

# FIRST SERGEANT'S BARRACKS PROGRAM 2020 HANDBOOK

A guide to property management and  
operations of Army barracks

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## **EXECUTIVE SUMMARY.**

The Office of the Assistant Chief of Staff for Installation Management (OACSIM) and Headquarters (HQ) Installation Management Command (IMCOM) collaborated to develop a better way of managing Unaccompanied Housing (UH) to support the needs of single Soldiers. By “single,” we mean bona fide bachelor Soldiers – those who would be entitled to a housing allowance at the “without dependent” rate. Although our UH also supports Soldiers on “dependent restricted” tours, it is not intended for Soldiers who choose to travel/move without their family. The First Sergeant’s Barracks Program (FSBP) 2020 builds upon lessons learned from past UH management procedures and focuses on the needs of the Army and its Soldiers now and in the future.

Prior to 2008, military units managed the barracks separately and independently of each other, leading to underutilization of barracks and lack of consistency in UH management. These issues led to creation of the FSBP, centralizing permanent party UH management (assignments, terminations, inspections, etc.) under garrison housing professionals enabling military units to focus on mission requirements. As a result of FSBP, utilization of UH has improved and Certificates of Non-Availability (CNAs) have been reduced. CNAs are the authorization to begin payment of a housing allowance at the “without dependent” rate to a bona fide single Soldier. Additionally, substantial investments in UH Military Construction (MILCON) funding significantly improved the quality of UH facilities and the Quality of Life (QOL) for Soldiers.

The FSBP 2020 represents the next stage in the evolution of the Army’s UH management. It supports the Army of the future by forming adaptive partnerships between garrison staff and military unit leaders. It capitalizes on the increased presence of military leaders at installations by transferring responsibility for day to day management of permanent party barracks from garrisons to military leaders. This reduces the civilian pay requirement for the program and re-establishes the chain of command as the primary manager of UH. Military leaders will have a more visible role in the barracks and will be able to effectively monitor morale, health, welfare, and discipline issues of their Soldiers.

All Army Activities (ALARACT) message 201/2012 Headquarters, Department of the Army (DA) Execution Order 261-12, First Sergeant’s Barracks Program (FSBP) 2020, issued 30 July 2012, delineated the concept of operations, governing tasks, and established roles and responsibilities for this program. This Handbook provides the standardized roles and responsibilities pertaining to UH management for all Army garrisons. FSBP 2020 establishes clearly defined roles and functions for both garrison staff and mission units to deliver a consistent quality service to single Soldiers. While the garrison Housing staff will provide on-the-job training and mentorship to those new to managing UH, Non-Commissioned Officer (NCO) leadership remains critical to the program’s success.

## **1. Introduction.**

### ***1.1. Why We Do What We Do (Purpose).***

A Soldier’s living environment is an important factor to preserve and enhance the All-Volunteer Force. As the home for the Army’s single Soldiers, quality UH facilities and services are essential to providing a high QOL for single Soldiers, ensuring that all of our Soldiers live in a clean, safe, functional and secure environment. A proper environment should provide privacy and comfort as well as predictable living standards. To achieve this objective and in accordance with Public Law,

the First Sergeant's Barracks Program (FSBP) was implemented in 2008 to centralize the property management of UH under garrison operation. FSBP 2020 represents a reset of FSBP with the intent to return control of the barracks to the chain of command while maintaining and/or establishing common standards through enterprise-level program oversight. The program standardizes implementation Army-wide, optimizes available resources, continues the targeted investments of the barracks modernization program, and ensures the Army maintains its commitment to single Soldiers. Essentially, mission units, regardless of the type of UH, will be the face of UH management to unaccompanied Soldiers, while garrison staff will serve as enablers, retaining quality oversight and providing support to Soldiers and units.

This FSBP 2020 Handbook is designed to serve as a reference tool and assist military personnel who are or will be performing the UH property management function. A secondary goal of the Handbook is to provide all stakeholders with a road map that will endure beyond any individual's tenure in managing, overseeing, or other involvement with UH. Stakeholders include the Garrison/Depot Commander, Command Sergeant Major, Company Commanders, First Sergeants and Brigade and Battalion Commanders/leaders, Better Opportunities for Single Soldiers (BOSS), Army Community Service (ACS), Directorate of Public Works (DPW), garrison Housing Office, Transportation Office, Contracting Office, the supporting Finance Office, Military Personnel Office, Family Readiness Group (FRG), and any other organizations that have an interest in unaccompanied Soldiers and UH facilities. The unwavering support and commitment of all stakeholders is critical to successfully delivering housing services and safeguarding the Army's investment in a holistic management program.

This document serves as a resource for UH management at the unit level and garrison support in execution of this program. It offers references and information specific to providing property management of all types of barracks. It does not replace statutes or regulations pertaining to UH, Army standards, entitlements, or other policies. In the event the Handbook contains information that conflicts with regulations or statutes, the regulations and statutes will be followed. For the purposes of this Handbook, the term "UH" refers to permanent party, Wounded Warrior, senior enlisted, unaccompanied officer, senior leader, transient, and training barracks that are intended as residences for Soldiers who would be entitled to a housing allowance at the "without dependent rate" (bona fide single Soldiers).

The information in this Handbook upholds the basic standards for barracks as detailed in Army Regulation (AR) 420-1, Facilities Management, 24 Aug 12, Chapter 3 (Housing Management), which serves as the primary reference material to matters pertaining to the management and operations of all forms of UH world-wide.

## ***1.2. The Army's Goals for Unaccompanied Housing (UH).***

The overarching goals of UH are simple and align under FSBP 2020's three basic principles. Detailed here, they provide the basis against which program effectiveness is measured.

- Support the mission. Remain flexible in support to Senior Commanders while ensuring Soldiers are assigned to the highest quality UH.
- Take care of Soldiers. Improve the well being and QOL for single/unaccompanied Soldiers by actively engaging all stakeholders in UH management. Provide quality living accommodations and furnishings. Minimize changes to Soldiers' room assignments. Maintain good order, discipline, and health and welfare of Soldiers.

- Use resources wisely. Ensure the effective, efficient, and equitable management and use of UH in order to reduce payments of housing allowances. The target barracks utilization is 95 percent installation-wide. Maintain accountability for upkeep of facilities and furnishings.

### ***1.3. Installations Exempt from Implementing FSBP 2020.***

Installations that are exempt per ALARACT 143/2013, Fragmentary Order (FRAGO) 01 to Execution Order (EXORD) 261-12, First Sergeant's Barracks Program (FSBP) 2020, are still responsible for providing all of the services identified in the proceeding "Roles and Responsibilities" sections, and as outlined in Appendix B of the ALARACT. These services should be performed by the garrisons rather than the military unit. While these installations may not have implemented FSBP 2020, we must continue to provide the same level of service, Army-wide.

### ***1.4. What Happens at Joint Bases?***

At Joint Bases where the Army is the supporting component, UH management services and responsibilities should follow the FSBP 2020 roles and responsibilities outlined in this Handbook. While the supported components may differ in some of the details, the overall structure should align with FSBP 2020.

At Joint Bases where the Army is the supported component, UH management services and responsibilities will follow the established Memoranda of Agreement (MOAs).

### ***1.5. Who Does What? (Roles and Responsibilities).***

Although there are multiple stakeholders when it comes to the UH, there are four primary entities responsible for managing an installation's UH program – they are the military unit (including Garrison and Depot Commanders), garrison Housing Office, DPW, and the Soldier. The following section will outline the roles and responsibilities that are discussed more in-depth throughout this Handbook. Meetings between the garrison staff and unit leadership should be held quarterly, at a minimum, and be used to identify problems and develop sustainable solutions.

#### ***1.5.1. Military Unit's Roles and Responsibilities.***

Military units will execute day-to-day operations of UH, with technical assistance from garrison Housing Managers. The chain of command must take an active role in knowing how Soldiers live and be responsible for their well-being. They are responsible to ensure that good order and discipline is maintained at all times in UH. The chain of command also has the authority and responsibility to conduct no-notice inspections to ensure that conditions in UH provide the best QOL for all residents. Some of the responsibilities identified in this section may not be applicable to Warriors in Transition Units (WTUs) – please refer to section 15 of the Handbook for specifics.

FSBP 2020 reinforces the importance of NCO leadership in the daily care of subordinates, as well as leaders' responsibility to ensure standards are maintained and preserve the right of each Soldier to have a clean, healthy living environment with a degree of privacy. It assists the chain of command in managing space requirements for Soldiers in and out processing, resetting barracks during deployment and redeployment. First line leadership and team leaders remain responsible for supervision of their Soldiers, enforcing standards, caring for Soldiers, and properly addressing shortfalls in maintenance, safety, or living standards.

All of the following responsibilities are predicated on a Soldier being eligible to reside in UH. Enterprise Military Housing (eMH) will be used to manage the UH at locations where it is deployed. The unit's primary responsibilities in UH include:

**Property Management Service Member Services:**

- Assigning and terminating rooms, including inspections at both events
- Issuing room furnishings hand receipts
- Moving and handling furnishings for 1 for 1 replacement
- Coordinating room assignment outside of unit footprint
- Key control and management
- Providing Soldiers access to locked out rooms
- Providing custodial services for common areas (except WTU UH)

**Housing Program Management Administration:**

- Participating in quarterly partnering sessions with garrison and unit leadership
- Assisting the DPW and Housing Office by submitting accurate Unaccompanied Occupancy Reports (UORs) and Installation Status Report (ISR)-Infrastructure (ISR-I) data as needed

**Facility Management Inspections/Maintenance and Repair (M&R):**

- Inspecting building condition for preventive maintenance
- Performing maintenance self-help
- Providing grounds maintenance (for an area that is within a 50 ft perimeter of the building)
- Initiating and tracking Service/Demand Maintenance Orders

**Facility Management**

- Ensuring energy and water conservation efforts are being followed
- Performing inspections for the ISR-I

**Housing Program Management Service Member Services:**

- Maintaining barracks good order and discipline
- Inspecting for Health & Welfare
- Providing Command and Control (C2)

**Property Management Administration:**

- Initiating collections for facility & furnishings damages and loss
- Inspecting furnishings for condition/serviceability
- Requesting replacement furnishings
- Initiating CNA requests
- Inventorying and signing hand receipt for common area and sleeping room furnishings
- Inventorying and signing hand receipt for building
- Furniture bar coding (in eMH)

***1.5.2. Housing Division's Roles and Responsibilities.***

The garrison or depot Housing Manager serves as the primary Point of Contact (POC) and Subject Matter Expert (SME) for UH. Trained and proficient in UH operations, management, budget development and execution, contract and database management, training, and regulatory guidance, the Housing Manager's expertise is critical in supporting the military units, garrison DPW and the Directorate of Plans, Training, Mobilization, and Security (DPTMS). The Housing Division should

also coordinate with the unit leadership if additional UH space is needed, such as for WTU Soldiers. The Division is typically composed of several sections, including the Housing Services Office, UH Office, Furnishings Management Branch, and the Residential Communities Initiative Liaison Office. Throughout the Handbook, the Division as a whole will be referred to as the “garrison Housing Office.” The Housing Division’s primary responsibilities in UH include:

**Housing Program Administration:**

- Ensuring compliance with housing policy (permanent party, training and transient)
- Processing and managing CNAs
- Reducing excess payments of housing allowances at the with or without dependent rate
- Managing Exceptions to Policy for unaccompanied military personnel with dependents (“geographic bachelors”) to reside in UH
- Processing Temporary Lodging Allowance (TLA)/Temporary Lodging Expense (TLE) requests (done in conjunction and coordinated with the supporting finance office)
- Training units on UH program, policies, and cyclical training on the eMH system
- Analyzing and validating the Unaccompanied Occupancy Reporting (UOR)
- Providing input to the Installation Status Report – Services (ISR-S) evaluation
- Leading quarterly partnering sessions with garrison and unit leadership
- Providing a Contracting Officer’s/Quality Assurance Representative for furnishings, appliances and drayage
- Conducting furnishings management – requisition, issue, turn-in, repair, disposal, warehousing, and accountability of UH furnishings, etc.
- Inventorying furnishings (warehouse, hand receipts) cyclically (at least annually)
- Preparing Whole Barracks Replacement furnishings packages (supplying requirement to HQ IMCOM at IMCOM-operated installations or the HQ of the Army Command in charge at non-IMCOM operated installations)
- Providing replacement furnishings requirement
- Budgeting for furnishings and future programs
- Executing customer satisfaction survey

**Property Management:**

- Providing UH management for Senior NCOs and Officers
- Performing as liaison with Residential Communities Initiative (RCI) partners for UH requirements
- Monitoring recurring inspections of UH
- Coordinating with unit leaders and stakeholders as units deploy and redeploy

**Facility Management Planning:**

- Providing input to the UH Master Plan for incorporation into the Master Plan and Annual and Long Range Work Plans

**Facility Management Administration:**

- Submitting Individual Job Order (IJO) Work Orders (WOs)
- Reviewing diversion / conversion requests
- Completing FSBP 2020 Dashboard

**Housing Program Management:**

- Determining construction and leasing requirements

- Analyzing and reviewing units' barracks footprints
- Budgeting Sub Activity Group (SAG) 131

### ***1.5.3. Directorate of Public Works (DPW) Roles and Responsibilities.***

The DPW is responsible for the budgeting and executing of operations and maintenance of UH. These activities include Base Operations Support (BOS) services and Sustainment, Restoration, and Modernization (SRM) for UH. Facilities sustainment provides resources for Maintenance and Repair (M&R) activities necessary to keep a typical inventory of facilities in good working order over a 50-year service life. This includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility life cycle. This work includes roof replacement; refinishing wall surfaces; repairing and replacing electrical; heating; and cooling systems; replacing tile and carpets; and similar types of work. It does not include repairing or replacing non-attached equipment or furniture or building components that typically last more than 50 years (such as foundations and structural members). Between Occupancy Maintenance (BOM) is included in the DPW's responsibilities; it is funded through the SRM funding allocation. The DPW's primary responsibilities in UH include:

#### **Facility Management Planning:**

- Preparing UH Master Plan and programming documents (Department of Defense (DD) Form 1391) for new construction/replacement/major renovation
- Preparing Annual & Long Range Work Plans (with input from the UH Master Plan)
- Performing periodic inspections for the ISR-I
- Providing input to Budget SAG 131 and 132 requirements

#### **Facility Management Administration (separate from Housing Division Administration):**

- Providing inspections oversight
- Inspecting 10% of rooms and UH facility common areas on a quarterly basis\*
- Issuing training and transient barracks facility hand receipts with DPTMS
- Facilitating leasing execution with Headquarters, US Army Corps of Engineers (HQ USACE)
- Processing facility diversion / conversion
- Processing collections for facility damages
- Overseeing key control and management
- Implementing and enforcing energy and water conservation efforts

#### **Facility Management Inspections / M&R:**

- Executing service orders and work orders
- Executing projects
- Funding supplies for maintenance Self-Help Issue Points (SHIPs)

#### **Property Management:**

- Providing common area custodial of WTU UH

\*The DPW should select the spaces to be inspected by using the ISR inspection tool/checklist.

#### **1.5.4. Soldier's Roles and Responsibilities.**

Soldiers, as UH residents, are responsible for their conduct while in UH as well as general upkeep of their assigned area(s). They are responsible with assisting and supporting the military unit in executing the custodial tasks associated with the unit's footprint. Soldiers are wholly responsible for the housekeeping and maintenance of their quarters. Housekeeping includes the general cleaning and up-keep of the barracks room, protecting the Army's facilities investment by ensuring maintenance tasks are identified and reported, and reporting incidents of vandalism and neglect of facilities, furnishings and equipment promptly to the Unit Representative (UR) or military leadership. Soldiers will take an active role in promoting energy conservation within their assigned quarters by turning off all lights and electronics in their room when it is not occupied. The resident Soldier's primary responsibilities in the UH include:

- Following established rules of conduct and joint occupancy of living in quarters
- Regularly cleaning the latrine (including shower/tub, commode, sink, floors, windows)
- Regularly cleaning the kitchenette and all appliances (inside and out)
- Keeping the kitchenette free of debris and/or trash
- Regularly cleaning the floors, doors, windows, and trim (interior)
- Regularly dusting and wiping down of furniture; requesting a replacement when item is unserviceable
- Organizing and storing personal items
- Reporting any required work orders/service orders to the building manager and/or UR/DPW
- Following established energy and water conservation measures

## **2. General Property Management Practices and Business Rules.**

### **2.1. Unit Integrity.**

Unit integrity for room assignments will be managed at the brigade level. However, a CNA will not be issued when there is adequate space on the installation or when the installation-wide utilization is under 95%, unless a Soldier is specifically authorized an exception to policy (ETP) based on unusual circumstances.

Units must avoid swapping rooms and arbitrarily moving Soldiers to maintain unit integrity (below the brigade-level) as this affects Soldiers' QOL and causes unnecessary wear and tear on facilities, increases management workload, and can impact utilization reporting. Any move within the installation is governed by the Joint Federal Travel Regulations (JFTR) – Section 2.4 of this Handbook provides additional information.

The DPW Real Property Office will coordinate with military units, the Garrison Commander and the Senior Commander when reallocating brigade footprints, barracks buildings, floors, or modules as required and will ensure fair, efficient and effective utilization of UH on the installation and within brigade areas. The Real Property Office will consult with the Housing office to ensure reallocation of a brigade footprint produces the least possible amount of disruption (unnecessary moves).

Although unit integrity is the goal, maintaining 95% barracks utilization is the responsibility of the Garrison Commanders. When necessary, Soldiers may be assigned outside of their unit footprint if space exists on the installation.

### ***2.1.1. Military Unit's Role Regarding Unit Integrity.***

It is the responsibility of the military unit to maintain unit integrity via assignments and terminations of barracks rooms. In addition to what is mentioned above, the unit must also look outside their UH footprint if necessary for assignment. If a unit's footprint is nearing capacity, it is the responsibility of the UR to contact and coordinate with the garrison Housing Office regarding the UH assets. If space is not immediately available, Soldiers are to report to the Housing Office as soon as possible to determine eligibility for TLE when in the US and/or TLA when outside the US. The military unit is responsible for having housing available, even if temporary, should a Soldier arrive after hours.

The Staff Duty Officer is required to find housing for Soldiers arriving after hours if the unit has no availability in the barracks. They will try to find a temporary space in a different unit's footprint or coordinate with on-post lodging for the Soldier to spend the night. If coordinating with on-post lodging, an agreement will be reached where the Soldier does not pay for the room upfront. The Soldier can then collect TLE and on-post lodging will be reimbursed.

### ***2.1.2. Housing Office's Role Regarding Unit Integrity.***

It is the responsibility of the Housing Office to assist the military units in their management and utilization of the UH. The Housing Office must regularly review units' footprints in order to maximize UH utilization and minimize negative impacts to Soldiers and units.

## ***2.2. A Tool to Make Things Easier (Enterprise Military Housing (eMH)).***

Per ALARACT 201/2012, when deployed, eMH is the Army's single data processing application for day-to-day housing management, asset oversight, furnishings accountability and utilization reporting. Military units responsible for property management, including UH for permanent party, Initial Entry Training, transient training, and WTUs, shall fully utilize all functionality of eMH for all aspects of asset and data management. All other forms of software used in performing property management functions for the Army's housing are prohibited. The garrison Housing Manager will be the eMH POC for implementation and training. After deployment of eMH, the eMH 24-hour help desk (1-800-877-8503), in addition to the garrison Housing Office, can help answer questions or provide further assistance. The sequence of the phone number is dependent upon the local Defense Switched Network (DSN).

The eMH program connects to Defense Enrollment Eligibility Reporting System (DEERS), which contains Personally Identifiable Information (PII). As a result, unit leaders will designate specific personnel, on a need to know basis, to the garrison Housing Manager to authorize an eMH account to access, use, and view data. Personnel must have a Common Access Card (CAC) and have access to an Army-owned computer. Therefore, the personnel assigned to operate and use the eMH program are required to have Information Security Awareness and PII training, which are offered online.

The garrison Housing Office staff is the eMH SME and proponent for training personnel to use the eMH web-enabled property management application. In some cases, on-site training classes may be available from the eMH support team. The Housing Office will determine feasibility and frequency of training. Otherwise, there are training clips available with eMH access, which are found under the "eMH Training Tools" option on the main screen. From the drop-down list, "Unaccompanied Housing Module (UHM)" should be selected. The topics covered by the clips include:

- Searching and reports
- Managing group lists
- Designating areas for units
- Requesting furnishings
- Completing inspections
- Adding and importing people
- Checking in/out
- Completing hand receipts
- Scheduling inspections
- Creating furnishings bar-codes

The eMH furnishing module is designed for bar-coding individual items. All UH furnishings and appliances will be individually bar-coded (serialized), which will provide the Army the information and control functions needed for total accountability. It will also provide the details necessary to project, justify and program for additional, replacement and future furnishings requirements, cross-level inventories and collect for missing or damaged items. The Housing Office will develop procedures for processing the bar-coding of furnishings as a special printer and barcode scanner are required.

In locations where eMH is not deployed, the sample documents provided in Appendix D can help with day-to-day housing management, asset oversight, furnishings accountability and utilization reporting.

### **2.3. Minimizing “Unnecessary” Moves.**

One of the ways FSBP 2020 accomplishes the goal of “taking care of the Soldier” is by minimizing unnecessary moves. Unnecessary moves can create unexpected financial burdens at the Soldier’s expense. The goal is to stop these types of moves, if not eliminate them. In order to monitor the frequency of moves and reduce unnecessary moves, a list of “check out reasons” will be standardized in eMH upon the next release/update of the UHM module. Until this list is standardized in the system, eMH users should enter one of these options when checking a Soldier out from UH. Once these check-out options are in eMH, they will then feed into ISR-S, which is discussed in section 13.3 of this Handbook. The check-out reasons to be used are:

- PCS\* to new Duty Station
- Discharge/Retirement/AWOL\*
- Marriage
- Move Off-post (CNA)
- Intra-post Move (Same Unit)
- Leadership ETP
- Deployment
- Training Completion
- Promotion
- Intra-post Move (New Unit)
- Health/Safety Issue w/Room

*\* Permanent Change of Station (PCS) and Absent without Leave (AWOL).*

### **2.4. Local Moves & Non-Temporary Storage.**

“Local moves” refers to local short distance moves, which are governed IAW the JFTR, Section U5355. This is a Logistics Readiness Center transportation office program. The garrison Housing Office only validates the move to identify if it is “for the convenience of the government.”

When the Government is directing a local short distance move, the sample form located in Appendix D should be used. This form documents where a Soldier is moving from and to, as well as why this move is occurring. It directs Soldiers on what office they should see at certain points during their move and outlines the fees the government/garrison will pay.

