doors are closed, and the common dayroom door is secured. Windows and doors should be secured at all times. Renter's insurance is recommended for all occupants.

(19) SMOKING: Smoking is strictly prohibited and designated smoking areas will be placed at least 50ft. from any government facility.

(20) STORAGE OF HOUSEHOLD GOODS: Occupants desiring non-temporary storage of excess household goods will submit a written request to Bachelor Housing Management for a memorandum to transportation requesting storage of excess household goods at the government's expense.

(21) WORK ORDERS: Occupants may place work orders in drop boxes located on each floor, as they are checked daily or contact the management office front desk by phone or in person Monday-Friday, 0730-1600 to report maintenance problems or requests within living areas. The UPH Office will provide an escort for maintenance and repair personnel to the occupant's assigned quarters should the occupant desire not to be present.

(22) PARKING: Parking areas will be provided for all occupants, parking along curbs is prohibited and all occupants will abide by posted speed limits of 10mph in all parking areas.

6. PROPONENT: The proponent for this policy is US Army Garrison; Fort Meade, MD.

7. EXECUTION: Failure to abide by the policies outlined in this memorandum may result in disciplinary action or forfeiture of residence in the quarters or penalties under

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the UCMJ. The Installation Commander reserves the right to designate select individuals to inspect housing areas for violations of stated policy.



EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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