Per section U5355 of the JFTR, necessary local short distance moves within prescribed weight allowances are authorized upon:

- Reassignment or PCS
- Moving to/from government UH or privatized housing
- Vacating local economy housing under certain circumstances (such as mandatory assignment to UH)
- Involuntary tour extension
- Separation
- Retirement
- Foreclosure on leased or rental housing

Payment for a local move incident to moving to/from government UH is not authorized to accommodate a Soldier's personal problems, convenience, or morale –any associated costs with these moves will be borne by the Soldier.

Soldiers cannot be required to pay for directed moves. Directed moves will be identified as “for the convenience of the Government.” Garrisons are responsible for payment of the following entitlement costs, should a Soldier be moved “for the convenience of the Government”:

- Cost to relocate personal cable television, internet, and telephone
- Movement of personal household goods (if this cannot be accomplished by the Soldier)

Units must coordinate with the garrison Housing Office prior to making any Soldier move to determine if the move is considered “for the convenience of the government” (thus establishing an entitlement cost), for the reasons of keeping a Soldier within their unit's footprint, maintaining unit integrity, or reassigning the Soldier within the brigade. So, if the move is “for the convenience of the government,” the DPW/garrison is responsible for covering the aforementioned expenses associated with the Soldier's move; the Logistics Readiness Center is responsible for expenses associated with any household goods.

Per Section U5380 of the JFTR, when a Soldier is mandatorily assigned to the barracks and has household goods (HHG) that will not fit into the assigned space and are within the prescribed weight allowance (which is based on rank and time in grade), the Soldier is entitled to non-temporary storage of those HHG. The associated costs for this includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility.

Units and Soldiers should reference the JFTR for additional information or clarification of entitlements. They should follow prescribed garrison procedures for government paid moves (moves identified as “for the convenience of the government”) and non-temporary storage of HHG.

### ***2.5. Pets in UH.***

Pets such as cats and dogs are not allowed in the Army's UH. Each installation has their own regulations regarding pets in their facilities, including UH. Some allow fish or other amphibious pets. Exotic animals and farm animals are not allowed.

### **3. Quarters Eligibility.**

#### ***3.1. Who Can Live in UH? (Determining Eligibility).***

Barracks are built to house bona fide single military personnel who would be entitled to a housing allowance at the without dependent rate. The term “housing allowance” includes Basic Allowance for Housing (BAH) when in the United States and Overseas Housing Allowance (OHA) when outside the United States. Because of this requirement, a potential resident’s eligibility must be verified. Depending on where the Soldier is stationed, Soldiers in the ranks of E-5 and below when inside the United States and E-6 and below when outside the United States may be required to live in the barracks. Another factor to consider for eligibility includes the type of tour; All Others, Dependent Restricted. Instances of divorce and/or a child custody agreement may also be a factor. During the in-processing at the unit, an application for housing will be used. Generally, methods to verify a Soldier’s information for eligibility include:

- Reviewing the Soldier’s orders to determine the type of tour and Family status
- Reviewing the Unit Commander’s Finance Report (UCFR) which may be obtained through the supporting finance office
- Requesting a copy of the Soldier’s latest Leave and Earnings Statement (LES)
- Requesting a letter from finance confirming the Soldier’s status

At installations where eMH has been deployed, a Soldier’s application for housing is completed by the trained unit representative via the system. The type of information requested is similar to that of the DD Form 1746, Application for Assignment to Housing, which is located in Appendix D. An example of an unofficial housing application, which should incorporate an appropriate Privacy Act Statement, is also located in Appendix D.

Service Members (SM) who attain promotable status while occupying UH quarters are authorized to go on the waiting list for their promotable grade. However, quarters cannot be assigned prior to their promotion date. All costs associated with the move will be borne by the SM.

If space allows, personnel holding ranks above E-5 (when in the United States) or E-6 (when outside the United States) may reside in the installation’s UH without requesting an ETP.

#### ***3.2. Exceptions (Unaccompanied Personnel with Dependents).***

Unaccompanied personnel with dependents who voluntarily separate from their dependents are sometimes referred to as “geographic bachelors.” Unaccompanied personnel with dependents must submit an ETP through their chain of command to the housing office for processing to reside in UH. If approved by the garrison, they are housed on a “space available” basis (minimum adequacy standards do not apply as they are already collecting a housing allowance or being provided government housing for their dependents). Unaccompanied personnel with dependents should be assigned less than minimum space requirements for their grade, or they risk forfeiting their housing allowance. If there are questions about housing unaccompanied personnel with dependents, contact the garrison Housing Office. The provisions of the JFTR, Volume 1, Chapter 10, must be met in order to prevent Soldiers from losing their housing allowances. Unaccompanied personnel with dependents will not be assigned a room which will result in a bona fide single Soldier having less than the minimum authorized space. Assignment of unaccompanied personnel with dependents cannot result in a CNA being issued to a bona fide single Soldier who would otherwise be required to reside in UH.

Unaccompanied personnel with dependents who are identified as Key & Essential (K&E) must request an ETP to be housed in UH. K&E personnel of designated positions are established by the Garrison Commander in coordination with the Installation Commander or Senior Mission Commander.

The garrison Housing Office should be consulted by either the Soldier or the Unit Representative (UR) if there is uncertainty in eligibility to reside in UH or obtain a housing allowance. Some examples which may lead to confusion include (but are not limited to):

- Any divorce proceedings the Soldier might be experiencing
- If the Soldier currently has or is arranging for a child custody agreement

When the Soldier married to a SM (Joint Domicile) has orders assigning them to the same installation within 120 days of each other, a CNA, temporary or permanent, is not required to reside off-post and begin the housing allowance at the without dependent rate. However, a CNA is required if the date on the orders exceeds 120 days or the Soldier must reside in UH. If orders exceed 120 days, an ETP can be requested. To initiate the housing allowance at the without dependent rate, each SM must provide completed forms that are identified below, signed by the Soldier's Commander, and processed in agreement with installation policy. The forms that the SM should take with them to their supporting finance office to initiate collecting a housing allowance at the without dependent rate include:

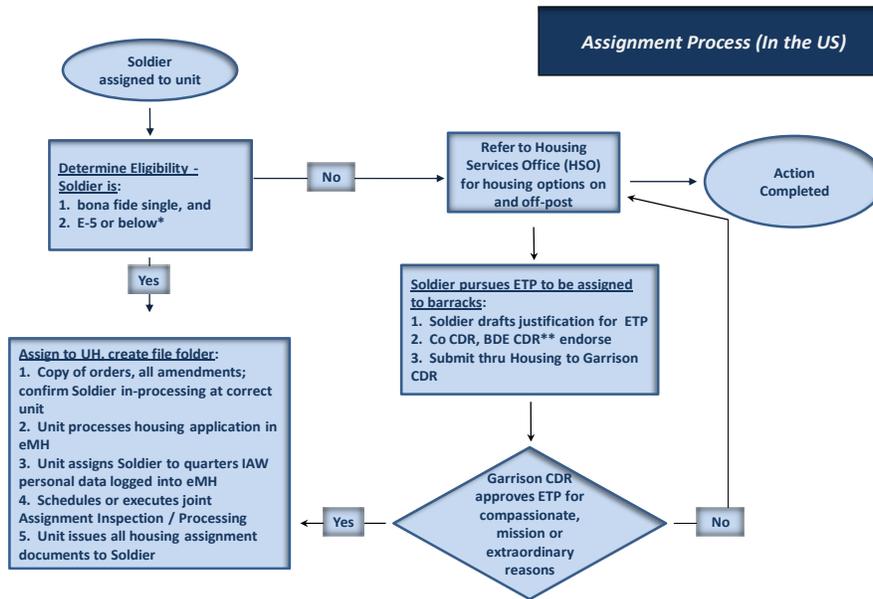
- DA Form 5960, Request for Authorization to Start, Stop, or Change BAH (or OHA for assignments outside the US)
- A copy of the marriage license
- A copy of each SM's orders, to show arrival within 120 days of each other

Soldiers or URs are required to submit the proper documentation (DA Form 5960, marriage/birth certificates, and divorce decree) to their supporting finance office to determine the Soldier's eligibility to receive a housing allowance.

### ***3.3. Rank Requirements When in the United States.***

When assigned to a duty station in the United States, bona fide single Soldiers in the ranks of private (E-1) through sergeant (E-5) are required to live in the barracks. A bona fide single Soldier is a Soldier who would be entitled to a housing allowance at the without dependent rate. To confirm this, the UR will review the Soldier's LES or the Unit Commander's Finance Report (UCFR) or confirm that the garrison Housing Office has a letter from finance confirming their bona fide single status.

The flow chart on the following page outlines the processes in determining the appropriate steps to assign Soldiers to quarters when in the US.



\* If a Soldier above the rank of E-5 wishes to reside in the barracks and space allows, they do not require an ETP.

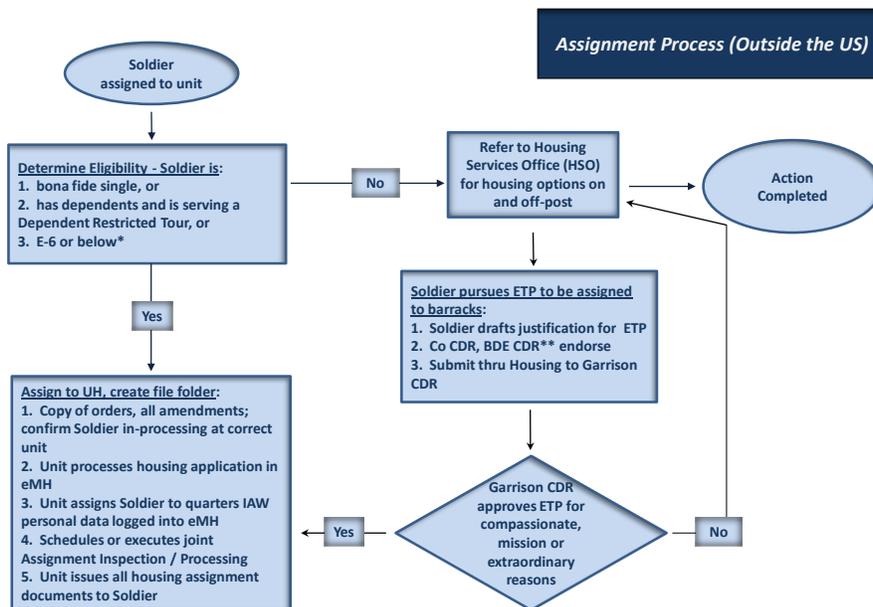
\*\* Or first Colonel (0-6) in Soldier’s chain of command if brigade is not collocated.

### **3.4. Rank Requirements When Outside the United States (Foreign).**

When assigned to a duty station outside of the United States (Foreign), Soldiers in the ranks of private (E-1) through staff sergeant (E-6) who are either bona fide single Soldiers or are unaccompanied military personnel with dependents serving a Dependent Restricted tour (Families are not authorized to accompany the Soldier), are required to live in UH. Another category is the “Non-Command Sponsored” category where Soldiers have their Families live off-post and collect OHA; this category is not required to reside in UH (except in Korea). For Soldiers stationed in Korea, all single/unaccompanied Soldiers, regardless of rank, are required to reside in UH.

Soldiers with dependents who are serving a Dependent Restricted tour will not forfeit their housing allowance when assigned to UH at the new duty station. In other words, Soldiers serving this type of tour will keep their housing allowance at the with dependent rate while occupying the UH they are assigned while serving their tour because the housing allowance is for their dependents.

The flow chart on the following page outlines the processes in determining the appropriate steps to assign Soldiers to quarters when outside the United States.



\* If a Soldier above the rank of E-6 wishes to reside in the barracks and space allows, they do not require an ETP.

\*\* Or first Colonel (O-6) in Soldier's chain of command if brigade is not collocated.

#### 4. Certificates of Non-Availability (CNAs).

The reference for this chapter is AR 420-1, paragraph 3-20k.

##### 4.1. When Can a CNA be Issued? (Determining Eligibility for CNAs).

There are two types of CNAs that can be used for Garrison Commanders to authorize bona fide single Soldiers (who would normally be required to reside in the barracks) to live off-post – temporary and permanent. The Garrison Commander may delegate their authority to grant CNAs to the Housing Manager; this authority cannot be further delegated by the Housing Manager. All single Soldiers E-5 and below in the US and E-6 and below outside the US must be issued a CNA to reside off-post and initiate their housing allowance at the without dependent rate. If a priority must be established in the issuance of CNAs, the E-5s should be given CNAs first, followed by E-4s, and so on down the rank chain.

Unit personnel or leadership cannot direct a single Soldier to move off-post with the promise of obtaining a housing allowance (at the without dependent rate) until a request for a CNA is processed through the Housing Services Office (HSO) for approval. If approved, a CNA is issued and Soldiers must contact the HSO to obtain assistance in finding an off-post residence before entering into a lease agreement. Directing a Soldier to move off-post prior to obtaining a CNA creates a financial burden on the Soldier.

Soldiers should be advised to keep copies of their CNAs as proof of authorization in case questions arise with the Defense Finance and Accounting Service (DFAS) or their supporting finance office when their duty station changes.

#### **4.1.1. What is a Temporary CNA?**

A temporary CNA has a specified duration (a start and end date) and can be issued when:

- Adequate housing is not available on-post
- The Soldier is pregnant (temporary CNA converts to a housing allowance at the with dependent rate when child is born)
- The Soldier has a pre-existing lease for off-post housing and barracks space is available – the Soldier is allowed to reside in their leased home until the lease expires
- Upon approval of an ETP, the Garrison Commander specifies that the CNA will be temporary

Soldiers who receive a temporary CNA must report back to their UR 30 days prior to the CNA's expiration date to make arrangements for assignment to UH. If a waiting list exists, the Soldier should then be placed on the waiting list prior to the expiration date of the CNA. The Housing Office will ensure that the housing allowance (at the without dependent rate) stops upon the expiration date of the CNA.

Temporary CNAs issued due to lack of adequate space should not be renewed if the installation's utilization rate is below 95%. The Housing Office should be monitoring expiration of temporary CNAs for cessation of housing allowance, however, the unit has the inherent responsibility to monitor temporary CNAs and the waiting list to manage the Soldiers' move back to the barracks.

#### **4.1.2. What is a Permanent CNA?**

A permanent CNA has a beginning date, is for the duration of the Soldier's tour, and can be issued when:

- Adequate housing is not available for the duration of the Soldier's tour
- The Garrison Commander specifies that the CNA will be permanent (once ETP is approved)
- The Soldier requires separation from other Soldiers because of specialty (such as Criminal Investigation Division (CID))
- An ETP is approved due to visitation of a dependent not living with the Soldier full-time, for which the Soldier is paying child support (DFAS child support rules apply)
- The Soldier has purchased a home near the installation prior to notification of assignment to that installation
- The Soldier is serving a Dependent Restricted tour
- Military mission (requiring residence on-post) is not a factor

#### **4.1.3. Well...What If...? (Exceptions and Special Cases).**

Other circumstances may result in a Soldier requesting an ETP for a CNA. The ETPs will be handled on a case-by-case basis through the Housing Office. Although handled on a case-by-case basis, ETPs should be handled fairly and consistently.

Exception to Policy requests should be taken to the Housing Office for processing and proper approval, since CNAs are issued by the Housing Office. The requests should include, as a minimum:

- The Soldier's written request with their First Sergeant's or Commander's endorsement
- Recommendation and endorsement by the Brigade Commander or the first Colonel (O-6) in their chain of command

The Garrison Commander is the approval authority.

Soldiers in the rank of E-5 and below when in the US or E-6 and below when outside the US who are married to another SM and have no other Family members and are serving separate tours will be assigned to housing on the same basis as unmarried (unaccompanied) personnel. However, if they are assigned to the same duty station within 120 days of each other and are entitled to receive a housing allowance at the without dependent rate, they may apply for on-post Family housing or reside off-post. In this situation, no CNA is needed. If one of the married SM departs on a separate tour, the other SM does not have to move on-post and does not need a CNA to remain off-post.

If a Soldier is required to live in the barracks but has household goods, they are entitled to non-temporary storage, as per the JFTR.

#### ***4.2. Does the Occupancy Rate Affect CNAs? (CNAs and Barracks Utilization).***

In order to substantiate any CNA requests for lack of adequate space or other exceptions, barracks utilization must be at least 95% installation-wide. At installations where the Unaccompanied Occupancy Report details UH utilization less than 95%, any CNAs issued must be substantiated, explained, and attempts should be made to reduce the number of issued CNAs in future reporting.

The categories of CNA that affect the utilization report for an installation (and are identified as “excess”) are those that were issued to accommodate joint custody or those that were ETPs.

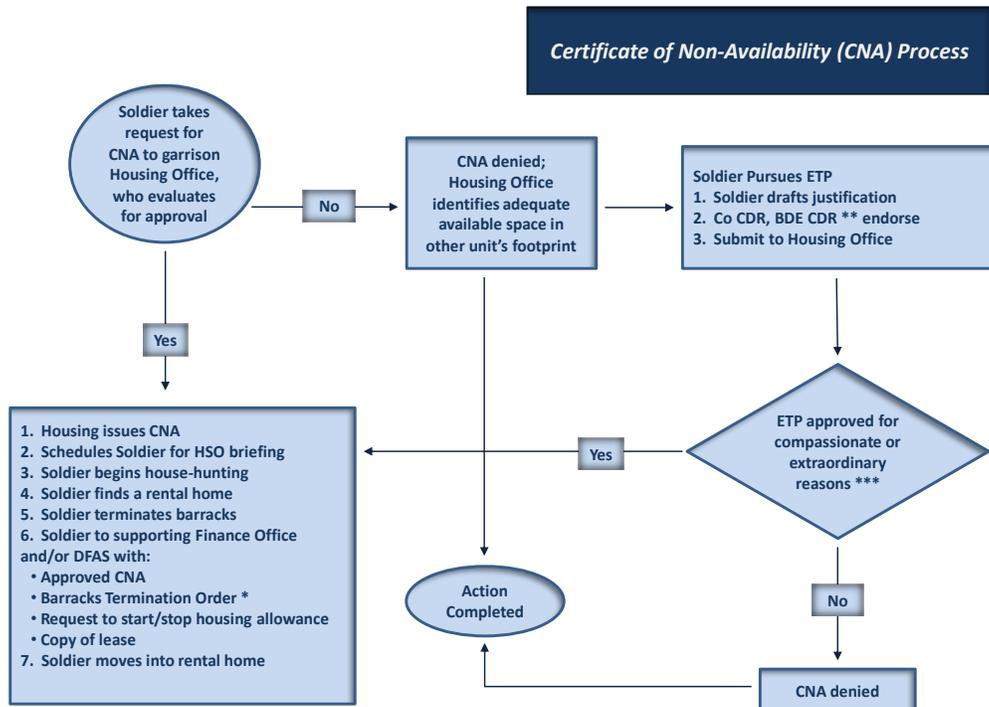
#### ***4.3. How Do I Start a CNA? What is the Process?***

If a Soldier wants or needs a temporary or permanent CNA, they should contact the Housing Office for the installation’s form(s), other identified documents, and follow the installation’s established steps for initiating a CNA.

The garrison Housing Manager will review all requests for ETP for a CNA prior to submission to the Garrison Commander. Requests will include the following documents:

- Soldier’s written request for a CNA with his or her Commander’s endorsement, detailing the reason for an ETP
- Endorsement by the Brigade Commander or the first Colonel (O-6) in the Soldier’s chain of command
- Garrison Housing Manager’s recommendation to the Garrison Commander for decision

If an ETP is approved, the Soldier must provide the approved CNA and completed/signed (by the Garrison Commander or their delegate) DA Form 5960 to the supporting finance office. If a CNA is not approved, a written response explaining the reasoning should be issued to the Soldier. The flow chart on the following page illustrates the CNA process.



\* Date barracks are terminated, as indicated on eMH Quarters Termination Letter, is the earliest date the housing allowance at the with or without dependent rate will begin unless documentation justifies an earlier start date.

\*\* Or first Colonel (O-6) in Soldier's chain of command if brigade is not collocated.

\*\*\* Garrison Commander has authority to approve or may delegate this authority to the garrison Housing Manager.

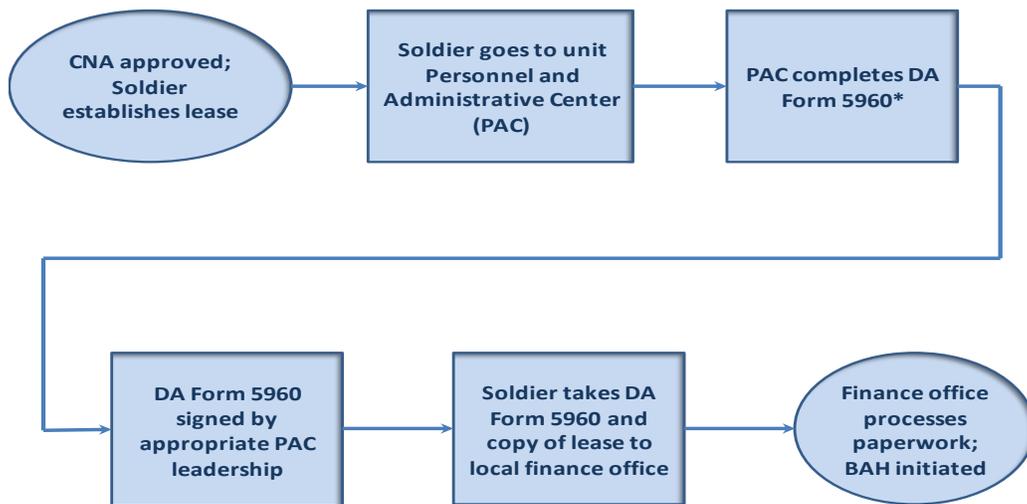
#### **4.4. How Do I Reduce the Number of Open CNAs?**

Due diligence and proper vetting of eligibility is perhaps the best way to ensure CNAs are not given out unnecessarily. That being said, exceptions are bound to happen. If you find a need to reduce the number of open CNAs, the following suggestions may be worth considering:

- Use the waiting list function in eMH to manage CNA requirements
- Issue CNAs with an expiration date (usually done in eMH)
- Conduct a monthly review of all CNAs cross-checked against the UCFR to verify the Soldier's status (promotion, married, PCS/Expiration Term of Service (ETS), etc.)
- Add CNAs to your installation's Quality Management Board (QMB)
- Brief the Garrison Command Sergeant Major (CSM) and/or Garrison Commander monthly on all open and closed CNAs
- Review all ETP CNAs semi-annually
- Work directly with individual unit CSMs with a by-name list for their unit to cross-check against the UCFR

#### **4.5. Once a CNA is Given, How do I Start Basic Allowance for Housing (BAH)?**

Once a Soldier has a CNA and needs to start receiving BAH (or Overseas Housing Allowance, OHA), the process on the next page will be followed.



\*DA Form 5960, Request for Authorization to Start, Stop, or Change BAH (also used for OHA for assignments outside the United States).

## 5. Assignment.

### 5.1. *Where Do I House Soldiers? (Identifying Adequate Available Space).*

It is the unit's responsibility to identify available barracks space. While assigning Soldiers within its Company or Battalion footprint is allowable, the brigade-level unit integrity is preferable.

Space adequacy is criteria established to identify housing units that will meet the need for properly housing single/bona fide bachelor Soldiers and ensuring that the level of living experienced by UH residents meet or exceed the standards. The housing must provide a decent, safe, sanitary, and habitable accommodation in good repair with minimum space requirement determined by grade. AR 420-1, paragraph 3-23, table 3-7 (found on the next page) provides the minimum space and privacy standards for UH assignment. These standards apply worldwide.

If the unit is unable to identify adequate available space, the unit representative should contact the installation housing office for assistance.

**Table 3-7**

**Minimum standards of acceptable space and privacy, existing unrevitalized inventory (see notes 1 and 2)**

**Grade:** E-9, CW3, CW4, CW5, and O-3 and above

**UPH (PP):** 400 SF/37.2 SM net living area: living room, bedroom, private bath, access to kitchen or officer dining facility receiving APF support

**Grade:** WO1, CW2, O-1, and O-2

**UPH (PP):** 250 SF/23.2 SM net living area: sleeping/living room, private bath

**Grade:** E-7 through E-8

**UPH (PP):** 270 SF/25.1 SM net living area: private room, private bath

**Grade:** E-5 and E-6

**UPH (PP):** 135 SF/12.6 SM net living area: private room, bath shared with not more than 1 other (see notes 3 and 4)

**Grade:** E-5 and E-6 (attending additional skill training (AST))

**UPH (PP):** 135 SF/12.6 SM net living area: private room, bath shared with not more than 1 other (see note 3)

**Grade:** E-1 through E-4 (except recruits and trainees)

**UPH (PP):** 90 SF/8.3 SM net living area: not more than 4 per room, central bath (see note 3)

**Grade:** E-1 through E-4 (attending AIT/ASI)

**UPH (PP):** 90 SF/ 8.3 SM net living area: not more than 4 per room, central bath

**Grade:** E-1 recruits and trainees

**UPH (PP):** 72 SF/6.7 SM net living area: open bay, central bath

**Notes:**

<sup>1</sup> The net living area of a private room or suite is measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, door swing areas, and storage areas designed for military mobility and/or field gear or equipment. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls.

<sup>2</sup> Standards for PP civilians are based on the comparable military grades in table 3-3.

<sup>3</sup> Minimum space criteria vary for certain UPH building designs. Paragraph 3-23b addresses these variations.

<sup>4</sup> Per 37 USC 403(e)(3) PP E-6 personnel entitled to BAH at the without dependent rate may elect to not occupy UPH (PP) which does not meet the minimum standard.

## ***5.2. How Do I House Soldiers? (Assigning Quarters).***

Here is a general step-by-step guide, outlining how a UR should assign a Soldier quarters.

- Identify available space
- Enter the Soldier's information into eMH
- Generate an Assignment to Quarters letter
- Schedule a joint move-in inspection that will be attended by the UR and the Soldier for the purpose of reviewing the condition of the quarters/furnishings and validating the inventory count with the hand receipt using an "Inspection Report"
- Obtain Soldier's signature for the furnishings in their room via hand receipt at the time of room assignment

The UR will provide the Soldier a package containing a copy of several documents, some of which require written acknowledgement of receipt. Each installation can choose additional items to include in this package, such as a damage cost estimate sheet or procedures for reporting repairs, maintenance, rules for key control, and how to handle lockouts. The units create these packets of documents, most of which can be pulled from eMH. At a minimum, the packet will include:

- Assignment to Quarters letter (usually done using eMH, where deployed)
- Copy of the barracks physical security plan
- Barracks rules/regulations
- New Soldier's briefing form
- Copy of signed furnishings inventory hand receipt
- Room condition report
- Liability Statement (Liability for Damage to Assigned Housing)

In addition to providing the documents listed above, installations will brief incoming Soldiers on both Army-wide and local housing policies and procedures, move-in inspections, Hand Receipts, and key cards.

Once a Soldier is assigned to quarters, even if outside the unit footprint, every effort should be made to allow the Soldier to remain in those quarters for the duration of their assignment to the installation.

The following samples can be located in Appendix D – Sample Forms at the corresponding pages:

- New Soldier in-Brief, which is manually completed
- Check-In and Hand Receipt Form, which is generated electronically through eMH
- Two sample Assignment to Quarters Letters; one is generated electronically via eMH and the other completed manually

### ***5.3. What if the Unit Footprint is Full? (Assigning Outside Unit Footprint).***

If space is not available within the brigade footprint, military units will coordinate with the Housing Office to locate quarters for Soldiers. Particularly if the installation-wide UH utilization rate is below 95%, assignment to quarters outside a Soldier's unit footprint does not justify issuing a CNA. Section 4.1 outlines eligibility criteria for CNAs.

### ***5.4. Accompanying Paperwork (Hand Receipts).***

The Furnishings Inventory Form (the hand receipt) is completed at the time of quarter's assignment and inspection. This inventory report lists the nomenclature, stock number, quantities, condition, and replacement cost for each item for which the Soldier will be responsible. The UR will ensure this data is entered into the eMH database. This informs the Soldier of the costs of their furnishings and their potential liability up-front. Quantities and condition codes marked on the hand receipt should be validated by the housing inspector prior to signing for the Government-owned furniture and equipment. Subsequent loss or damage, if it exceeds fair wear and tear, will be the responsibility of the hand receipt holder.

### ***5.5. Assignment Inspection.***

The Soldier's first line supervisor acts as the UR, and therefore is the inspector (hereafter referred to as "inspector"). They are responsible for assessing all components of the room and furnishings. The Soldier must be present at the assignment inspection so both the Soldier and leadership (as the inspector) can be immediately aware of any issues. At the scheduled move-in inspection, the Soldier and the inspector will check the general condition of each item, using the "Green – Amber – Red" system discussed in section 8.2 of this Handbook. This ensures new occupants are not held responsible for pre-existing conditions.

The inspector will specify defects or shortcomings, if the item needs repair or replacement, and a description of the maintenance required in the "Description of Maintenance Condition" column. As long as there is no major repair item needed or deficiency identified in this "walk through," the inspector and resident will sign the joint inspection report. The inspector will provide a copy of the inspection report and return the original for the Soldier's file.

Units are responsible for submitting and tracking service order requests generated from these joint inspections. The inspection is essentially pointless if this step is ignored when there are deficiencies present.

The Furnishings Inventory Form (hand receipt) is then completed. By informing the Soldier of these costs from the start and the Soldier's potential liability as outlined in a Liability Statement, they are likely to take better care of the quarters and furnishings.

If the SM and inspector disagree on the condition of something, it is suggested that it be noted on the associated form and mediated either by the Furnishings Management Officer or the Company Commander.

The eMH hand receipt is a part of the check-in/check-out forms in Appendix D.

## **6. Termination.**

### ***6.1. How Do I Clear Soldiers from Quarters? (Termination and Final Clearance).***

Terminating quarters includes inspection scheduling procedures, cleaning and maintenance inspection protocols, assessing for damages, document control, and coordination for financial transactions to be processed with the supporting Finance Office. Soldiers are responsible for cleaning their own quarters and will leave their quarters in a condition suitable for immediate reassignment to the next resident. Exceptions exist for personnel assigned to WTUs. Soldiers should initiate their UH termination approximately 30 days prior to their expected last day.

If Soldiers abandon their UH space or fail to meet the clearing standards, the Soldier's unit will be responsible for removing and inventorying all personal items and will coordinate with the garrison Housing Office (if necessary) for room clearance in an acceptable timeline. This includes rooms that are a part of the clearing process for deployment, ETS, PCS, intra-post moves, and legal actions. Costs incurred are the responsibility of the Soldier, however, should the Soldier not pay, their unit is ultimately accountable. Please refer to section 12 of the Handbook on how these costs will be collected.

### ***6.2. Basic Procedures for Terminations.***

The basic procedure for the UR when terminating a Soldier from their UH room is as follows:

- Schedule a joint move-out inspection to be attended by the UR and Soldier for the purpose of reviewing the condition of the quarters and furnishings inventory and condition using an "Inspection Report," comparing it to the baseline assessment for occupancy inspection form used for the assignment.
- Provide the Soldier copies of the Room Clearing Checklist and Room Cleaning Standards, which guide the termination inspection in advance to enable the Soldier to understand the criteria for the inspection and increase the chances of passing the first time.
- Execute the inspection. If the quarters do not meet the clearing standards, the Soldier must reschedule the inspection to ensure sufficient time to correct deficiencies.

- Obtain Soldier's signature for the furnishings in their room via hand receipt and condition report at the time of termination inspection and retrieve keys.
- Enter the Soldier's information in eMH and generate a Quarters Termination form.
- Initiate collections process, if there are charges for damages or loss to the facility or furnishings.
- Once satisfied that the Soldier is ready to be cleared from his or her quarters, provide the Soldier with a copy of the barracks clearance form and Quarters Termination Letter, which will allow the Soldier to proceed to supporting finance office to determine any housing allowance entitlements.

The UR will provide the Soldier a package containing a copy of several documents, some of which require written acknowledgement of receipt. The documents listed below are typically generated with eMH (where deployed). The packet will include at a minimum:

- Quarters Termination Letter
- Copy of signed furnishings inventory hand receipt
- Copy of room condition report
- Financial collection form, if applicable

The following samples can be located in Appendix D – Sample Forms at the corresponding pages:

- Room Termination Form and Checklist, which are manually completed
- Termination Letter, which is generated electronically through eMH
- Check-Out Form, which is generated electronically via eMH
- Termination of Quarters Checklists, (two samples) both are manually completed

### ***6.3. Termination Inspection.***

The inspector is responsible for assessing all components of the room and furnishings. The Soldier must be present at the termination inspection so both the Soldier and leadership (as the inspector) can be immediately aware of any issues. The final inspection will be conducted by the First Sergeant and the Soldier's Platoon Sergeant. When performing the termination inspection, the inspector (UR or first line supervisor) will use the standard check-in inspection form to determine if damages exist or furnishings are missing. The inspector must have a copy of the Soldier's most recent eMH Assignment Order, the furnishings inventory/hand receipt, and all issues and turn-ins for their quarters (completed during his assignment to the quarters). The hand receipt with issues and turn-ins will be used to compare the quantities, types, and condition of all items the Soldier signed for to determine if any damages or missing inventory.

Quarters must be in assignable condition as far as cleanliness. Establishing cleaning standards and conveying those to the new resident when moving in will make the process easier when the Soldier is moving out.

If there is any damage that is being marked on the hand receipt, it is suggested that pictures be taken, showing the damage. The process outlined in section 12 should be followed if damages are identified on the hand receipt.

## **7. Mass Assignments & Terminations.**

### **7.1. Dealing with Groups (Mass Assignments and Terminations).**

Not all of the processes used for assigning or terminating individual Soldiers can be used when a unit or multiple units are preparing for deployment or redeployment. With the increased volume of arriving or departing Soldiers, some steps can be taken to spread the workload.

### **7.2. Do Minimum Standards Still Apply? (During Deployment Preparations).**

Army Regulation 420-1 authorizes mission commanders to use the reduced space allocation standards/barracks Emergency Expansion Capacity when recalling Soldiers currently residing off-post into the barracks in preparation for deployment or redeployment.

Minimum standards of adequacy do not apply to Soldiers who are unaccompanied with dependents, who are housed in "space available."

### **7.3. Mass Assignments for Redeploying Units.**

The process for making mass assignments to redeploying units varies from the process for assigning a space to an individual Soldier. Generally, 120 days prior to redeployment, the forward deployed UR should provide the Rear Detachment Commander with a prioritized list of Soldiers that will be moving into the barracks upon their return. This will allow the rear detachment to pre-assign Soldiers based on established priorities and availability of quarters, reducing overcrowding and minimizing the need for CNAs. Between 30-60 days prior to the redeployment, the UH spaces planned for occupancy should be inspected to identify maintenance issues.

The following mass assignment and termination method is one efficient way to carry out this task, as there is an application available in eMH to serve this function and assigns both the room itself and the furnishings within:

- Send the forward deployed UR an outline of the available quarters on each floor so they can determine where individual Soldiers should be assigned.
- Each Soldier requiring quarters must have an application for housing on file in eMH. Blank copies of the application can be sent to the forward deployed URs to have each Soldier complete and return them to the Rear Detachment.
- Two weeks prior to the Soldiers' projected arrival date, the Rear Detachment UR should assemble a team of personnel to assist with the assignment process and creating move-in packets for each Soldier. The packets should include a move-in inspection sheet, hand receipt, liability statement, resident regulations and policies, and room key. The team should also identify additional spaces and prepare additional move-in packets to accommodate extra Soldiers that may unexpectedly need a space.
- Approximately 48 - 72 hours before the unit returns, a Rear Detachment UR should perform a walk-through of all quarters to ensure they are ready for occupancy and confirm the quarters are vacant, keys work, quarters are clean, maintenance issues have been resolved, and the furniture is in satisfactory condition. While redeployments warrant flexibility, it is important that the Rear Detachment UR, in close coordination with leadership, make every

attempt to arrange a joint inspection of quarters with each returning Soldier within a reasonable amount of time after redeploying but generally within 5-10 days after arrival.

- Units have the flexibility to allow unaccompanied personnel with dependents or personnel above the grade of sergeant (E-5) when in the US or staff sergeant (E-6) when outside the US to temporarily reside in the barracks upon return deployment while the Soldier works with the HSO to locate private rental housing in the local community. These temporary accommodations are for short durations and will not result in a bona fide bachelor receiving a CNA or receiving less than their minimum space requirement. Unaccompanied personnel with dependents should be housed together in reduced space allocations if space is available.

#### **7.4. Quarters Inspections for Mass Assignments and Terminations.**

The UR should meet the Soldier at their quarters to conduct an assignment or termination inspection. Due to the large volume of inspections at the time of deployment or redeployment preparations, most of the 'legwork' should be done upfront in regards to inspections.

#### **7.5. Capabilities of eMH Regarding Mass Assignments and Terminations.**

Using the eMH system will make mass assignments and terminations much simpler. With the proper document preparation, much of the information can be entered into the system before the actual assignment/termination takes place so only minor changes will be needed at the actual time of assignment or termination.

## **8. Inspections (General).**

### **8.1. Inspections.**

Inspections will be conducted at both assignment and termination of quarters by the inspector, who is responsible to assessing all components of the room and furnishings. The Soldier must be present at inspections for both assignment and termination, so both the Soldier and leadership (as the inspector) can be immediately aware of any issues. The final inspection will be conducted by the First Sergeant and the Soldier's Platoon Sergeant.

### **8.2. What System Should I Use for Inspections? ("Green - Amber - Red").**

In order to standardize inspections and simplify reporting and tracking, unit and garrison staff should use the familiar "Green - Amber - Red" system to define conditions, as used in eMH. Room Condition Rating Guidelines help bring uniformity and remove ambiguity from inspections, making the inspections quick and fair. The relationships between the color and condition are:

<b>Outstanding (Green)</b>	<b>Satisfactory (Amber)</b>	<b>Unsatisfactory (Red)</b>
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While conducting an assignment, pre-termination or termination inspection, the inspector will assess all components of the room, the conditions of each area and/or item inspected, and assign the room a rating. At the end of the inspection, an overall rating will be given to the room based on the collective conditions.

There are sample Room Condition Rating Guidelines, Room Inspection Forms and two Termination of Quarters checklists in Appendix D, all of which would be filled out manually. All samples can be altered to meet the needs and reporting requirements or desires of unit leaders.

### ***8.3. Inspections Between Occupancies.***

The unit should inspect rooms between occupancies, especially if occupancies are not back-to-back. If the building is no longer assigned to a unit, the Housing Division is responsible for assessing the facility between occupancies. Similar to assignment or termination inspections, the purpose of this review is to keep 'eyes on' the property and to be aware of any potential issues. This allows for better maintenance and upkeep of the facilities, furthering the Army's investments, and extending the life of the property and its furnishings and equipment. Any minor physical deficiencies identified with the rooms, furnishings, or equipment in this 'between occupancy' inspection should be corrected or repaired.

### ***8.4. It's Inspected and Work Needs to be Done...Now What?***

The inspector will contact the DPW to submit service or WOs based on the results of the inspection – this work can also be referred to as Demand Maintenance Orders (DMOs) or Between Occupancy Maintenance (BOM). Based on the work needed and the time it will take for the DPW to respond, the UR will update the quarter's status in eMH. If quarters require work that will take more than 10 business days, the status of the quarters should be "unavailable" (or another comparable term as identified in eMH).

## **9. Safety & Security (Including Key Management & Control).**

Security, to include keeping building doors locked, general monitoring and controlling, and keeping an eye on maintenance of the building and all common-use areas, is the joint responsibility of all the occupants. Think of it as being a good neighbor. The safety, security, and well-being of all the barracks' occupants are of the utmost importance.

A large piece of the facility's security deals with key management and key control. Key management describes the process of issuing keys on a permanent basis and the supervision of where and to whom those keys are issued. Key control describes the material control of the physical keys. While these are two different functions, they are not mutually exclusive. It is the responsibility of the unit to effectively manage the keys since the one who manages the keys manages the barracks spaces. Proper key management and key control also enables the Soldiers living in the barracks to have the appropriate amount of privacy. A sample Duty Appointment Memo can be found in Appendix D.

### ***9.1. Who Tracks the Keys? (Key Management and Issuing).***

Key management is the issuing and record keeping of keys given to the Soldier. Typically done when assigned to quarters, this is a permanently-issued key and will only be re-issued/replaced in the event the Soldier loses control of the key. Key management will also apply to keys permanently issued to a brigade Headquarters for their barracks to provide the brigade leadership with 24/7 access to their Soldiers. Issuance of master keys is done according to local policy, which is in accordance with AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.

The unit exercises key management and should implement the following rules:

- Making provisions for unit leadership to gain controlled access to keys at all times
- Making provisions for Fire and Police Emergency access
- Addressing lockouts and lost keys for both during and after duty hour operations

### ***9.2. Who Controls the Keys? (Key Control).***

Army Regulations 190-51 and 190-13, The Army Physical Security Program, 25 Feb 11, governs key control. A fundamental principle of key control is leadership. Keys must be secured and accounted for all the time. A Soldier exercises key control over his or her assigned quarters. A designated representative from the brigade exercises key control over the barracks keys that are permanently issued to the brigade. Unit leaders and individual Soldiers exercise key control over keys that are issued on a temporary basis.

When a Soldier loses a key due to negligence or willful misconduct, the Soldier is responsible for the cost of replacing the lost key, replacing a locking device, or replacing the door. Replacement costs include both the cost of the parts and the cost of the labor to install (Reference AR 735-5, Property Accountability Procedures, 10 May 13).

Garrison/depot staff, unit leaders, the garrison Provost Marshal, and the Fire Chief need to coordinate a plan to arrange for developing local policy for securing master keys, identifying individuals authorized to sign for keys and master keys. This will give the Command access while allowing retention of security and control. The garrison must be meticulous in managing and enforcing this process.

A sample of DA Form 5513, Key Control Register and Inventory, is in Appendix D.

### ***9.3. What if a Soldier Gets Locked Out or Loses their Key?***

Units are responsible for lockouts and temporary issuance of keys. When a Soldier loses control of his or her room key, it is the unit's responsibility to provide the Soldier with access to the Soldier's room by issuing a temporary key to the Soldier or by requiring the staff duty NCO provide access to the room. When a loss of keys due to negligence or willful misconduct results in a requirement to repair or replace a lock-set or door, the responsible individual(s) or using unit must reimburse DPW for the repair or replacement cost.

Soldiers are not permitted to alter existing locks or install any additional locks.

### ***9.4. What is a Barracks Security Plan?***

In accordance with the responsibilities and requirements in AR 190-13, brigade-level commanders must have physical security plans for all barracks located on an installation, camp, and/or training site. These plans must be prepared IAW AR 190-13, paragraph 2-12 and Appendix B, and will be coordinated with installation Department of Emergency Services (DES) and DPW as necessary.

Each Soldier must receive a copy of the installation's current barracks security plan when they in-process. The plan must also be posted in each barracks facility.

### **9.5. Can I have Guests in the Barracks?**

Guests under the age of 18 that are not a member of the UH resident's immediate family are not permitted in the UH facilities unless accompanied by their parent or guardian. All guests must be accompanied by their 'host' at all times. All UH residents are responsible for their guests' conduct and must ensure their guests abide by all regulations and policies. The rights and safety of other residents take priority over visitation.

Overnight guests in UH facilities are not allowed, except Non-Medical Attendants (NMAs) in the WTU UH. Cohabitation is strictly forbidden.

### **9.6. Can I have a Weapon in the Barracks?**

Privately owned weapons of Soldiers who reside in the barracks shall be in compliance with AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 5 Sep 13, and local Command policies.

### **9.7. Fire Safety/Prevention.**

Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers are subject to punishment under the Uniform Code of Military Justice (UCMJ) as adverse administrative action. Residents are not authorized to disconnect or disable the room smoke detector. Residents should be familiar with exit routes in their building in case of fire or any type of emergency situation.

Fire extinguishers will be maintained in all UH facilities and properly inspected by the responsible unit, DPW, and fire inspectors. Fire exits and doors will remain clear at all times. General housekeeping reduces the risks of fire and provides safe exit of UH facilities in cases of emergency.

## **10. UH Facility Maintenance.**

### **10.1. In an Ideal World... (Dedicated Maintenance Teams).**

While it would be ideal to have maintenance teams dedicated solely to addressing the needs of UH, such a decision is resource-driven. Some installations have DPW maintenance teams dedicated to UH. Other installations have contracts for UH maintenance teams (usually through installation-level contracts), while others use conventional maintenance teams from the DPW shops that are not specifically dedicated to UH. Success of "maintenance" is critical for FSBP 2020 and hinges on good partnerships throughout the installation.

### **10.2. Grounds Maintenance when Less than 50 Feet From UH.**

Units are responsible for the grounds maintenance within 50 feet of the UH building and all ancillary structures, such as picnic areas, outdoor grills, tables, benches, sidewalks, green space, and parking areas. Common tasks included in this are:

- Policing of trash and litter, emptying of building trash containers/receptacles (does not include dumpsters)
- Sweeping paved areas such as sidewalks and parking areas
- Cleaning and maintaining of any free standing lighting fixtures, signs or bulletin boards (excluding street lights)
- Mowing and trimming green space

- Removing snow and ice from sidewalks, entry steps, and stoops
- Providing general grounds and landscaping maintenance to ensure positive water flow away from the building foundation
- Conducting routine entomological and pest preventive maintenance (as appropriate for exterior of footprint)

If the DPW is not able to provide lawn mowers, shovels, and/or brooms for units to accomplish the necessary grounds maintenance, the unit should go to the Self Service Supply Store or use their Government Purchase Card (GPC) IAW applicable regulations. At Joint Bases, units will follow what is outlined in the MOA to obtain equipment.

### ***10.3. Common Area Maintenance and Custodial Cleaning/Care in UH.***

Unit First Sergeants are responsible for the custodial cleaning and/or care in the common areas of the UH and all ancillary structures, such as common lavatories, dayrooms, Soldier Community buildings, hallways, stairwells, laundry rooms, and balconies. There are exceptions to the common area maintenance of WTU UH. Any further requirement should be coordinated with the garrison DPW to determine who will complete these tasks and upkeep. Common tasks included in common area maintenance and custodial cleaning/care in UH are:

- Conducting routine entomological and pest preventive maintenance (as appropriate for common area in interior)
- Policing of trash and litter, emptying of building trash containers/receptacles (does not include dumpsters)

### ***10.4. Providing Access When a Soldier Is Not in Their Quarters (Escorts).***

The triggers for requiring an escort for DPW maintenance staff to access a Soldier's quarters to execute a service order will be established at the installation level. Units will be responsible for providing an escort or arranging for the Soldier to be available when maintenance is scheduled.

### ***10.5. Small Housework Tasks? (Self-Help Issue Points (SHIPs)).***

Each installation may establish a self-help program requiring residents to perform certain basic self-help tasks and provide the opportunity for residents to perform limited improvements on their quarters and associated grounds. An installation's self-help operation is normally based out of one office, called a Self-Help Issue Point (SHIP). The basic self-help program, which is in concert with the prudent landlord concept, optimizes the use of scarce resources and gives users a sense of ownership.

#### ***10.5.1. Who Supplies and Funds SHIPs?***

Various garrison offices, including the DPW and Army Community Service (ACS), are responsible for the installation's self-help program –who supplies and funds SHIPs depends on the installation. Garrison leadership will determine whether or not to staff and supply a self-help operation based on the availability of resources. The Housing Office can assist the UR in identifying available garrison SHIPs.

#### ***10.5.2. Using SHIPs for General Maintenance.***

Minor routine repairs such as changing light bulbs, spot painting, and fixing hinges can be performed by the resident or unit personnel through the self-help program, if one is available.

Units should coordinate with the Housing Office to determine what support is available at self-help and look for opportunities to maintain and improve facilities using the expertise available.

**10.6. What is Between Occupancy Maintenance (BOM)?**

Periodically, quarters need to remain vacant to allow completion of maintenance. This BOM may include multiple minor repairs requiring a few days to major repairs requiring vacancy for an extended period of time.

Units may want to consider developing a “down-time” estimate for each type of repair based on conditions using the “Green – Amber – Red” color codes discussed earlier in this Handbook. This can help the URs and DPW understand the severity of maintenance problems and assist in planning necessary maintenance. In some cases, a more serious problem may be fixed quicker than a minor issue; however, the minor issue may not preclude assignment of the quarters.

The down-time estimate should be coordinated with the DPW, who is responsible for planning, scheduling, executing, and overseeing maintenance in the barracks. The sample table below describes the meaning of each color and should help set expectations for all stakeholders regarding BOM. Contact the garrison DPW Maintenance Division to get assistance in using this or a similar table to define the color-rating system employed at the installation.

	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
<b>Condition</b>	Good	Fair	Poor
<b>Assignable?</b>	Yes	No	No
<b>Down-Time Est.</b>	Up to 3 days	Up to 4 days	Up to 7 days

Both the UR and the DPW maintenance team can benefit from the “Green – Amber – Red” system since it:

- Assists the DPW in quickly understanding the magnitude of work required
- Assists the DPW in determining the amount of time required for a specific room
- Acts as an effective UH management tool that aids in maintaining the UH in good condition
- Assists the UR in projecting when quarters will be ready for assignment

While this may initially appear to be a major task for every move-out inspection, the UR will become increasingly familiar with the standards and will develop a working relationship with the garrison staff experts and proponents. The current status of a unit should be updated in eMH as work progresses. For instance, when a barracks room is offline for more than 10 business days, the status of the quarters should be “unavailable” (or another comparable term as identified in eMH). A sample BOM inspection form, to be manually completed, is in Appendix D.

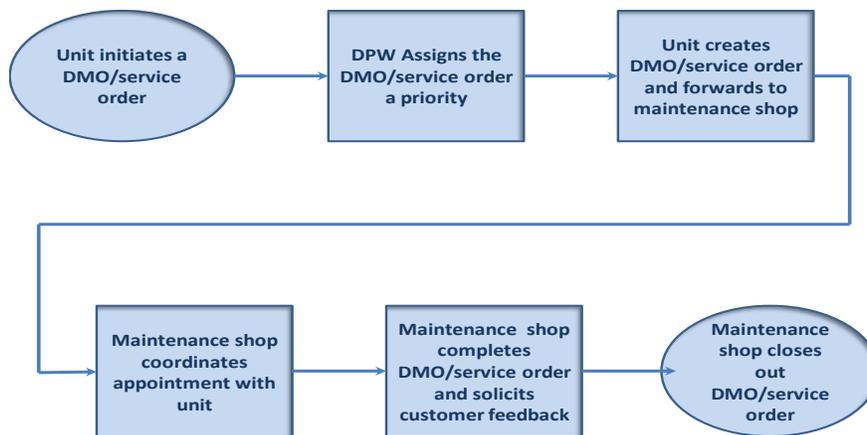
**10.7. Minor Maintenance and Repair (Service or Demand Maintenance Orders).**

The DPW is responsible for providing M&R to UH. Units do not pay for maintenance of their facilities. Minor or simple maintenance repairs are called service orders (sometimes called Demand Maintenance Orders (DMOs)) and consist of M&R that would normally be accomplished by a single shop and generally does not cost the installation more than \$2,000 for labor and material, depending upon garrison policy. The DPW will coordinate with units to establish processes and procedures for addressing maintenance requirements. While the DPW is responsible for actually

performing maintenance, the UR is responsible for submitting, tracking, and following-up on maintenance work as well as providing escorts for DPW maintenance personnel when conducting maintenance in the barracks.

Any misuse of UH facilities will be the responsibility of the 'owning' unit for repair costs. DPW will not pay for DMOs to repair or replace UH facilities (building, furnishings, or equipment) due to misuse or negligence –payment is the responsibility of the offender. See section 12 – Property Loss and Damages for more information.

The chart below identifies the process used for DMOs/service orders:



### 10.7.1. How Do I Start a Service Order?

Once the unit or resident identifies the need for a Service Order (SO), they must initiate the request by contacting their DPW. SOs are ranked by priority, including emergency, urgent, and routine. Urgency of heating and air conditioning SOs are dependent on the geographical location - check with DPW staff for priority. The response time for the requested SO depends on the task's priority. Every effort should be made to eliminate unnecessary and erroneous SOs by visual verification and good communication skills with Soldiers and the SO desk. If a SO is done unsatisfactorily, it should be redone correctly within a timeline outlined in garrison policy (typically within 5 days of notification of the requirement). The response times identified below are suggestions or what most installations follow. However, per AR 420-1, paragraph 3-56, each installation is responsible for setting their own response times. The completion times identified below are identified in the Common Levels of Support metrics for Facilities Maintenance.

Priority 1 (Emergency) – Consists of work required to correct a condition that, if not addressed quickly, may be detrimental to the mission, cause a reduction in operational effectiveness, is a hazard to human life, safety or health, will cause significant damage to a facility or infrastructure, or compromise security or safety, or negatively affect the mission or productivity for an entire operation or group. It includes, but is not limited to, the failure of a utility, fire protection, security alarm system, stopped-up sewer, and fire hazards. Inoperable locks which prevent entrance or exit may be considered a part of this category. *Suggested Response time: 1 hour. Completion time: 24 hours.*

**Priority 2 (Urgent)** – This category includes work required to correct a condition which could become an emergency, seriously affect morale, or has command emphasis. It includes, but is not limited to, situations that, if left uncorrected will measurably reduce productivity, cause discomfort or inconvenience to the customer, waste resources, create the need for additional minor repairs or may escalate to an emergency. *Suggested Response time: 1 day. Completion time: 7 days.*

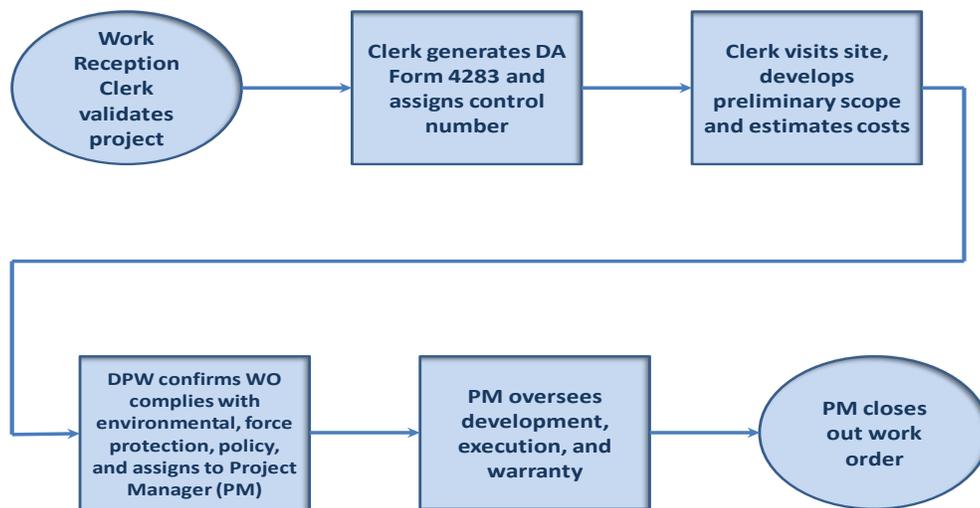
**Priority 3 (Routine)** – Consists of maintenance issues that are a low priority and will be performed after higher priority service orders are completed. If left uncorrected, the service order may cause measurable discomfort or inconvenience to the customer, waste resources, or create the need for additional minor repairs. *Suggested Response time: 7 days. Completion time: 30 days.*

**10.7.2. How do I Know the Status of a Service Order? (Tracking Service Orders).**

The UR should review maintenance records and conduct spot checks frequently to ensure the DPW is tracking the SOs and the UR is aware of the most current status. According to the length of time SOs need to be completed, the UR will update the status of the quarters in eMH.

**10.8. More Major Work (Work Orders (WOs)).**

Work Orders (WOs) are created by the DPW for planned SRM projects or customer requests for expensive or complex maintenance or construction. In general, WO are typically used for M&R and construction requirements over \$2,000 in labor and material costs. Categories of WO are the same priorities as for SOs although they have different response times; WO can take much longer due to their scope or complexity. The flow chart below depicts a sample WO process, as the specifics may vary by installation.



**10.8.1. How do I Start a WO?**

After an initial review by the Work Reception Clerk, valid requests are converted to a WO (via a submitted DA Form 4283) and processed through the DPW for validation and processing, which may include a site visit to develop a preliminary scope and cost estimate. At this point, the WO is submitted for clearance by SMEs within the various DPW branches to ensure the proposed work is in compliance with environmental, force protection, and other regulations. Once cleared, the WO is assigned to a Project Manager (PM) with the appropriate skills and responsibility to oversee project development and execution.

### **10.8.2. What Happens When a WO is Complete?**

Upon satisfactory work completion, the PM is responsible for project warranty oversight and closeout by completing and updating the applicable systems and records, as appropriate for the type of work, customer, and method of execution.

## **11. Furnishings Management.**

The term “furnishings” refers to housing furniture in the common living areas of UH and individual rooms, linens, and appliances such as washers, dryers, microwaves, refrigerators and other furniture not attached to the building.

### **11.1. Why You Should Care About Furnishings (Importance of Quality Furnishings).**

Soldiers deserve quality furnishings. They deal with their room furnishings every day, so it should be no surprise that Soldiers’ level of satisfaction with living in the barracks parallels the quality and condition of the furnishings provided for them.

The Soldier, DPW, Housing Office, and Furnishings Management Office (FMO) all play vital roles in planning, providing, and maintaining quality furnishings in the barracks. It is the responsibility of the Housing Furnishings Office to provide furnishings for UH.

Furnishings will be procured with Operations and Maintenance (O&M) base operations funds and issued per allowances prescribed in Common Table of Allowances (CTA) 50-909 and CTA 50-970.

### **11.2. What’s Furnishings Management? (UH Furnishings Management Functions).**

The Garrison Housing Furnishings Management Officer (FMO) has responsibility for UH furnishings programming, which includes:

- Developing furnishings and equipment life-cycle replacement plans (whole barracks replacement)
- Warehousing operations
- Accounting for inventory (hand receipts)
- Purchasing, disposing, transporting of UH furnishings
- Coordinating, accountability of initial issue and replacement furnishings exchange
- Providing 1 for 1 direct exchanges

The military units have responsibility for UH furnishings management, which includes:

- Barracks furniture inventory and condition management through move-in/move-out inspections
- Common area furnishings management
- Identifying and managing replacement furnishings and equipment requirements
- Initiating/informing the FMO of lost or damaged furnishings

If furnishings need to be moved when it is not a Whole Barracks Replacement, the unit is responsible for contacting the FMO or, at some installations, moving the furniture themselves.

The FMO is one activity of the garrison Housing Office and is ultimately accountable and responsible for all housing furnishings. The FMO will use eMH to track furnishings that are issued

(via hand receipts) or warehoused. It is the Furnishings Management Officer's responsibility to plan and program for all furnishings actions associated with UH, including submitting their requirements to the garrison Housing Office.

All UH furnishings and appliances will be individually bar-coded (serialized) via eMH, which will provide the Army the information and control functions needed for total accountability. It will also provide the details necessary to project, justify and program for additional, replacement and future furnishings requirements, cross-level inventories and collect for missing or damaged items. The garrison Housing Office will develop procedures for processing the bar-coding of furnishings, as a special printer and barcode scanner are required.

### ***11.3. Documenting Furnishings (Hand Receipts, Issuing, & Turn-In).***

The hand receipt for any furnishings in the common areas of UH (dayroom/lounge, Charge of Quarters (CQ) or building manager office, etc.) will be issued to the military unit's leadership and hand receipts will be updated semi-annually at the FMO. Hand receipts for furnishings items in individual units will be issued to the Soldier who is assigned that room.

The Housing FMO will manage, file, and organize the hand receipts for UH furnishings. Hand receipts assign ownership of items to individuals and will be used to collect compensation for damages or loss.

Upon turn-in of furnishings, the hand receipt will reassign the furnishings from the individual back to the FMO or Housing Office.

### ***11.4. What if my Furniture Needs to be Fixed or Replaced? (Maintenance, Repair, Replacement).***

Every piece of furnishings has a useful lifespan, after which the furnishings may be processed for disposal through proper channels in accordance with applicable Army Supply Regulations and guidance. The maintenance and repair or replacement of furnishings will be determined by the FMO based on cost avoidance and availability of funds.

Requests for replacement furnishings in an occupied room (not whole barracks replacement) must be initiated by the Soldier who is assigned the room (and who has a hand receipt for it) or the UR if it is between occupancy. They must process the request through their unit hand receipt holder, per the direction of the Housing Office or the FMO (depending on the organization of the garrison). It is the responsibility of the unit to transport furnishings between quarters and the warehouse.

Soldiers or the UR will contact either the FMO or Housing Office to identify a requirement for furnishings, such as if the furnishings are no longer serviceable for use and need replacement. The UR will indicate if, determined during inspection, the condition is due to non-fair wear and tear; The FMO makes the final determination.

The FMO will procure furnishings if the warehouse stock is insufficient to meet the needs of the Soldier or unit. A due-out will be established if funds are not available.

### ***11.5. Are There Furnishings Inventories? (Cyclical Furnishings Inventories).***

The garrison Housing Office or FMO will conduct regular inventories to fully account for furnishings assets. The FMO is responsible for inventorying all furnishings in the warehouses and will

inventory hand receipts on a cyclical basis at least annually. The FMOs at each installation will establish procedures for completing furnishings inventories.

## **12. Property Loss and Damages.**

### ***12.1. There's Damage to the Facility or Furnishings – How and Where do I Start?***

The UR must objectively assess the condition of both the quarters and furnishings prior to clearing a Soldier from quarters and work with the garrison Housing Office in assessing charges. The garrison DPW Real Property Office will process damage requests for the barracks facility, and the FMO will process damage requests for furnishings and appliances.

Per AR 735-5, a Soldier is liable for Non-Fair Wear and Tear (NFWT) damage to any assigned (hand receipted) quarters furnishings, equipment or appliances. Units are responsible for “relief of responsibility” documents (DD Form 362, DD Form 139, or DD Form 200), which are initiated for the facility, common areas of UH, and barracks furnishings when the damage is considered NFWT. These forms can be found in eMH.

If the FMO determines it is NFWT, the responsible Soldier can agree to pay for damages via DD Form 362, Cash Collection Voucher/Statement of Charges. If the Soldier believes the damages are fair wear and tear, a DD Form 200, Financial Liability Investigations of Property Loss (FLIPL), can be initiated. A DD Form 200 can also be initiated when requested by the Soldier.

Army Regulation 735-5 details the procedures for accounting for lost, damaged, or destroyed US Army property. It includes samples and step-by-step instructions for completing DD Forms 362 and 200 and is available online at: <http://www.apd.army.mil/AdminPubs/BrowseRegulations.asp>.

If there are damages to the quarters or furnishings, the UR will contact the FMO to determine the Soldier's charges. A DD Form 362 is then completed, which will allow the Soldier to pay the supporting finance office for the damages in cash, money order, check, by directly providing the finance office one lump sum payment (cash collection) or by having the money taken out of their pay in lump sum or installments (statement of charges). The completed document will be taken to the FMO, where it will be assigned a document number from the UH document register.

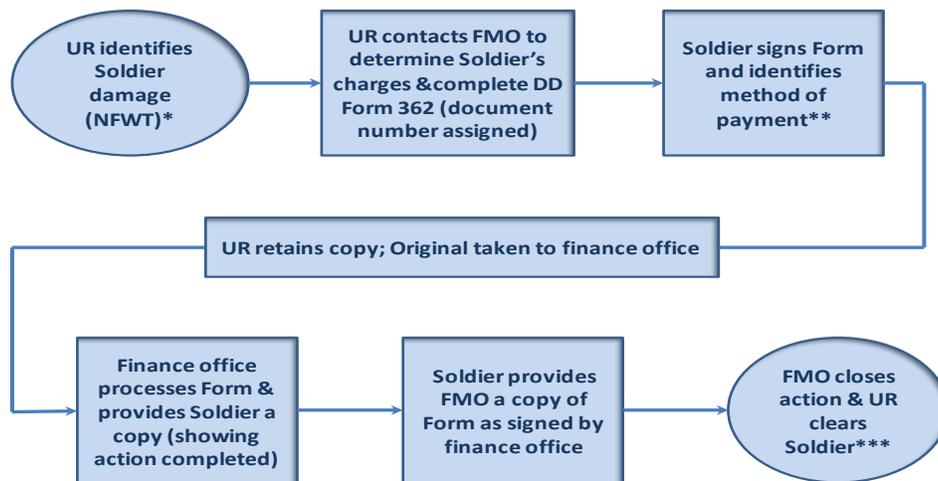
Included in Appendix D of this Handbook is a Liability Statements sample that military units can modify for their own use. Prior to using this form, it should be reviewed by the installation's legal office.

### ***12.2. How Does the Collections Process Work?***

The FMO will hold a copy of the DD Form 362 until the copy processed by the supporting finance office is received. The Soldier must provide the UR a copy of the receipt issued by the finance office showing they have made arrangements to pay for the damages before clearing their quarters. The FMO will then make the proper adjustments to the hand receipt and accept the damaged furnishings into the warehouse and process a turn in and issue a replacement.

If a Soldier is separating from the Army and time does not permit the processing of a DD Form 362, or a DD Form 200 has not been initiated, the UR can complete a DD Form 139, Pay Adjustment Authorization. The Soldier must sign the document, provide the UR a photo copy, and then the

Soldier may be cleared from their quarters. The UR will be responsible for ensuring the signed DD Form 139 is received by the FMO for furnishings or DPW Real Property Office for the facility, who will initiate transmittal to the support finance office and keep a copy of the processed document on file. The chart below identifies the steps needed to process charges for damages and losses to quarters and/or furnishings:



\* If a Soldier believes damage is Fair Wear and Tear (FWT), they can initiate a DD Form 200 (in lieu of processing charges).

\*\* Method of payment can be cash, money order, check, or deducted from pay as well as if choosing to pay in lump-sum or by installation payments.

\*\*\* If applicable, Soldier should be cleared in eMH.

### 13. Other Inspections.

Since military units have on-site expertise of building conditions, they should be the first to notice any irregularity, particularly during assignments and terminations, and report it to the proper person (unit's representative, housing office, or DPW staff). However, there are many other inspections that take place beyond the assignment and termination inspections of quarters. These other inspections and the reports they generate provide the best opportunity for situational awareness of the condition of barracks, as all stakeholders have a role in the data that is submitted, what is reported, the format it is reported, and what is done with the information that is reported. These inspections and documents can help formulate the pieces of the Annual Work Plan (AWP) and Resource Management Plan that pertain to UH and can also assist in the development of any major M&R projects. While most inspections are done to evaluate living conditions, there are several that serve other purposes.

#### 13.1. Preventive Maintenance Building Inspections.

Preventive Maintenance Building Inspections are perhaps some of the most important "looks" at a room as they give a glimpse into current problems and provide the garrison Housing Office a way to keep minor problems from turning into major issues. These inspections identify what steps and precautions should be taken in order to prevent any undue wear and tear on a facility. These should be done by the UR monthly. When the unit is deployed and the barracks are empty, the Rear

Detachment should continue to inspect the barracks rooms on a monthly basis. Preventive maintenance is a Chain of Command responsibility.

### ***13.2. Health and Welfare Inspections.***

Health and Welfare Inspections look for different ‘signs’ than other inspections. These inspections assist the Commander, who is ultimately responsible for the health, safety, and military readiness of their units. The Commander is responsible for giving specific direction regarding where inspectors can look, what they should look for, and what to do if situations arise that require escalation. Each Soldier is subject to the same level of inspection. In the case of a possible emergency, unit leaders are authorized to enter residents’ rooms and will alert the resident by knocking before entry.

### ***13.3. Installation Status Report (ISR) Inspections.***

The Installation Status Report (ISR) is the Army’s web-based program that is used to evaluate the condition and readiness of our infrastructure and services to assist leaders in decision making. It has three components of review/evaluation – Services (ISR-S), Infrastructure (ISR-I), and Natural Infrastructure (ISR-NI).

Only two components pertain to UH - ISR-S, which focuses on the services provided regarding specific functions (such as housing), and ISR-I, which is essentially an inspection of the various facility types in the Army. Some garrisons may ask building managers to feed ISR data; therefore, it is important that units understand maintenance status of their UH facilities.

The third component, ISR-NI, assesses the capability of an ISR Program reporting organization’s ability to support the current and future mission requirements with its natural infrastructure assets (for example, air, land, water, and energy).

The ISR website <http://isr.hqda.pentagon.mil/> has additional information on the program.

#### ***13.3.1. Installation Status Report – Services (ISR-S).***

The ISR-S evaluates the cost and quality of service delivery. This piece of ISR assesses installation service quality against established standards as well as the cost to provide the service and communicates the conditions of installation services up the Army chain. ISR-S is comprised of 11 major service areas, one of which is “housing,” under which are sub-areas—the service that pertains to UH is Service 200, UH Management. Service 200 is comprised of metrics for IMCOM, Army National Guard (ARNG), and United States Army Reserve (USAR); most metrics are identical for all three organizations. Most of the data for ISR-S Service 200 is pulled from eMH.

#### ***13.3.2. Installation Status Report – Infrastructure (ISR-I).***

The ISR-I provides an evaluation of the mission support functional capability, quality, quantity, and readiness of Army infrastructure for each installation to established Army standards. It also calculates costs to improve the inventory and to building out the requirement shortfall. This piece of ISR is comprised of 73 Inspection Standards Booklets, which includes a standards rating booklet, calculation spreadsheet, and inspection rating guide. The rating standards booklets provide a uniform means to assess the condition of facilities and infrastructure as well as their functionality Army-wide. There are several Standards Booklets that pertain to UH—to mention a few, Standard Booklet #31 is for Unaccompanied Enlisted Personnel Housing, #34 is Reserve Component/Annual Training Barracks, and #38 is Initial Entry Training Barracks Basic Training.

### **13.4. Comprehensive Energy and Water Audits.**

The Energy Independence and Security Act of 2007, section 432, requires the installation to do energy and water evaluations for approximately 25% of each agency's facilities, so all appropriate facilities have been evaluated in a 4-year cycle. These audits evaluate the barracks physical condition, including the building envelope, Heating, Ventilation, and Air Conditioning (HVAC) systems and how it is being operated and used. The audit results are used to identify low cost/no cost energy and water saving efforts as well as future projects to conserve resources.

### **14. Conversions and Diversions.**

Each facility has a Category Code (CATCODE) that identifies its use. Changes to the functional use(s) of a facility must be submitted to and approved by the proper authority. Although this is managed by the DPW and is not something that the unit would typically initiate, it is worth addressing so unit personnel can be aware of conversions and diversions.

A temporary change in functional use is a diversion, while a permanent change in functional use is a conversion. Diverting or converting UH to other use will not result in the relocation of personnel to housing of lesser quality. Adequacy standards set by AR 420-1 must be met. The authority to divert/convert UH to other UH use (example from permanent party UH to training UH) is held by HQ IMCOM G-4. The authority to divert/convert UH to uses unrelated to UH (example from permanent party UH to a dining facility) is held at Headquarters, Department of the Army, Office of the Assistant Chief of Staff for Installation Management (HQDA - OACSIM). Information on conversions and diversions can be found in paragraph 3-28 of AR 420-1.

OACSIM approval is required prior to making any changes to the facilities' CATCODES in eMH.

### **15. Warrior in Transition Unit (WTU) UH.**

WTU Soldiers, once called Medical Hold and Holdover (MH) personnel, receiving outpatient medical treatment shall be assigned or referred to housing that exceeds or meets the applicable quality standards and is appropriate for their medical condition, expected duration of treatment, and pay grade. This includes Soldiers authorized a live-in Non-Medical Attendant (NMA). Soldiers who are not authorized a live-in NMA may not be assigned or referred to housing that exceeds the minimum housing standards for their pay grade without dependents unless the housing is the only housing available and the housing is not suitable for joint occupancy; or the housing is jointly occupied by other service members, if it is suitable for joint occupancy. WTU Soldiers may require housing in close proximity to a medical treatment facility for reasons related to their disabilities or medical conditions.

There is specific policy, in addition to AR 420-1, that gives guidance for managing and providing quality housing for unaccompanied WTU Soldiers. There are special considerations and differences in management, assignment, and standards for WTU UH. For specifics regarding WTU UH beyond what is discussed in this chapter, reference the WTU documents identified in the reference section of this Handbook.

#### **15.1. What is WTU UH (Facilities)?**

Garrisons are responsible for ensuring Soldiers assigned to the WTU are housed in dedicated facilities conducive to their healing and transition requirements. The Army will provide UH

specifically designed or adapted (to be compliant with the Americans with Disabilities Act (ADA)) for the WTU Soldiers. WTU UH will meet the DoD Housing Inspection Standards. The facility condition will be the best available at the installation. New construction housing specifically for the use of WTU Soldiers will adhere to the permanent facility standards for WTUs (please reference the WTU documents in the reference section of the Handbook).

It should be noted that the WTU UH have a different CATCODE, so the facility or portion of the facility utilized as WTU UH should be adjusted to reflect the proper CATCODE.

Garrisons may contract for more WTU UH space if needed; however, proper processing, including going through the garrison housing office, must take place since the contract is essentially a lease. Processing procedures can be found in both AR 420-1 and the DA Pamphlet (PAM) 420-1-1, Housing Management, 2 Apr 09.

Excess WTU quarters are considered adequate UH for permanent party personnel and may be assigned to other personnel eligible for UH when not required by the WTU. These Soldiers will be notified, in writing, that they may be required to relocate on short notice to accommodate a WTU Soldier in the event a housing requirement exists and there are no alternative quarters available that would meet the needs of the WTU Soldier.

### ***15.2. Eligibility for WTU UH.***

Single/unaccompanied WTU Soldiers up to the grade of Colonel (O-6) may reside in WTU UH. No CNA is to be given to a WTU Soldier, NMA or family member unless an ETP is approved.

### ***15.3. Assignment to the WTU UH.***

Unless dictated otherwise by special medical requirements, WTU Soldiers shall be assigned/referred to housing that exceeds or meets the applicable quality standards and that meets the following conditions:

- Is appropriate for their expected duration of their treatment
- Supports a NMA, if authorized
- Supports accompaniment by their dependents when desired and not incompatible with their treatment
- Is appropriate for their pay grade (e.g., configuration and size)

Garrisons are responsible for the in- and out-processing of all WTU Soldiers as a part of the normal one-stop processing. WTU Soldiers will be assigned to the WTU UH using eMH and will be in accordance with policy and space availability requirements. Questions about assignment of WTU UH will be addressed with the WTU.

### ***15.4. Managing the WTU UH.***

Prior to assignment of a room to a WTU Soldier, the WTU Cadre will inspect the room for adequacy, ensuring it meets the conditions and requirements of the intended WTU Soldier. The WTU UH must be inspected monthly for cleanliness, facility condition, M&R issues and furnishing condition and serviceability, etc. However, every room designated for WTU Soldier occupancy should be inspected once per week. Set inspection scheduled should be avoided to eliminate predictability. These inspections are commonly known as "health and welfare inspections," and will be scheduled

during normal duty hours. WTU Cadre will report facility deficiencies immediately to the DPW. These inspections will also occur when occupants are assigned to, or cleared from, a barracks room.

The eMH must be used for WTU UH, where available, to facilitate management and reporting processes for utilization and occupancy.

Please refer to section 13 of this Handbook as to the purpose(s) for inspections.

#### ***15.5. Cleaning & Common Area Maintenance in WTU UH.***

When the WTU Commander validates, in writing, that a Soldier is unable to perform cleaning requirements or having someone else clean their quarters will assist in the recuperation of the Soldier, the garrison will provide for standard room cleaning of the individual Soldier's room. US Army Medical Command (MEDCOM) is responsible for providing cleaning in the event a WTU Soldier requires a hospital grade/infectious level cleaning or when requirements exceed standard room cleaning. Standard room cleaning would be the same as that which is provided in Army Lodging.

There are certain exceptions to the common area maintenance of WTU UH. Any further requirement should be coordinated with the garrison DPW to determine who will complete these tasks and upkeep. The WTU UH will be given the highest priority for M&R and the associated service orders will have priority within each of the M&R Work Classification Categories, which were outlined earlier in this Handbook.

#### ***15.6. WTU UH, Service Animals, & Pets.***

WTU Soldiers must register their service dogs with the garrison Provost Marshal's Office and/or DES (or the installation equivalent), which maintains a registry of service dogs residing or working on the garrison.

The Army recognizes the necessity of service animals and seeks to ensure that both the animal and WTU Soldier are prepared, and the WTU Soldier is responsible while in a community living environment. Service animals are allowed in the WTU UH provided the service animal meets the requirements outlined in the WTU documents in the reference section of this Handbook. Therapy animals may only visit the WTU UH after coordination with the WTU Cadre and medical staff.

Pets are not allowed in the WTU UH. Fish are allowed as per WTU Cadre directives. "Community Pets" are prohibited in WTU UH facilities.

For the definitions of the various types of service and/or therapy animals, please see Army Directive 2013-01, Guidance on the Acquisition and Use of Service Dogs by Soldiers, 28 Jan 13.

#### ***15.7. WTU UH Furnishings.***

Accessible rooms need to have accessible furnishings, such as adjustable computer desks and adjustable (or higher or lower, as required) beds.

A television with cable/satellite service, internet service, and a telephone with local service shall be provided in each WTU Soldier's housing room.

## **16. Initial Entry Training (IET) UH.**

### **16.1. What is “IET UH” And What Does it Include?**

Initial Entry Training (IET) UH are the facilities used to house Trainees. It includes Basic Combat Training (BCT), Advanced Individual Training (AIT), One Station Unit Training (OSUT), and any other formal enlisted Army training accomplished within the IET environment received prior to the awarding of an initial Military Occupational Specialty (MOS).

The IET environment should demonstrate the practical application of the Army Ethic and serve to establish the Army’s standards for conduct, discipline, and relationships. The leaders and trainers observed by Soldiers during their IET experience must be examples of proper military conduct and performance. The Army Ethic is a collection of values, beliefs, ideals, and principles held by the Army Profession and embedded in its culture that are taught to, internalized by, and practiced by its members to guide the ethical conduct of the Army in defense of, and service to, the Nation.

### **16.2. What Governs the Management of IET?**

TRADOC Regulation 350-6, Training: Enlisted Initial Entry Training Policies and Administration, 3 Nov 13, governs all IET. It prescribes policies and procedures for the conduct of enlisted IET. It applies to all active Army, USAR, and ARNG enlisted IET conducted at service schools, Army training centers, and other training activities under the control of HQ, US Army Training and Doctrine Command (TRADOC). It also applies to all personnel, military and civilian, under the control of HQ TRADOC, who interact with Soldiers undergoing IET conducted on an installation, the commander of which is subordinate to, and within the supervisory chain of the Commanding General, TRADOC.

### **16.3. What are the Phases of IET and the Associated Controls?**

IET is conducted in five phases. Each phase and its associated goals provide intermediate objectives to give common direction and serve as milestones during IET. The training cadre informs IET Soldiers of the goals and standards for each phase of training and evaluates each Soldier’s performance by the standards for each phase before advancing them to the next phase. The five phases of IET are “Red,” “White,” and “Blue,” which are associated with BCT and the BCT portion of OSUT, and “Black” and “Gold,” which are associated with AIT and the AIT portion of OSUT. The five phases of IET are linked to training, not privileges.

Phase 1, Red: Consists of an environment of total control. Begins with reception and includes immersion in the Army’s core values, traditions, and ethics, development of individual basic combat skills, and building confidence, teamwork, mental resilience, discipline, and physical fitness.

Phase 2, White: Centers on the development of basic combat skills, emphasizing weapon qualification and physical training.

Phase 3, Blue: Concentrates on tactical training, increased Soldier responsibilities, proficiency in warrior tasks and battle drills, and demonstration of teamwork and self-discipline. Includes a “rite of passage” ceremony to mark the transformation from civilian to Soldier.

Phase 4, Black: Reinforces training on common skills, values, and traditions, introduces MOS tasks and emphasizes personal responsibility and accountability. Marks the establishment of goals consistent with the Soldier’s MOS training requirements.

Phase 5, Gold: Continues to reinforce training on common skills and evaluated MOS tasks. Designed to reinforce the basic combat skills learned that are applicable to the Soldier in the execution of MOS-related duties in a tactical field environment.

During IET, the cadre leadership should evolve from asserting total control over Soldiers, in Phase 1, to the point where it duplicates the leadership environment in operational units, Phase 5. Things such as area or off-post passes, wearing civilian clothes, using cell phones or electronic devices, and riding in personal vehicles are either controlled or allowed as a privilege in certain IET phases. This gradual change supports the transformation program, and allows the Drill Sergeants, AIT Platoon Sergeants, and/or squad leaders to gauge each Soldier's self-discipline and maintain or relinquish control accordingly. Specific privileges and/or limitations for IET Soldiers are identified and discussed in paragraph 2-3 of TRADOC Regulation 350-6.

#### ***16.4. Treatment of Soldiers and Separate and Secure Facilities.***

The treatment of IET Soldiers is very particular. In addition to the items and treatment specified in the TRADOC Regulation, Soldiers are allowed the opportunity for secular personal time. Barracks maintenance or similar activities that offer Soldiers no meaningful choice will not be categorized as personal time activities.

The structure around the treatment and control of IET Soldiers is created to limit certain activities and relationships that can put Soldiers at risk for hazing and/or sexual harassment. This includes the integration of male and female Soldiers in training and housing.

##### ***16.4.1. Separate and Secure Facilities - IET Soldiers.***

Male and female Soldiers housed in the same building are provided a physical separation of sleeping and latrine facilities. The intent is to maintain and maximize company integrity to the extent possible within a barracks. Gender separation by barracks is preferred as resources permit. The intent of the separate and secure policy detailed in TRADOC Regulation 350-6 is to ensure that all Soldiers are afforded the opportunity to undergo IET in a gender safe environment.

##### ***16.4.2. Separate and Secure Facilities - Basic Combat Training (BCT) Soldiers.***

There are also separate and secure requirements for BCT where, at the garrison, each gender will have independent sleeping areas, separate entrances to living areas, and a separate latrine. With BCT, too, gender separation by barracks is preferred as resources permit. Other separate and secure requirements for BCT Soldiers include:

- Door alarms installed and doors locked
- Access control guards of the same gender monitoring entrances to sleeping areas during sleeping hours (can be male outside guard and inside female fireguard if necessary)
- A fire safe barrier wall that extends from floor to ceiling
- Digital video monitoring systems (this is not officially required yet and not funded)
- Time periods to maintain security recordings.
- Limited access to videos (allowing only law enforcement personnel and/or commanders and supervisors with official need to know)
- Video hardware with the capability of recording in color with sharp detail
- An on-site maintenance agreement to keep the systems, door alarms, and cameras working properly (requires a specific response time)

For additional details on these items, please refer to TRADOC Regulation 350-6.

#### ***16.4.3. Separate and Secure Facilities – Advanced Individual Training (AIT) Soldiers.***

In the AIT environment, gender integration is to the squad level. Requirements for separate and secure are also needed for AIT. At the garrison, each gender will have independent sleeping areas/rooms, separate entrances to living areas, and a separate latrine. Bay or common sleeping areas will have locked and alarmed doors in the same manner as BCT. For installations with hotel or campus-style rooms that face inward into a hall that is part of the interior corridor will only house gender pure Soldiers. The same BCT requirements for video monitoring are in place for AIT.

#### ***16.5. Supervisory Measures in IET Barracks.***

NCOs supervise the barracks when trainees are present, on bed rest, or authorized to be in the barracks throughout the day. Drill Sergeants serve as CQ during sleeping hours in BCT and the BCT portion of OSUT. All permanent party Soldiers in the grade of E-5 and above may serve as CQ in the reception battalion.

Duty officers and NCOs from the company, battalion, and brigade HQs will conduct periodic checks IAW unit Standard Operating Procedures (SOPs) and policies. If an inspector is not of the same gender as the Soldiers in the living area being inspected, personnel of the same gender as the Soldier whose area is being inspected must accompany the inspector. During lights out, only cadre leadership and their designated representatives are allowed in the barracks to conduct inspections and accountability.

#### ***16.6. Soldiers' Duties in IET Barracks.***

Per TRADOC Regulation 350-6, Soldiers can perform duties to include but not limited to: CQ runners, fire guard, and access control guard. No Soldier will perform multiple duties in a single night. This does not include extra duty.

#### ***16.7. Space Requirements in IET Barracks.***

Paragraph 5-9 of TRADOC Regulation 350-6 outlines specific measures to be taken in preventing communicable illnesses. It provides specific spacing requirements for living in the IET barracks as well as requirements for the orientation of furnishings within the living space.

##### ***16.7.1. Space Requirements in IET Barracks – Square Footage.***

Each Soldier must have at least 72 square feet of living space. A two-man bunk requires 144 square feet of floor space if both beds are occupied. All available billeting, including temporary facilities and tents when necessary, should be used to ensure this minimum space allowance. Commanders should schedule use of common areas, such as dining facilities, classrooms, theaters, and latrines to avoid overcrowding.

In BCT/OSUT, 72 net square feet per Soldier is the standard, exclusive of stairs, halls, latrines, utility rooms, recreation areas, storage rooms, or other administrative areas. All available billeting is used to achieve this standard. In AIT, 90 square feet per Soldier is the desired goal, unless the AIT is located at an Army Training Center.

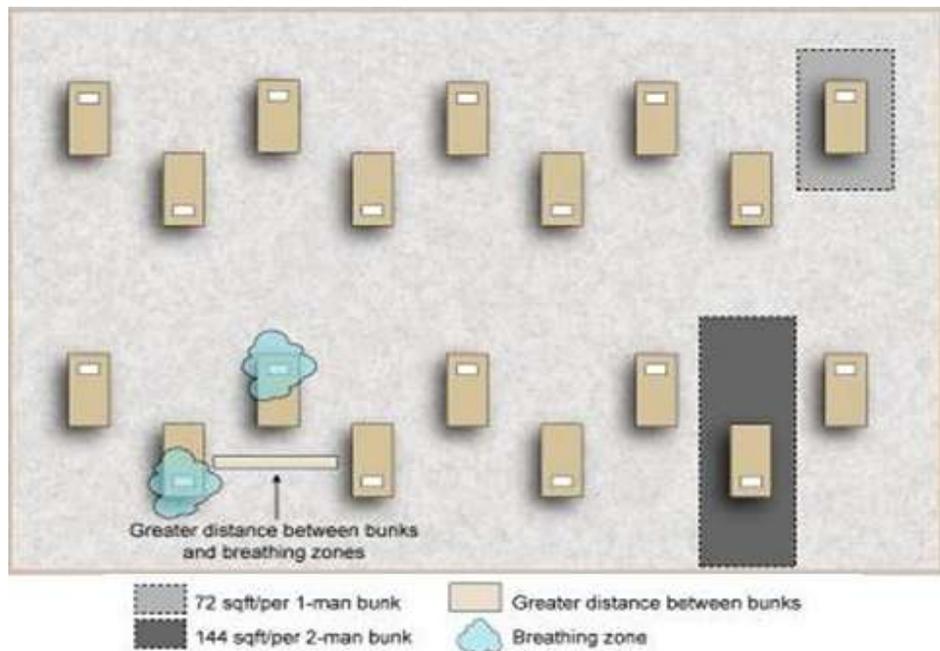
Commanders will notify the TRADOC Deputy Commanding General when they cannot meet the 72 square feet standard and will request permission from the Deputy Commanding General – Initial Military Training before placing Soldiers in less than 60 square foot per Soldier, after the:

- Installation fire marshal verifies fire life safety codes are met at the increased density
- Preventive medicine personnel checks air quality
- Verification that sufficient latrine and shower facilities are available

Diversion of barracks space for other purposes (for example – offices, weight rooms, etc.) will be limited and will not result in the use of portable buildings for barracks. Barracks will be maintained IAW Army standards for cleanliness, serviceability, and safety.

### **16.7.2. Space Requirements in IET Barracks – Furnishings Orientation.**

Bunks will be oriented head to foot. Bunks will be arranged so that Soldiers’ heads and feet positions are alternated, which increases the distance between breathing zones so as to minimize communicable diseases. The bunk arrangement depicted in figure 5-2 of TRADOC Regulation 350-6 (below) maximizes available floor space and the distance between bunk/cots while still maintaining egress routes and allowing for adequate command and control.



### **16.8. Recommended Cleaning Cycles in IET Barracks.**

TRADOC Regulation 350-6, paragraph 5-9d(4)(c) outlines the recommended cleaning cycles for various components of IET barracks, to include specific rooms, surfaces, items, and materials.

## **17. Transient Training UH.**

### **17.1. What is “Transient Training UH”?**

Transient Training UH are the facilities used to house personnel conducting collective training at a location other than their assigned home station (Reserve component Soldiers conducting annual training or mobilization and Active Component Soldiers training away from home station). Some installations have Operational Readiness Training Complexes (ORTCs) that serve this purpose.

### ***17.2. Who Does What in Transient Training UH? (Roles and Responsibilities).***

At IMCOM operated garrisons and ARNG training sites, DPTMS is responsible for the day-to-day operations on Transient Training UH. The procedures outlined in this Handbook, including utilization of eMH, will be used where applicable.

Military units using Transient Training facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned or provided if the damage or loss was caused by negligence or willful misconduct.

For Transient Training UH, an individual can sign for one space or for all of the military unit's reserved spaces and/or buildings. The unit will provide a fund cite to DPTMS for reimbursement purposes (for instance, if there are damages, DPTMS must charge to the unit).

If quarters or buildings are assigned in unsatisfactory condition, the inadequacy of the condition must be reported immediately to the housing representative. The signer for the building (usually the unit representative) is, upon acceptance by signature, liable and responsible for returning the quarters or buildings in an acceptable condition regardless of the condition upon signature.

If a military unit needs additional space, DPTMS may assign available space that another unit has already been assigned.

All facilities, accompaniments, and services will be operated as professionally as possible to improve the QOL and provide comfortable places for people to live and conduct training operations.

### ***17.3. United States Army Reserve (USAR) and Army National Guard (ARNG) Sites.***

The USAR and ARNG should follow procedures outlined in this Handbook as much as possible. The USAR and ARNG are responsible for overseeing the day-to-day management of their UH (and associated buildings) and shall use this Handbook where applicable.

## **18. Advanced Skills Training (AST) UH.**

### ***18.1. What is "AST UH"?***

Advanced Skills Training (AST) UH are the facilities used to house personnel attending schools of instruction at Army training centers and equivalent locations (other than MOS training). This includes, but is not limited to, facilities for housing students of NCO Academies, Advanced Officer's Courses, Airborne School, Air Assault Course, the Defense Language Institute, Drill Sergeant School, and Recruiter School.

### ***18.2. Who Does What in Advanced Skills Training UH? (Roles and Responsibilities).***

Each schoolhouse will execute the day-to-day operations of AST UH in an effective and efficient manner within their footprint. The procedures outlined in this Handbook will be followed as closely as possible, as FSBP 2020 is a partnership between the garrison and mission units.

If quarters or buildings are assigned in unsatisfactory condition, the inadequacy of the condition must be reported immediately to the housing representative. The signer for the building (usually the unit representative) is, upon acceptance by signature, liable and responsible for returning the quarters or buildings in an acceptable condition regardless of the condition upon signature.

Military units using AST facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned or provided if the damage or loss was caused by negligence or willful misconduct.

### **19. Senior Enlisted, Unaccompanied Officer, and Senior Leader Quarters.**

At most installations, this population is supported with off-post housing. However, at garrisons with existing facilities to support them, space may be assigned as availability permits. For Senior Enlisted Quarters (SEQ), Unaccompanied Officer Quarters (UOQ), and Senior Leader Quarters (SLQ) the procedures outlined in this Handbook will be followed. Permanent party Soldiers will be handled by the garrison Housing Office.

### **SUMMARY.**

The most important keys to success of the FSBP 2020 program are communication and collaboration between the military units and the garrison. This manual has been prepared to assist garrison and unit personnel in the delivery of the FSBP 2020. Lessons learned on these UH management procedures will be incorporated into the Handbook, which will be updated annually with the goal of describing procedures to enable those performing UH management to provide quality services and meet the needs of the Army and its Soldiers today and in the future.

If you have any comments or suggestions for improvement of this Handbook, please contact Ms. Stefanie Casey, Housing Management Specialist, at (571) 256-9748 or [stefanie.s.casey.civ@mail.mil](mailto:stefanie.s.casey.civ@mail.mil).

## Appendix A - Acronyms

ACOM	Army Command
ACS	Army Community Service
ADA	Americans with Disabilities Act
AIT	Advanced Individual Training
ALARACT	All Army Activities
AR	Army Regulation
ARNG	Army National Guard
AST	Advanced Skills Training
AWOL	Absent Without Leave
AWP	Annual Work Plan
BAH	Basic Allowance for Housing
BCT	Basic Combat Training
BOM	Between Occupancy Maintenance
BOS	Base Operations Support
BOSS	Better Opportunities for Single Soldiers
C2	Command and Control
CAC	Common Access Card
CATCODE	Category Code
CID	Criminal Investigation Division
CNA	Certificate of Non-Availability
CQ	Charge of Quarters
CSM	Command Sergeant Major
CTA	Common Table of Allowances
DA	Department of the Army
DD	Department of Defense
DEERS	Defense Enrollment Eligibility Reporting System
DES	Directorate of Emergency Services
DFAS	Defense Finance and Accounting Service
DMO	Demand Maintenance Order
DPTMS	Directorate of Plans, Training, Mobilization and Security
DPW	Directorate of Public Works
DSN	Defense Switched Network
eMH	Enterprise Military Housing
ETP	Exception To Policy
ETS	Expiration Term of Service
EXORD	Execution Order
FLIPL	Financial Liability Investigation of Property Loss

FMO	Furnishings Management Office/Officer
FRAGO	Fragmentary Order
FRG	Family Readiness Group
FSBP	First Sergeant's Barracks Program
FWT	Fair Wear and Tear
GPC	Government Purchase Card
HHG	Household Goods
HQ IMCOM	Headquarters, Installation Management Command
HQ USACE	Headquarters, United States Army Corps of Engineers
HQDA	Headquarters, Department of the Army
HSO	Housing Services Office
HVAC	Heating, Ventilation, and Air Conditioning
IET	Initial Entry Training
IJO	Individual Job Order
IMCOM	Installation Management Command
ISR	Installation Status Report
ISR-I	Installation Status Report - Infrastructure
ISR-NI	Installation Status Report - Natural Infrastructure
ISR-S	Installation Status Report - Services
JFTR	Joint Federal Travel Regulations
K&E	Key & Essential
LES	Leave and Earnings Statement
M&R	Maintenance & Repair
MEDCOM	Medical Command
MH	Medical Hold and Holdover
MILCON	Military Construction
MOA	Memorandum of Agreement
MOS	Military Occupational Specialty
MWR	Morale, Welfare, and Recreation
NCO	Non-Commissioned Officer
NFWT	Non-Fair Wear and Tear
NMA	Non-Medical Attendant
O&M	Operations and Maintenance
OACSIM	Office of the Assistant Chief Staff for Installation Management
OHA	Overseas Housing Allowance
ORTC	Operational Readiness Training Complex
OSUT	One Station Unit Training
PAC	Personnel and Administrative Center
PAM	Pamphlet

PCS	Permanent Change of Station
PII	Personally Identifiable Information
PM	Project Manager
POC	Point of Contact
QMB	Quality Management Board
QOL	Quality of Life
RCI	Residential Communities Initiative
RCLO	Residential Communities Liaison Office
SAG	Sub Activity Group
SEQ	Senior Enlisted Quarters
SHIP	Self-Help Issue Point
SLQ	Senior Leader Quarters
SM	Service Member(s)
SME	Subject Matter Expert
SO	Service Order
SOP	Standard Operating Procedures
SRM	Sustainment, Restoration and Modernization
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TRADOC	Training and Doctrine Command
UCFR	Unit Commander's Finance Report
UCMJ	Uniform Code of Military Justice
UH	Unaccompanied Housing
UHM	Unaccompanied Housing Module (in eMH)
UOQ	Unaccompanied Officer Quarters
UOR	Unaccompanied Occupancy Report
UR	Unit Representative
USACE	United States Army Corps of Engineers
USAR	United States Army Reserve
WO	Work Order
WTU	Warrior in Transition Unit

## Appendix B - Definitions

**BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS)** – The Army’s BOSS program is a Morale, Welfare, and Recreation (MWR) program designed to be the collective voice for single Soldiers through the chain of command. Through its three core components, QOL, recreation and leisure, and community service, the program serves as a tool by which commanders can gauge the morale of single Soldiers, increase Soldier retention, and sustain combat readiness.

**BETWEEN OCCUPANCY MAINTENANCE (BOM)** – Includes multiple minor repairs that require a few days to major repairs requiring an extended period of time. This work is accomplished during the time that the quarters are not occupied – after termination of the previous resident and before the assignment of a new resident. This should be coordinated with the DPW.

**BONA FIDE SINGLE SOLDIER** – Soldier who would be entitled to a housing allowance at the “without dependent” rate. Term is generally used for Soldiers who are E-1 through E-5 when in the United States (including Alaska and Hawai’i) or E-1 through E-6 when outside the United States (foreign).

**BRIGADE FOOTPRINT**– Grouping of UH buildings that are primarily occupied by Soldiers from a brigade-sized unit and for which the unit delivers property management support to residents. May include smaller units without a brigade assigned to their footprint.

**CERTIFICATE OF NON-AVAILABILITY (CNA)** – For UH, a CNA is authorization to begin payment of a housing allowance at the without dependent rate to a bona fide single Soldier. CNAs will be issued only when installation UH occupancy is above 95% or when a regulatory exception exists, as outlined in AR 420-1.

**DEPENDENT RESTRICTED TOUR** – References a Soldier being assigned to a duty station that does not allow dependents (Family) to accompany the Soldier. These locations are overseas. The Soldier is allowed to keep their housing allowance (at the with dependent rate) while occupying UH at their new duty station.

**FACILITY MANAGEMENT** – Services focusing primarily on the maintenance of the facility, which include preventive maintenance building inspections, preparing annual and long range work plans, master planning, grounds maintenance, and processing diversions/conversion requests.

**FIRST SERGEANT’S BARRACKS PROGRAM (FSBP)** – Program implemented in 2008 that centralized the property management of barracks under garrison operation. FSBP 2020 is a ‘reset’ of the 2008 program, returning control of UH to the chain of command but retaining and/or establishing common standards through enterprise-level program oversight.

**FURNISHINGS** – Includes both “casegood” furniture in the common areas and individual rooms of UH as well as the “soft” furnishings such as linens and appliances such as washers, dryers, and refrigerators. These items are included on hand receipts when assigned to a military unit or Soldier.

**FURNISHINGS MANAGEMENT** – A service/component of housing program management that provides furnishings and appliances and ensures all UH is furnished to a standard that provides a

healthy, comfortable environment for residing Soldiers. Army specifications for furnishings can be found through the USACE website.

**GARRISON HOUSING OFFICE** – A Division, usually under the umbrella of the DPW, that supplies housing services and operations to Soldiers and Families associated with a particular installation. The Housing Division may be known as the Housing Services Office (HSO) or may be separated into branches, such as the Family Housing Office, Unaccompanied Housing Office, HSO (off-post housing services), and Residential Communities Liaison Office (RCLO).

**HOUSING ALLOWANCE** – Includes both the Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA). The BAH is a US-based allowance prescribed by geographic duty location, pay grade, and dependency status. It provides uniformed Service Members equitable housing compensation based on housing costs in local civilian housing markets within the US when Government quarters are not provided. A uniformed Service Member stationed outside the US (including US territories and possessions) who is not provided Government-owned or -leased housing, is eligible for OHA.

**HOUSING PROGRAM MANAGEMENT** – Services that support and facilitate operation and maintenance of housing facilities, which include providing housing policy expertise; CNA processing; teaching, coaching, and mentoring mission units and garrison staff on housing procedures and policies; leading routine partnering sessions with garrison and unit leadership; requirements planning for UH facilities; and health and welfare inspections.

**JOINT FEDERAL TRAVEL REGULATION (JFTR)(Volumes 1 & 2)** – Regulation that pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members. Volume 1 applies to uniformed personnel. Volume 2 applies to civilians.

**PROPERTY MANAGEMENT** – Services focusing on the daily accountability for upkeep of facility and furnishings reporting using the eMH data management application to include room assignment and termination as well as space and key management.

**SERVICE ORDER** – Minor or simple maintenance repairs, sometimes called Demand Maintenance Orders (DMOs). Generally, M&R that would be accomplished by a single shop and does not cost the garrison more than \$2,000 in labor and material (cost depends on installation policy). The military unit should initiate service orders, usually by calling it in, and track these requests while the DPW is responsible for completing the work. Normally separated into three categories – emergency, urgent, and routine.

**SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM)** – Sustainment, Restoration, and Modernization (SRM) are budgetary terms used to describe work performed on real property. Sustainment may contain Maintenance and Repair (M&R). Restoration may contain repair or new construction. Modernization is mostly new construction, however, it can contain repair if replacing components that normally last more than 50 years.

**UNACCOMPANIED HOUSING (UH)** – Housing provided to single (bona fide bachelor, a Soldier who would be entitled to a housing allowance at the “without dependent” rate) or unaccompanied personnel not residing with Family members (geographic bachelor), including (1) enlisted permanent party barracks, (2) senior enlisted, unaccompanied officer, and senior leader quarters,

(3) Warrior in Transition UH, (4) all training barracks, and (5) transient barracks. It is intended for bona fide single Soldiers.

**UNACCOMPANIED MILITARY PERSONNEL WITH DEPENDENTS (“GEOGRAPHIC BACHELOR”)** – A Soldier with dependents who has chosen (is not required, like a Dependent Restricted tour) to go to a new duty station unaccompanied (without their Family). Unaccompanied personnel with dependents are housed “space available” and are not entitled to minimum space criteria.

**UNIT COMMANDER’S FINANCIAL REPORT (UCFR)** – Is essentially a one line roll up of a Soldier’s pay account, provided to the unit commander for their review. Assists the commander in approving leave, counseling Soldiers on indebtedness, determining which Soldiers are or are not receiving various allowances, and ensuring changes to duty status are posted.

**UNIT REPRESENTATIVE** – A Soldier at the Brigade level who is essentially the unit’s delegate. The UR monitors barracks conditions and oversees the day-to-day barracks management functions for the military unit.

**WORK ORDER** – Typically used for Maintenance and Repair (M&R) and construction requirements that exceed \$2,000 in labor and material costs. The military unit must fill out a form and submit to the DPW for planned SRM projects or customer requests for expensive or complex maintenance or construction.

## Appendix C - References

### Ordered as Referenced

- a. ALARACT 201/2012 Headquarters, Execution Order 261-12, First Sergeant's Barracks Program (FSBP) 2020, 30 Jul 12.
- b. Public Law 111-84, H.R. 2647, National Defense Authorization Act for FY 10.
- c. AR 420-1, Facilities Management, 24 Aug 12.
- d. ALARACT 143/2013 FRAGO 01 to EXORD 261-12, FSBP 2020, 6 Jun 13.
- e. DD Form 1391, FY## Military Construction Project Data.
- f. Joint Federal Travel Regulations (JFTR), Volume 1 – Uniformed Service Members, 1 Oct 12.
- g. DD Form 1746, Application for Assignment to Housing.
- h. DA Form 5960, Request for Authorization to Start, Stop, or Change Basic Allowance for Quarters and/or Variable Housing Allowance.
- i. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.
- j. AR 190-13, The Army Physical Security Program, 25 Feb 11.
- k. AR 735-5, Property Accountability Procedures, 10 May 13.
- l. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 5 Sep 13.
- m. UCMJ, 64 Stat. 109, 10 U.S.C. Chapter 47.
- n. DA Form 4283, Facilities Engineering Work Request.
- o. CTA 50-909, Field and Garrison Furnishings and Equipment.
- p. CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items).
- q. DD Form 362, Statement of Charges/Cash Collection Voucher.
- r. DD Form 139, Pay Adjustment Authorization Form.
- s. DD Form 200, Financial Liability Investigation of Property Loss.
- t. Energy Independence and Security Act of 2007.
- u. Memorandum, DAIM-ZA, 14 Oct 09, Subject: Unaccompanied Personnel Housing (UPH) for Warriors in Transition (WT).
- v. DoD Housing Inspection Standards for Medical Hold and Holdover Personnel, 18 Sep 07.
- w. Memorandum, DAIM-ZA, 30 Jun 08, Subject: Change 1 to Army Standard for Warriors in Transition Barracks.
- x. DA Pam 420-1-1, Housing Management, 2 Apr 09.
- y. Army Directive 2013-01, Guidance on the Acquisition and Use of Service Dogs by Soldiers, 28 Jan 13.
- z. TRADOC Regulation 350-6, Training: Enlisted Initial Entry Training Policies and Administration, 3 Nov 13.

### Additional References

- a. DoD Manual 4165-63.M, DoD Housing Management, 28 Oct 10.
- b. Memorandum, ARRC-TVA-AE, 25 Oct 11, Subject: 80<sup>th</sup> TTC Grand Prairie Barracks, Classroom, and Admin Rooms Standard Operations Procedures (SOP).
- c. Camp Grayling Regulation 210-50, Management of Troop Issue Buildings and Transient Quarters, 1 Jun 03.
- d. National Guard Regulation 210-50, Chargeable Transient Quarters and Billeting Fund Management, 27 Aug 04.
- e. Army Family Covenant.
- f. Operations Order 12-282, Headquarters IMCOM, Implementation of Operations of the First Sergeant's Barracks Program (FSBP) 2020 and Identification of Roles and Responsibilities, 13 Aug 12.
- g. AR 210-14, Installation Status Report Program, 19 Jul 12.

## Appendix D – Sample Forms

<b><u>Document Sample Name</u></b>	<b><u>Page</u></b>
Government Directed Local Moves Form	61
DD Form 1746, Application for Assignment to Housing (2 pages)	62-63
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DA Form 5513, Key Control Register and Inventory (2 pages)	79-80
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Unaccompanied Housing (UH) Management Resident Survey	83

\*These documents are electronically generated with information entered into eMH.

**Government Directed Local Moves Form**

[MPW-H

MEMORANDUM FOR Soldier Name, Unit, Unit Address

THRU Garrison Command Sergeant Major (CSM) (Full Name), Garrison Address.

SUBJECT: Government Directed Local Short Distance Move

1. References:

- a. United States Code Title 10, Armed Forces
- b. United States Code Title 32, National Guard
- c. United States Code Title 37, Pay and allowances of the Uniformed Services.
- d. Joint Federal Travel Regulation (JFTR) Vol. 1, Chapter 5, Part D,

2. In accordance with governing regulations above, you are directed to relocate your residence from (current Bldg/Rm #) to (New Bldg/Room #). This move is required due to (State reason for this move).

3. Report to \_\_\_\_\_ Bldg \_\_\_\_\_ Room \_\_\_\_\_, no later than \_\_\_\_\_ for re-assignment of government quarters. The (Authorized responsible person) will assign your new quarters, assist in completing required documentation and schedule an inspection for clearance of your current quarters. You have seven (7) calendar days to relocate and clear your current room.

4. Upon completion of scheduling an inspection for clearance of your current quarters, take this document to the local Transportation Office to schedule pickup of your Household Goods. The Transportation Office will provide a funding citation for government funded local short distance moves and schedule your HHG pickup.

5. ???Related telephone, cable and internet reconnection fees are authorized per governing regulations above. Submit your provider's bill for disconnection and reconnection to \_\_\_\_\_ bldg \_\_\_\_\_ room \_\_\_\_\_ with a copy of this memorandum. You are required to fill out (form #) to request reimbursement.

6. Point of Contact for this action is (rank/and Full Name) at (Telephone number) or email \_\_\_\_\_.

(HOUSING MANAGER's NAME)  
Chief, Housing Division

CF:  
Garrison, Directorate of Logistics  
Joint Personal Property Shipping Office

**DD Form 1746, Application for Assignment to Housing, Page 1 of 2**

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small>				1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
				<input type="checkbox"/> a. MILITARY HOUSING	<input type="checkbox"/> b. HOUSING REFERRAL
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
		a. HOME <i>(Area Code)</i>	b. DUTY <i>(DSN)</i>	<input type="checkbox"/> a. MILITARY MEMBER	<input type="checkbox"/> c. CIVILIAN
		9. MARITAL STATUS		<input type="checkbox"/> b. MILITARY SPOUSE	<input type="checkbox"/> d. FOREIGN NATIONAL
		10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
		<input type="checkbox"/> a. VOLUNTARILY		<input type="checkbox"/> b. INVOLUNTARILY	
11. I REQUEST HOUSING FOR <i>(X one)</i>			<b>SECTION II - MILITARY CAREER INFORMATION</b> <i>(Civilians skip to Item 15.)</i>		
<input type="checkbox"/> a. SELF ONLY			<input type="checkbox"/> b. SELF AND DEPENDENTS		
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			14. DATES <i>(Enter in YYMMDD order)</i>		MILITARY APPLICANT
			a. EFFECTIVE RANK/RATE DATE		
			b. ACTIVE DUTY SERVICE COMPUTATION		
			c. TIME REMAINING ON ACTIVE DUTY		
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION		
			e. REPORT DATE		
			f. ESTIMATED FAMILY ARRIVAL DATE		
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>					
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>	c. SEX	d. RELATIONSHIP	e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>
<b>SECTION IV - HOUSING DATA</b>					
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>					
<input type="checkbox"/> a. PURCHASE HOUSE		<input type="checkbox"/> d. RENT HOUSE		<input type="checkbox"/> g. RENT MOBILE HOME SPACE	
<input type="checkbox"/> b. PURCHASE CONDOMINIUM		<input type="checkbox"/> e. RENT APARTMENT		<input type="checkbox"/> h. SHARE	
<input type="checkbox"/> c. PURCHASE MOBILE HOME		<input type="checkbox"/> f. RENT MOBILE HOME		<input type="checkbox"/> i. RENT ROOM	
				<input type="checkbox"/> j. ROOM AND BOARD	
				<input type="checkbox"/> k. SUBLET	
				<input type="checkbox"/> l. TRANSIENT	
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>			18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>
<input type="checkbox"/> a. FURNISHED			<input type="checkbox"/> e. NO. BATHS		
<input type="checkbox"/> b. UNFURNISHED			<input type="checkbox"/> f. PETS <i>(Allowed)</i>		
<input type="checkbox"/> c. AIR CONDITIONING			<input type="checkbox"/> g. OTHER <i>(Explain)</i>		
<input type="checkbox"/> d. NO. BEDROOMS			20. LOCATION PREFERENCE <i>(Community Housing)</i>		
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED <i>(YYMMDD)</i>	
<b>SECTION V - DISPOSITION</b> <i>(To be completed by the Housing Office.)</i>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>	
				d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>	
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>		g. BEDROOMS REQUIRED	
				h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>	
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
			25. SIGNATURE OF APPLICANT		26. DATE SIGNED <i>(YYMMDD)</i>

**DD Form 1746, Instructions for Application for Assignment to Housing, Page 2 of 2**

APPLICATION FOR ASSIGNMENT TO HOUSING	
<b>PRIVACY ACT STATEMENT</b>	
<b>AUTHORITY:</b> 5 USC 5911 & 5912. <b>PRINCIPAL PURPOSE:</b> To identify customer needs for assistance and housing requirements. <b>ROUTINE USE:</b> None. <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information will result in our inability to assist you.	
<b>GENERAL INSTRUCTIONS</b>	
This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed are self-explanatory.</u> SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.	
<b>1. TYPE SERVICE DESIRED</b>  <p><b>Military Applicants:</b> If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.</p> <p><b>Civilian Applicants:</b> Mark the box "Housing Referral" services in Item 1b, and answer all questions.</p>	<b>SECTION III - DEPENDENT DATA</b>  <b>15. DEPENDENTS RESIDING WITH ME</b>  <p>a. through d. List requested data for all authorized dependents who will be residing with you.</p> <p>e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; <i>i. e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.</i></p>
<b>SECTION I - APPLICANT INFORMATION</b>  <b>5. DOD COMPONENT</b> Army, Navy, Air Force, etc.  <b>6. ADDRESS</b> Enter complete current address ( <i>street number and name, apartment number, city, state/country and the 9-digit ZIP code</i> ).  <b>12. INSTALLATION/ORGANIZATION TRANSFERRED FROM</b> Enter the name of the installation you transferred from.  <b>13. INSTALLATION/ORGANIZATION TRANSFERRED TO</b> Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.	<b>SECTION IV - HOUSING DATA</b>  <b>16 - 21.</b> Self-explanatory.  <b>22. SIGNATURE</b> The applicant must sign the DD Form 1746.  <b>23. DATE SUBMITTED</b> Enter the date the application was submitted to the Housing Office.  <b>SECTION V - DISPOSITION (To be completed by the Housing Office)</b>  <b>24. MILITARY HOUSING</b>  <p>a. <b>Application Received.</b> Enter the year, month, day and time the application was received in the Housing Office.</p> <p>b. <b>Application Effective.</b> Enter the date of change of duty station (<i>Line 14d</i>) or other date that will be the effective (<i>control</i>) date.</p> <p>c. <b>DD Form 1747 Provided.</b> Enter the date that the DD Form 1747 was sent to the military applicant.</p> <p>d. <b>Housing Availability.</b> Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.</p> <p>e. <b>Applicant Placed on Waiting List.</b> Enter the identification of the assignment waiting list(s) to which the applicant is placed.</p> <p>f. <b>Effective Placement.</b> The effective date and time of the applicant's placement on the list(s).</p> <p>g. <b>Bedrooms Requirement.</b> Enter the number of bedrooms required, based on dependent data in Item 15.</p> <p>h. <b>Date Unit Assigned.</b> Enter the date the unit was assigned.</p>
<b>SECTION II - MILITARY CAREER INFORMATION</b>  <b>14. DATES (Military Applications/Military Spouse Only)</b> Enter dates in order of YYMMDD. ( <i>May 17, 1993, would be entered as 930517</i> ).  <p>a. Enter the date your current rate/rank was effective.</p> <p>b. Enter your active duty service computation date.</p> <p>c. Enter the time (<i>in months</i>) that you have remaining on active duty.</p> <p>d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.</p> <p>e. Enter your official report date (<i>from your PCS orders</i>).</p> <p>f. Enter your estimated arrival date.</p>	

Application Form

Directorate of Public Works/UH Branch (Sample)  
**FIRST SERGEANT'S BARRACKS PROGRAM 2020 (FSBP)**  
**FORT UNCLE SAM, USA**  
APPLICATION FOR BARRACKS

\*\*\*\*\*

DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
NAME: \_\_\_\_\_

\_\_\_\_\_  
(LAST) (FIRST) (MI)

RANK: \_\_\_\_\_ DATE OF RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

GENDER: \_\_\_\_\_ M \_\_\_\_\_ F SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

DATE OF ARRIVAL: \_\_\_\_\_

COMMANDER: \_\_\_\_\_ PHONE: \_\_\_\_\_

1SG: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLT SGT: \_\_\_\_\_ PHONE: \_\_\_\_\_

\*\*\*\*\*

BLDG ASSIGNED: \_\_\_\_\_ ROOM # \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
SIGNATURE DATE

PRIVACY ACT STATEMENT: Authority EO9379. SSN used for  
identification only. Disclosure is voluntary.

\*\*an appropriate/approved Privacy Act Statement should be used in conjunction with this form.

*New Soldier In-Brief*

*Directorate of Public Works/UH Branch (Sample)*  
**FIRST SERGEANT'S BARRACKS PROGRAM 2020 (FSBP)**  
**FORT UNCLE SAM, USA**  
**New Soldier Brief**

\*\*\*\*\*

- **Do not** change rooms without approval from the FSBP Office.
- **Do not** abuse any of the furniture in your room or any room.
- **Do not** remove any of the furniture from any of the rooms.
- If you need a demand maintenance/service order called in you may do so by calling the # below, or contact the UH Office so the deficiency can be repaired.
- Loss of key will result in a charge.
- **Do not** play with the smoke detectors (remove, turn-off, etc).
- **Do not** play with the fire extinguishers or use them as door blocks.
- Be very cautious when using irons, or anything that can start a fire.
- Pick up after yourself inside and outside of your assigned rooms.
- **Do not** drive your POV's on the barracks sidewalks or grass.
- If you are in a room by yourself, **always** have the room ready (furniture: beds, mattresses, wall lockers, etc) for a roommate.
- Call 777-4813 to schedule an appointment to clear your room.

Your room must be clean and free of ALL personal belongings in order to clear.

**HOUSING/FSBP OFFICE # 777-6895**

**24 Hour On-call # 777-8099**

**Military Police #**

**911 OR 777-5156**

**Fire Department #**

**911 OR 777-4131/9687**

**Soldier Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**BLDG #** \_\_\_\_\_ **ROOM#** \_\_\_\_\_

**Check-In & Hand Receipt Form\***

This form is generated electronically with information entered into eMH.

MILITARY INSTALLATION -- CHECK-IN				
Main Street CITY NAME, NY 10596 222-333-4444				
NAME	ACCOUNT	ARRIVAL DATE	EST DEPT DATE	SUN LIC
SSN	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION	CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT	<p><b>Privacy Act Statement:</b> This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging.</p> <p><b>House Rules:</b> --Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the premises for other purposes, including the shelter of any additional persons, is prohibited.</p> <p>--Condition of Property. The barracks manager &amp; occupant have inspected the room, furnishings &amp; both agree the room is in habitable condition. Any discrepancies shall be submitted in writing to the barracks manager within 15 days of occupancy.</p> <p>--Pets. With the exception of approved WTU companion dogs, no animals or pets are allowed in any Unaccompanied Personnel Housing Facility.</p> <p>--Smoking. Smoking is authorized only in designated areas and sleeping rooms designated for smoking.</p> <p>--Facilities &amp; Furnishings. The Installation Commander shall maintain the property in good repair &amp; habitable condition &amp; shall be responsible for all repairs not due to the abuse or negligence of the occupant. Broken or defective furnishings, equipment should be reported immediately.</p> <p>--Use of Facilities. The occupant shall use all fixtures, furnishings &amp; appliances in or on the premises in a reasonable manner.</p> <p>--Occupant Conduct. Occupant or authorized guests shall conduct themselves in a manner that will not disturb other occupants in the facility.</p> <p>--Health &amp; Safety. The occupant shall comply with all health &amp; safety regulations imposed by local command.</p> <p>--Access to Property. Upon reasonable notice to the occupant, the Installation Commander, Barracks Management Staff or a duly designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs or improvements, &amp; (c) supply necessary or agreed upon services.</p> <p>If the occupant is away when the premises are to be entered, the housing representative shall have a member from the occupant's command or unit, a security officer, or a disinterested third party accompany them into the quarters.</p> <p>I HAVE READ, UNDERSTAND &amp; WILL ADHERE TO THESE CONDITIONS HEREIN &amp; IN THE FIRST SERGEANTS BARRACKS PROGRAM (</p> <p><b>Financial Liability for Damages:</b> Damage or Lost Property. If the occupant willfully or negligently abuses, damages, or removes any part of the premises (including fixtures, furnishings &amp; appliances) or willfully or negligently permits any person to do so, the occupant shall be held monetarily responsible for all damages.</p>			
ADDRESS				
CITY, STATE ZIP				
LIC PHONE #				
DUTY STATION PHONE #				
PERSON E-MAIL				
ROOM PHONE #				
				
SIGNATURE / DATE				
I Certify that I ___ am ___ am not receiving Basic Allowance for Housing (BAH).				
Signature: _____				

(Section on page 2 of form below) Hand Receipt

**ITEMS CURRENTLY ISSUED TO**

Item	Barcode	Serial Number	Condition	Purchase Cost

**Assignment to Quarters Letter, Sample A**

This form is generated electronically with information entered into eMH.

**USAG TEST -- Assignment Letter**  
SINGLE SOLDIER HOUSING  
MILITARY INSTALLATION, N/A -

Control Number:

Today's Date:

MEMORANDUM FOR: See DISTRIBUTION

SUBJECT: Assignment to UHM Housing

1. The following individual is assigned to UHM Housing:

SSN:	Name:
Rank:	Branch:
Pay Grade:	UIC / Name:

2. This individual is assigned to the following dwelling:

Address:	Building:
	Wing:
	Floor:
	Unit:
	Room:
	Bed:

3. The effective date of assignment is:

4. This dwelling is Adequate UHM Housing.

5. This move is for the convenience of the government.

6. To assist in the continued justification of housing requirements for service members and their families, please notify the Housing Office of any residence changes.

SMITH, JOHN

USAG TEST

DISTRIBUTION

FINANCE:	1
INDIVIDUAL:	1
TRANSPORTATION:	1
UNIT COMMANDER:	1

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**Assignment to Quarters Letter, Sample B**

*SAMPLE*

*IMSE-STW-PWH*

*Date*

*MEMORANDUM FOR: SEE DISTRIBUTION*

*SUBJECT: Assignment to Unaccompanied Housing (UH)*

*1. The following individual is assigned to UH:*

*Last four SSN:*

*Name:*

*Rank:*

*Branch:*

*Pay Grade:*

*UIC/Name:*

*2. This individual is assigned to the following dwelling:*

*Building:*

*Unit:*

*Room:*

*3. The effective date of assignment is:*

*4. This dwelling is UH.*

*DISTRIBUTION:*

*1 FINANCE:*

*1 INDIVIDUAL:*

*1 TRANSPORTATION:*

*1 UNIT:*

*UH Manager*

*DPW*

**Room Termination Form & Checklist**

**BARRACKS ROOM TERMINATION FORM (Sample)**

**NAME:** \_\_\_\_\_ **BLDG:** \_\_\_\_\_ **WING/RM:** \_\_\_\_\_  
**INSPECTION DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TEAM PHONE:** \_\_\_\_\_

- Blinds/Draperies** in place, clean, free of dirt and dust
- Cabinets/Drawers** clean, free of dirt and dust, empty all contents, wipe down cabinet doors
- Closet** empty all contents, wipe down shelves and racks
- Cook top/Vent** clean, free of dirt and grease (including knobs and ventilation filter)
- Floors** stain free, swept and mopped, including under and behind all furniture and appliances and in the closet
- Furniture** clean, free of dirt and dust, empty all contents, remove items not original to room
- Light Fixtures/Fan** free of dirt and dust (including covers), bulbs working
- Microwave** clean inside, outside and underneath, leave plugged in
- Mirrors** clean, streak free
- Refrigerator** clean inside, outside and underneath, clean drain pan, trays, door bars and seals, empty all contents, leave plugged in
- Shower/Tub** clean, wiped down, free of dirt, soap scum and mildew (including soap holders)
- Sink/Countertop** clean, free of dirt, dust and stains, rinse out sink
- Toilet** clean inside and outside (including lid, seat, hinges and base), free of waste and stains
- Wall/Door Vents** clean, free of dirt and dust
- Walls/Ceilings** clean, free of dirt, dust and stains, wipe down trim, outlet covers and light switches
- Washer/Dryer** clean, empty, wipe down outside, clean lint trap, leave plugged in
- Windows** clean, streak free, wipe down windowsills **DO NOT CLIMB OUT THE WINDOW TO CLEAN THE OUTSIDE**

- If you occupy a room by yourself, you are required to clean the entire room.
- If you have a roommate, his/her articles are permitted to remain in the cabinets, drawers and refrigerator. It is your responsibility, however to ensure that you and your roommate do a joint cleaning of the common areas.
- Ensure that all trash and personal effects are removed from your side of the room prior to inspection.
- Ensure all cabinet doors and drawers are open and furniture and appliances are pulled 6 – 8 inches away from the wall prior to inspection.
- Ensure all windows are locked and the thermostat is set to 72° prior to inspection.
- Damages reported on the initial inspection sheet will not be assessed to the occupant(s). All damages incurred and not reported to the Barracks Management Office while residing in a room are the responsibility of the occupant(s).
- Keys will be collected at the time of inspection. Any keys not returned will result in a relock and rekey charge.
- Failure to meet the above requirements will result in re-inspection and/or assessed charges and slow down your clearing process. In the event that you disagree with a failed inspection, the ABMT Leader, Inspector and 1SG or BN CSM will re-inspect the room with you.
- Any charges assessed will require a DD FM 139 (Pay Adjustment Authorization) and a DD FM 1131 (Cash Collection Voucher) processed.
- No shows will be required to provide a memorandum from their 1SG prior to rescheduling an appointment. A second no show will require a memorandum from the BN CSM prior to rescheduling.
- Although we will try our best to arrive at the scheduled time, there will be times when other Service Members come into our office and require immediate assistance. We ask that you allow us a 15 minute grace period. We will call you at the number provided below if we anticipate being more than 15 minutes late.

**Termination Letter**

This form is generated electronically with information entered into eMH.

**USAG TEST -- Termination Letter**  
SINGLE SOLDIER HOUSING  
MILITARY INSTALLATION, N/A -

Control Number: UPH: \_\_\_\_\_

Today's Date: \_\_\_\_\_

MEMORANDUM FOR: See DISTRIBUTION

SUBJECT: Termination of Assignment to UHM Housing

1. The following individual is Terminated from UHM dwelling:

SSN: _____	Name: _____
Rank: _____	Branch: _____
Pay Grade: _____	UIC / Name: _____

2. This individual was assigned to the following dwelling:

Address: 333 MAIN ST _____	Building: _____
	Wing: _____
	Floor: _____
	Unit: _____
	Room: _____
	Bed: _____

3. The effective date of termination is: \_\_\_\_\_

4. This move is for the convenience of the government.

SMITH, JOHN

USAG TEST

**DISTRIBUTION**

FINANCE: 1  
INDIVIDUAL: 1  
TRANSPORTATION: 1  
UNIT COMMANDER: 1

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*Termination of Quarters Checklist, Sample A, Page 1 of 2*

**Fort Uncle Sam FSBP 2020 Office  
Barracks Room Clearing Standards and Checklist (Sample)**

**Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Appointment Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The following areas will be inspected for out-processing the barracks.

**Failure to meet any of the requirements listed below may require a reinspection and will delay your clearing process.**

The term clean(ed) means free from dirt, stain, or impurities (unsoiled). Free from foreign matter. **Ensure you have cleaning supplies available for touch-ups as needed.**

**Living Area**

- Ensure all personal items are removed from room prior to the final clearing inspection.
- Have room keys ready to turn-over to inspector.
- Ensure furniture and/or equipment assigned to you on Hand Receipt is inventoried and accounted for.
- Beds cannot be in a bunk bed configuration. **They MUST be separated.**
- Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- Remove all debris and dirt under the mattress and spring. (Applicable beds only)
- Ensure TV set is wiped cleaned. Dust free. Remote control present. (Applicable to WTU Barracks only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures will be cleaned\*.
- Windows, blinds, and window sills must be clean\*.
- Doors, trims, base boards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the Air condition vents and filter are dusted, cleaned\* and turned off.
- Floor rug, if applicable, must be vacuumed and spot free.
- Ensure your side of the room is swept properly, to include in closets, under and behind furniture etc...
- Remove all trash from your room. Trash cans must be clean\* inside and out.
- Ensure your side of the room is mopped properly, to include in closets, under and behind furniture etc...
- Coordinate with cable, internet and phone providers to turn off service. Excessively long cable lines need to be removed.

Continued on next page.

**Fort Uncle Sam FSBP 2020 Office  
Barracks Room Clearing Standards and Checklist (Sample)**

**Common Areas**

**Note: Personnel without a roommate are solely responsible for cleaning the common areas. If you have a roommate you are still responsible for doing your part to clean the common areas. If possible, have your roommate assist you with cleaning.**

- Refrigerator must be emptied, cleaned\* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals. If you have a roommate, ensure your items are removed. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present.
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty. If you have a roommate, clean as above and place your roommate's items back neatly in place.
- Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean\* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (applicable models).
- Cook tops must be cleaned\* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean\* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned\* and disinfected. If you have a roommate clean as above and place your roommate's items back neatly in place.
- Washer and Dryer (WTU UH) in applicable suites must be properly cleaned\*, free from soap scum and lint.
- Sofas and Coffee tables (WTU UH) in applicable suites must be properly cleaned\* and stain free.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned\* and disinfected.
- Ensure that your personal items are removed. If you have a roommate clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned\* and spot free. Remove your personal items. If you have a roommate and share the same medicine cabinet, clean as above and place back your roommate's personal items back neatly in place.
- Doors, trims, baseboards, walls and mirrors will be cleaned\*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas, to include under and behind refrigerator, toilet, etc.
- Remove all trash from common areas. Trash cans must be clean\* inside and out.
- Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc.

**Note: Soldiers not leaving Fort Uncle Sam the day they clear and need a place to stay should contact their Command Team for a Transient room.**

**Print Name:** \_\_\_\_\_

If you have any questions contact the FSBP Office at: **777-6668**

Hours: Monday – Friday, 0730 -1600

Location: George Hall - 2<sup>nd</sup> Floor - Room: A1-23

**Termination of Quarters Checklist, Sample B, Page 1 of 2**

Minimum cleaning standards for Barracks rooms PER AR 420-1		
ITEMS	Resident	PASS/Fail
<b>Floors, rugs, and installed Carpets</b>		
Sweep or Vacuum	X	
Remove stains, wax and dirt sediments	X	
Damp mop floors	X	
Clean area rugs and installed carpeting to remove dirt and spots	X	
<b>Walls and Ceilings</b>		
Remove all dirt, Cobwebs, pencil marks, food , and so forth from walls	X	
Remove all nails and hooks	X	
Remove all dirt, smudges, and other spots	X	
<b>Windows</b>		
Clean inside and outside surfaces, all windows and window frames so that they are free of spots streaks or film	X	
Clean window sills, curtain rods, blinds	X	
Remove screens, brush and wash to remove lint and dust, and reinstall	X	
<b>Doors</b>		
Remove all paper, tape, nails, gum, pencil marks, ink marks, dirt, and heavy stains on both sides	X	
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides	X	
<b>Lighting Fixtures</b>		
Ensure all fixtures have operating light bulbs	X	
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks	X	
Remove, clean, and replace globes and lamp shades	X	
<b>cabinets, closets, drawers, and shades</b>		
Remove all shelf paper, tape, staples and tacks	X	
Remove all food particles, trash, and personal items	X	
Clear and wash all surfaces so that they are free of dirt and stains	X	
<b>Mirrors</b>		
Clean to shine with no streaks	X	
<b>Radiators, pipes and heating vents</b>		
Wash radiators, pipes and vent registers	X	
Remove dirt, sediments and stains	X	
<b>Refrigerators and freezers</b>		
Defrost and wipe doors	X	
Remove all food particles, trash, and personal items	X	
Unplug and leave door open	X	
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top and area around coils	X	
Clean and replace drain pan	X	
Clean surface beneath, above and behind appliance.	X	

**Termination of Quarters Checklist, Sample B, Page 2 of 2**

Item	Resident	Pass/Fail
	X	
Move appliance away from wall for cleaning and move back after cleaning		
<b>Range</b>		
Remove all burned/crusted-on-food from accessible surfaces.	X	
Wipe down range	X	
Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks	X	
Move Range for cleaning areas under, above, behind, and on either side	X	
<b>Ventilation, air vents, and range hoods</b>		
Wipe down range hood	X	
Wipe down air vent grills, and replace filters as necessary	X	
Remove Completely grease, stains, and dirt sediments inside and outside.	X	
Clean or replace permanent filters.	X	
<b>Common area, bath room, toilet</b>		
Remove stains, lime, and mineral deposits, and excessive soap residue from all equipment	X	
clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen, sinks, and related hardware	X	
Clean wall and floor tile	X	
Polish all equipment, fixtures, and wall tiles to a streak-free shine	X	
<b>Trash Cans</b>		
Empty and remove any crusted on garbage	X	
Empty and clean	X	
<b>Upholstered furniture</b>		
Wipe down and remove stains	X	
Clean to remove lint, dust, and dirt	X	
Remove spots and stains to the maximum extent possible	X	
<b>Wooden Furniture</b>		
Wipe down and remove stains	X	
Clean to remove dust, dirt, food particles, and streaks	X	
Lightly wax outside surfaces and polish to a shine	X	
Clean doors and drawers to be free of dust, dirt, or other foreign matter.	X	
Remove drawers completely so that frames and rollers can be cleaned of dust and other particles	X	
<b>Bedsprings, box springs, and mattress</b>		
Wipe down and remove stains	X	
Clean to remove dirt, dust, and other loose matter	X	
Occupant Signature		
Inspector Signature	Date:	

## Room Condition Rating Guidelines

SAMPLE ROOM CONDITION RATING GUIDELINES				
<b>F</b> <b>S</b> <b>B</b> <b>P</b> <span style="color: red;">Program 2020</span>	DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS (Installation Name) Street Address City/State			
	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)	
K I T C H E N	CEILING	Not gouged, stained, or broken; No missing pieces.	Needs minor repairs: Some gouging, staining, broken, missing pieces; Not more than 25% area.	Needs major repairs; More than 25% of ceiling is damaged.
	WALLS	Walls are in good condition; Not gouged or stained; Conduits are concealed or covered.	Minor gouges, small nail holes, minor chips or stains requiring minor patches; Only spot/touch-up painting; Conduits exposed.	Needs major repairs; Large hole needing patching/repair; Gouges needing patching/repairs; Walls need painting.
	FLOOR	Floors are in good condition; No stains, missing or cracked/chipped tiles.	Floors have minor gouges, chips, cracks or stains; No tiles missing/need replacement.	Floors need major repairs; Tiles missing, loose, curling/lifting; Have major cracks, or impose a tripping hazard.
	LIGHT FIXTURE	80% of overhead and task lighting works.	75%-85% of the overhead and task lighting works.	Less than 75% of the overhead and task lighting is working.
	SWITCHES/ OUTLETS	All outlets grounded/GFI-rated where water may be present; All outlets work safely.	All outlets grounded/GFI-rated where water may be present, but some outlets are loose or provide erratic power.	Ungrounded outlets or outlets not GFI-grounded where water may be present; Some outlets do not work/block user.
	CABINETS	Cabinets are in good condition and do not need repair; Ample space provided.	Cabinets are in fair condition; May need minor repairs such as burn marks/minor chips less than 10"; Limited space.	Cabinets need major repair or replacement; Large chips, burn marks, worn-off finish, inadequate space.
	SINK (incl. Fixtures)	Operable & adequate water pressure and hot water; No faucet or drain pipe leaks; Water is clear.	Water pressure is low and "hot" water is lukewarm; 10%-25% of faucet leaks; Water is clear.	Very low water pressure and/or not hot water; More than 25% of faucets leak; Water is not clear/clean.
	COUNTERTOP	Countertops are in good condition and do not need repair; Ample space provided.	Countertops are in fair condition; May need minor repairs such as burn marks/minor chips less than 10"; Limited space.	Countertops need major repair or replacement; Large chips, burn marks, worn-off finish, inadequate space.
	VENTILATION/ EXHAUST FANS	Ventilation integrated into forced air system; No signs of rust evident on ventilation grills.	Fans provided and working but not integrated into forced air system; Small amount of rust apparent on grills.	Fans provided but not working; Poor/no ventilation; Rust evident on ventilation grills; Mildew or mold evident.
	APPLIANCES	All appliances are operating properly and in good condition; No repairs needed.	Appliances are used and some wear is evident, but they function properly.	One or more appliances do not function properly, need frequent repair, or are missing.
DOORS/ WINDOWS	Fully functional w/ lever handles and push/kick plates; Less than 10% damage w/ dents, gouges or stains; Hardware operates smoothly w/o difficulty; Glass, weather stripping & vapor seal between panes are intact and in good shape.	Lever handles and kick/push plates show wear, gouges, and/or chips; More than 10% but less than 25% of door/window shows dents, gouges or stains; 10%-25% of hardware does not operate smoothly or is damaged; Glass intact but weather stripping or vapor seal	Levered handles or push/kick plates need repair; More than 25% of the door shows dents, gouges or stains; More than 25% of hardware is difficult to operate or fails to latch properly; Window panes are cracked; Weather stripping or vapor seals need replace	
B A T H R O O M	SHOWER/TUB (incl. Fixtures)	Shower/tub tile or surround is in good condition; No gouges, cracks, stains, or loose/missing/broken tiles; Drain works properly and is secured in place; Faucets operate properly with good water pressure & adequate hot water.	Minor gouges, cracks or stained tile in shower/tub surround; Drain works adequately; Faucets do not leak; Water pressure is low and "hot" water is lukewarm.	Shower/tub surround tile missing, cracked or stained tile; Drain does not clear or slow open; Water pressure is very low and there is no hot water.
	MIRROR	Mirrors are in good condition with no cracks, stains, or distorted areas; Mirrors are secured to the wall.	Minor mirror distortion or small crack to corner; Adequately secured to the wall.	Mirror has crack in place other than corner(s) and/or large area of distortion; Not adequately secured to the wall.
	LINEN/CABINETS	Bathroom accessories for soap, toilet paper and towels are present, in good condition, and accessible; Less than 25% need repair.	Bathroom accessories for soap, toilet paper and towels are available but difficult to access and/or 25%-25% need repair.	More than 25% of bathroom accessories for soap, toilet paper and towels are missing, broken, or loose, and need major repairs.
	COMMODE	Sanitary waste system is in good condition; Commode operates well, free of cracks/leaks; Does not run excessively long after flushing.	Sanitary waste system is in adequate condition; Commode operates adequately and does not run for more than 30 sec. after flush; Only has minor stains or cracks.	Sanitary waste system shows evidence of seepage or back-up; Commode has major cracks/stains and continues to run for more than 30 seconds after flushing.
	SINK (incl. Fixtures)	Faucets operate properly and do not leak; Adequate water pressure and ample hot water; Drainage system does not back and sink and stopper works; Sink is not cracked, chipped or stained; Water is clear.	Faucets operate without excessive leaks; Low water pressure; "Hot" water is lukewarm; Sink stopper allows some water to drain; Drainage system has minor stripping; Minor cracks/stains.	More than 25% of faucets leak at the handle or under the sink; Water pressure is very low and there is no hot water; Sink stopper does not hold water; Drainage system leaks under the sink; Cracks or stains present; Water is discolored/non-potable.
INSPECTOR'S SIGNATURE		DATE OF INSPECTION		
X:				

## Room Inspection

**F**IRST  
**S**ERGEANT'S  
**B**ARRACKS  
**P**rogram 2020

### Sample Room Inspection

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
DIRECTORATE OF PUBLIC WORKS (Installation Name)  
Street Address  
City/State



Soldier's Name & Grade: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Bldg/Room #: \_\_\_\_\_

		Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)	Condition Code 1/	Needs Repair?	Description of Maintenance Required
<b>K I T C H E N</b>	CEILING						
	WALLS						
	FLOOR						
	LIGHT FIXTURE						
	SWITCHES/OUTLETS						
	CABINETS						
	SINK (Incl. Fixtures)						
	COUNTERTOP						
	VENTILATION/EXHAUST FANS						
APPLIANCES							
<b>B A T H R O O M</b>	CEILING						
	FLOOR						
	WALLS						
	DOOR						
	TRIM						
	EXHAUST FAN						
	HARDWARE (Towel bar, soap)						
	SHOWER/TUB (Incl. Fixtures)						
	MIRRORS						
	LAV/CABINETS						
	COMMODO						
	LIGHT FIXTURE						
SINK (Incl. Fixtures)							
SWITCHES/OUTLETS							
<b>B E D R O O M</b>	CEILING						
	WALLS						
	FLOOR						
	DOOR (INCL. LOCKS)						
	TRIM						
	WINDOW						
	SCREENS						
	LIGHT FIXTURE						
	SWITCHES/OUTLETS						
	CURTAINS/BLINDS						
	BASEBOARDS/WOODWORK						
	CLOSET SHELVING						
	COMMUNICATIONS OUTLETS						
SMOKE DETECTOR							
CEILING FANS/S							
1/ BR=Broken; BU = Burned; CH = Chipped; CR = Cracked; D = Dirty; DA = Damage; FWT = Fair Wear & Tear; MI = Missing; MO = Mold; NH = Nail Hole; NP = Needs paint; O = Other; S = Soiled; SC = Scratch; SP = Spot; ST = Stained; TO = Torn; WA = Warped							
THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND BUILDING MGR.							
OCCUPANT'S SIGNATURE				DATE OF INSPECTION		FACILITY MANAGER'S SIGNATURE	
X:						X:	

Suggestion: include columns for both the Service Member and inspector to reconcile any differences on condition codes

***Duty Appointment Memo***

IMSE-STW-PWH	DATE
MEMORANDUM FOR DISTRIBUTION	
SUBJECT: Duty Appointment	
1. Effective DATE, Full Name is assigned the following duty. KEY CONTROL CUSTODIAN	
2. Effective DATE, Full Name, is assigned the following duty. ALTERNATE KEY CONTROL CUSTODIAN	
3. authority: AR 190-51.	
4. Purpose: to carry out duties as outlined in the above reference.	
5. Period: Until officially relieved or released from appointment or assignment.	
6. Special Instructions: N/A	
7. POC for this memo is the undersigned	
Signature Block	

Suggestion: include a distribution list on the bottom of this memorandum, such as:

DISTRIBUTION:  
INDIVIDUAL: 1  
UNIT: 1  
UH Manager: 1  
DPW: 1





**Between Occupancy Maintenance (BOM) Inspection Form**

SAMPLE BETWEEN OCCUPANCY MAINTENANCE INSPECTION			
<b>F</b> IRST <b>S</b> ERGEANT'S <b>B</b> ARRACKS <b>P</b> rogram <b>2020</b>	DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS (Installation Name) Street Address City/State		
Building/Room #:	_____		
Inspected By:	_____		
<i>Directions: Check or circle the appropriate condition upon inspection.</i>			
	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
PAINT	Clean	Partial Room Needs Paint	Entire Room Needs Paint
CLEANING	No Cleaning Required	Moderate Cleaning Req'd.	Complete Cleaning Req'd.
FURNISHINGS: # of Pieces to Repair	None	Minimal	> 10%
FURNISHINGS: # of Pieces to Replace	None	Minimal	> 10%
APPLIANCES	Clean & Fully Operable	Working - Cosmetic Dmg.	Repair or Replace
SMOKE DETECTOR	Fully Operable	Repair/Replace	-
COMMODE	Clean & Fully Operable	Minor Repair	Replace
TUB	Clean & Fully Operable	Minor Repair	Replace
VANITY	Clean & Fully Operable	Minor Repair	Replace
CABINETS/COUNTERS	Clean	Minor Repair	Replace
WINDOW TREATMENTS	Clean	Minor Repair	Replace
HVAC	Fully Operable	Minor Repair	Replace
ELECTRICAL SWITCHES/OUTLETS	Fully Operable	Minor Repair	Replace
PLUMBING FIXTURES	Fully Operable	Minor Repair	Replace
FLOORING	Clean	Minor Repair	Major Repair or Replacement
# of Service Orders (Minor Repairs)	0 - 2	3 - 5	5+
# of Service Orders (Major Repairs)	0	0	1+
OVERALL ROOM RATING	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
<p><i>Room should be rated "Outstanding" if less than 3 service orders for minor repairs AND no service orders for major repairs.</i></p> <p><i>Room should be rated "Satisfactory" if there are 3-5 service orders for minor repairs AND no service orders for major repairs.</i></p> <p><i>Room should be rated "Unsatisfactory" if there are more than 5 service orders for minor repairs AND/OR 1+ service orders for major repairs.</i></p>			
INSPECTOR'S SIGNATURE	DATE OF INSPECTION		
<b>X:</b>			

**Liability Statement**

**LIABILITY STATEMENT FOR DAMAGE TO ASSIGNED HOUSING**

Under Public Law 10 USC 2775, as implemented in AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when resident clears/moves out of assigned room. This notice explains the rules, which apply to unaccompanied personnel housing. Please read carefully and keep a copy for your records. You could be held pecuniarily liable for your Government housing, appliances, or furnishings that are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or your guest act carelessly and you do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting unauthorized business in the housing unit.

1. A Soldier's liability IAW AR 735-5 for damage to assigned housing and related equipment and furnishings is limited to one month's base pay unless the damage or loss was the result of the Soldier's gross negligence or willful misconduct. You are grossly negligent if you act in a reckless or willful manner, or if you are aware that your guests are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of guests and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage you are grossly negligent and will be charged for the full amount of the loss. You are not liable for damage due to fair wear and tear, or caused by an act of God or by the acts of persons other than your guests.

2. During multiple occupancy of a room, the senior ranking Soldier will sign for the appliances and government-owned furniture located in the common areas. The senior ranking soldier is liable for any damages or destruction within the common area and is held financially responsible for the repairs and/or the replacement of signed property. During single occupancy of a room the occupant is responsible for complete room inventory.

3. The parties assigned to each living area are BOTH responsible for damages or destruction to the appliances and government-owned furniture located in the common areas. Both individuals will take a 50/50 monetary responsibility to replace or repair the property. During single occupancy in 2+1 configured rooms, occupants will be responsible for complete room inventory.

I have read and understand the policy herein.

Service Member Name \_\_\_\_\_

Service Member Signature \_\_\_\_\_

Room# \_\_\_\_\_ Date: \_\_\_\_\_

**Unaccompanied Housing (UH) Management Resident Survey**

**UNACCOMPANIED HOUSING (UH) MANAGEMENT RESIDENT SURVEY**

Building Number: \_\_\_\_\_ (Optional)      Room Number: \_\_\_\_\_ (Optional)  
 Resident's Name: \_\_\_\_\_ (Optional)

**Customer Service: 1 = Poor      2 = Fair      3 = Average      4 = Good      5 = Excellent**

1	The room assignment process was quick and thorough	1	2	3	4	5	N/A
2	I was provided with a copy of the Standing Operating Procedures, keys and/or codes, and instructions for mail delivery.	1	2	3	4	5	N/A
3	The UH management personnel treated me with courtesy, respect, and answered my questions.	1	2	3	4	5	N/A
4	The UH management staff performed a joint inspection of my room with me, ensuring keys and/or codes worked properly, appliances were in good working order, and the room was in good maintenance condition.	1	2	3	4	5	N/A
5	My maintenance service order was resolved in a timely manner.	1	2	3	4	5	N/A
6	The maintenance personnel were courteous and professional.	1	2	3	4	5	N/A
7	The maintenance personnel cleaned after themselves when the service was completed	1	2	3	4	5	N/A
8	The UH management staff reviewed the room furnishings and appliances with me and identified deficiencies in conditions before I signed the hand receipt.	1	2	3	4	5	N/A
9	The furnishings were correctly identified on my hand receipt and in good condition.	1	2	3	4	5	N/A
10	The UH management staff assisted me with my request for facility and/or furnishings maintenance.	1	2	3	4	5	N/A
11	Does the quantity of furnishings in your room meet your personal needs? If no, please provide comments.	Yes		No		N/A	
12	Does the types of furniture; e.g. desk, lamp, chest of drawers in your room meet your personal needs? If no, please provide comments.	Yes		No		N/A	

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check the box if you would like the NCOIC to contact you and provide your name and contact info.

Telephone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

-----HOUSING DIVISION USE ONLY-----

a. Total score: (sum total scores 1 through 10 above) \_\_\_\_\_

b. Total score possible: 50

c. Calculate a / b = Total Score: \_\_\_\_\_

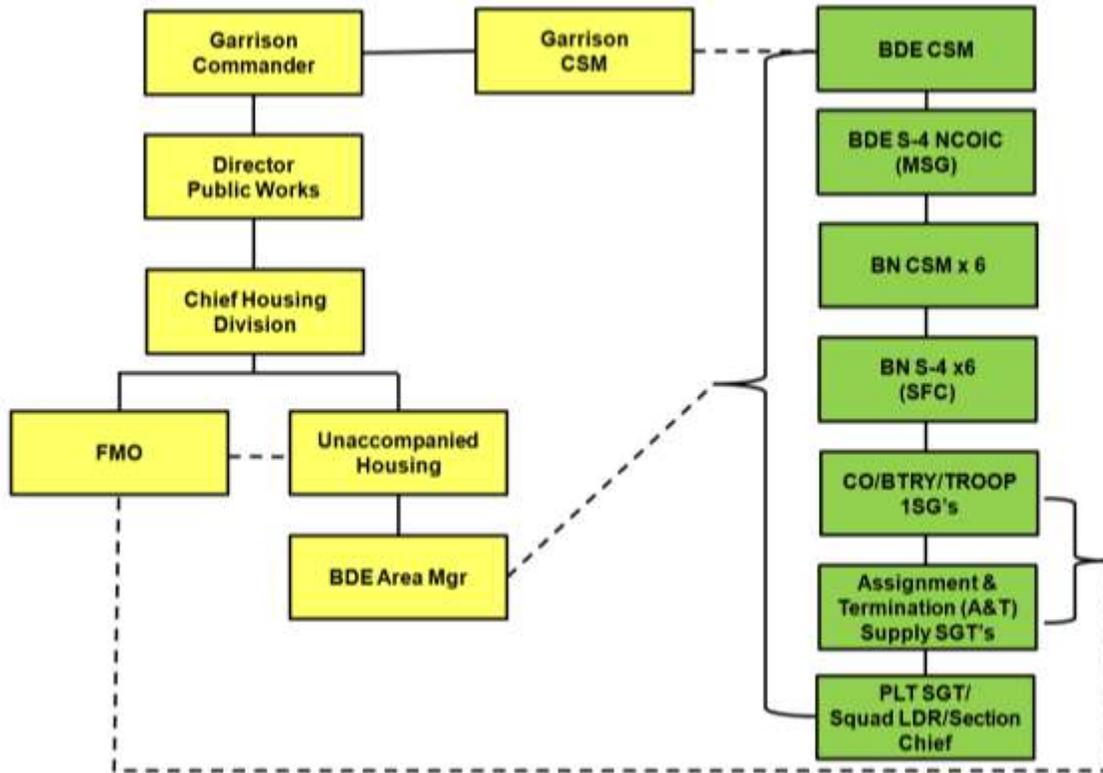
## Appendix E – Roles & Responsibilities Defined

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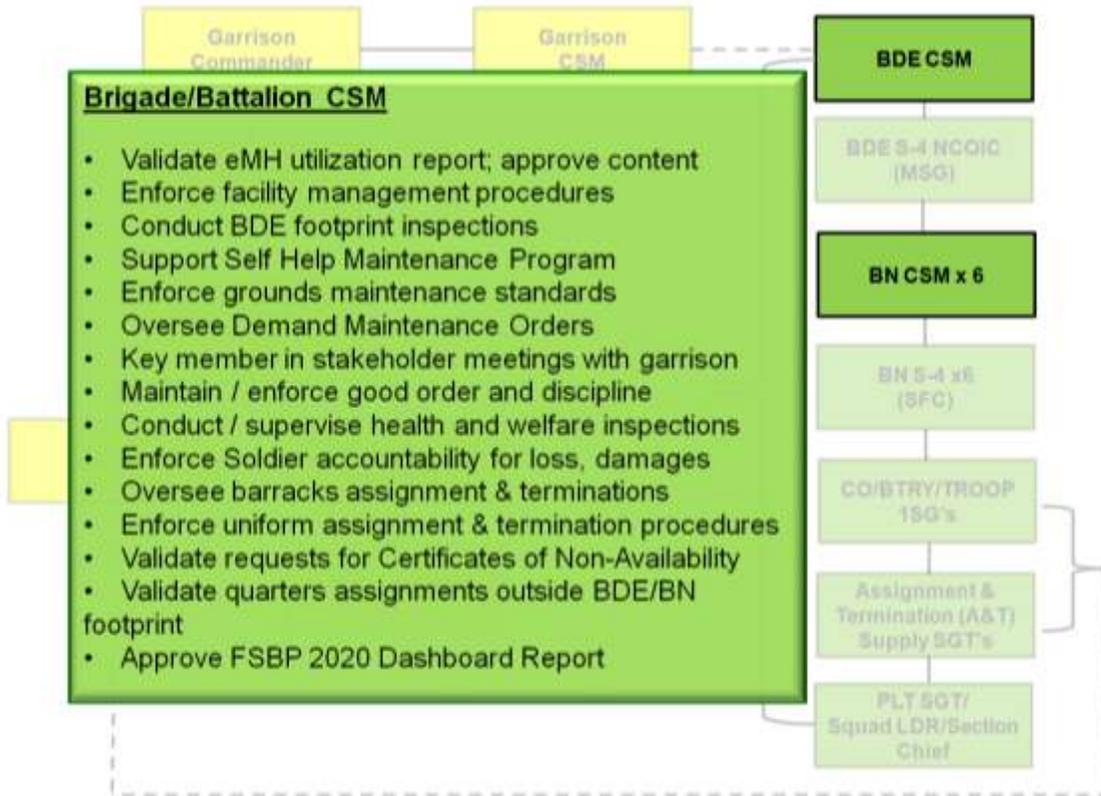
**UH Responsibilities (ALARACT Appendix B)**

First Sergeants Barracks Program		
Military/Tenant Unit	Garrison (GC, Garrison CSM, DPW)	
	Unaccompanied Housing Office	DPW
<p><b>Facility Management:</b>  <b>Inspections / Maintenance &amp; Repair (M&amp;R):</b>                      Preventive Maintenance Building Inspections                      Maintenance Self Help                      Grounds Maintenance (≤ 50' from Building)                      Initiate &amp; Track Work Orders / Service Orders</p> <p><b>Housing Program Management:</b>  <b>Administration:</b>                      Participate in Routine Partnering Sessions with Garrison &amp; Unit Leadership</p> <p><b>Service Member Services:</b>                      Maintain Barracks Good Order &amp; Discipline                      Health &amp; Welfare Inspections                      Command &amp; Control (C2)</p> <p><b>Property Management:</b>  <b>Administration:</b>                      Initiate Collections for Facility &amp; Furnishings Damages &amp; Loss                      Furnishings Serviceability Actions                      Furnishings Replacement Requests                      Initiate Certificate of Non-Availability (CNA) Requests                      Common Area Hand Receipt Holder                      Building &amp; Furnishings Hand Receipt Holder</p> <p><b>Service Member Services:</b>                      Room Assignments &amp; Terminations                      Issue Room Furnishings Hand Receipts (HRs)                      Furnishings 1 for 1 Replacement Moving &amp; Handling                      Assignment Outside of Unit Footprint                      Issue Room Keys                      Lockout Room Access                      Common Area Custodial* (Excluding WTU Barracks)                      Room Check-in/out Inspections</p>	<p><b>Facility Management:</b>  <b>Planning:</b>                      Input to Annual &amp; Long Range Work Plans</p> <p><b>Administration:</b>                      UO Work Order Review                      Review of Diversion / Conversion Requests</p> <p><b>Housing Program Management:</b>  <b>Planning:</b>                      Determine Construction &amp; Leasing Requirements                      Analyze &amp; Review Units' Barracks Footprints                      Budget Sub Activity Group (SAG) 131</p> <p><b>Administration:</b>                      Housing Policy (Perm Party, Training, &amp; Transient)                      Certificate of Non-Availability (CNA) Processing                      Geographical Bachelor Management                      Temp Lodging Allowance (TLA) / Temp Lodging Expense (TLE) Processing                      Barracks Utilization Reporting                      Training Units on UH program, policies, and eMH system                      ISR-S Evaluation                      Lead Routine Partnering Sessions with Garrison &amp; Unit Leadership                      Contracting Officer's Representative / Quality Assurance for Furniture, Appliances, &amp; Drayage                      Furnishings Management - Requisition, Issue, Turn-in, Repair, Disposal, Warehousing, Accountability, etc.                      Cyclical Furnishings Inventories (warehouse, HRs)                      Whole Barracks Furnishings Replacement                      Provide Replacement Furnishings Requirement to HQ IMCOM                      Furnishings Budget &amp; Future Programs</p> <p><b>Property Management:</b>                      Single Sr. NCO / Officer UH Mgmt</p>	<p><b>Facility Management:</b>  <b>Planning:</b>                      Prepare Annual &amp; Long Range Work Plans                      Barracks Major Project Management / DD1391                      Master Planning                      4L Inspections                      ISR-I Inspections                      Budget Sub Activity Group (SAG) 132</p> <p><b>Administration:</b>                      Inspections Oversight                      Issue Training &amp; Transient Barracks Facility Hand Receipts                      Facilitate Leasing Execution (with HQ USACE)                      Diversion / Conversion Processing                      Collection Processing for Facility Damages                      Key Control</p> <p><b>Inspections / Maintenance &amp; Repair (M&amp;R):</b>                      Service Order Execution                      Work Order Execution                      Supplies or Funding for Maintenance Self Help</p> <p><b>Property Management:</b>                      Common Area Custodial of WTU Barracks</p>

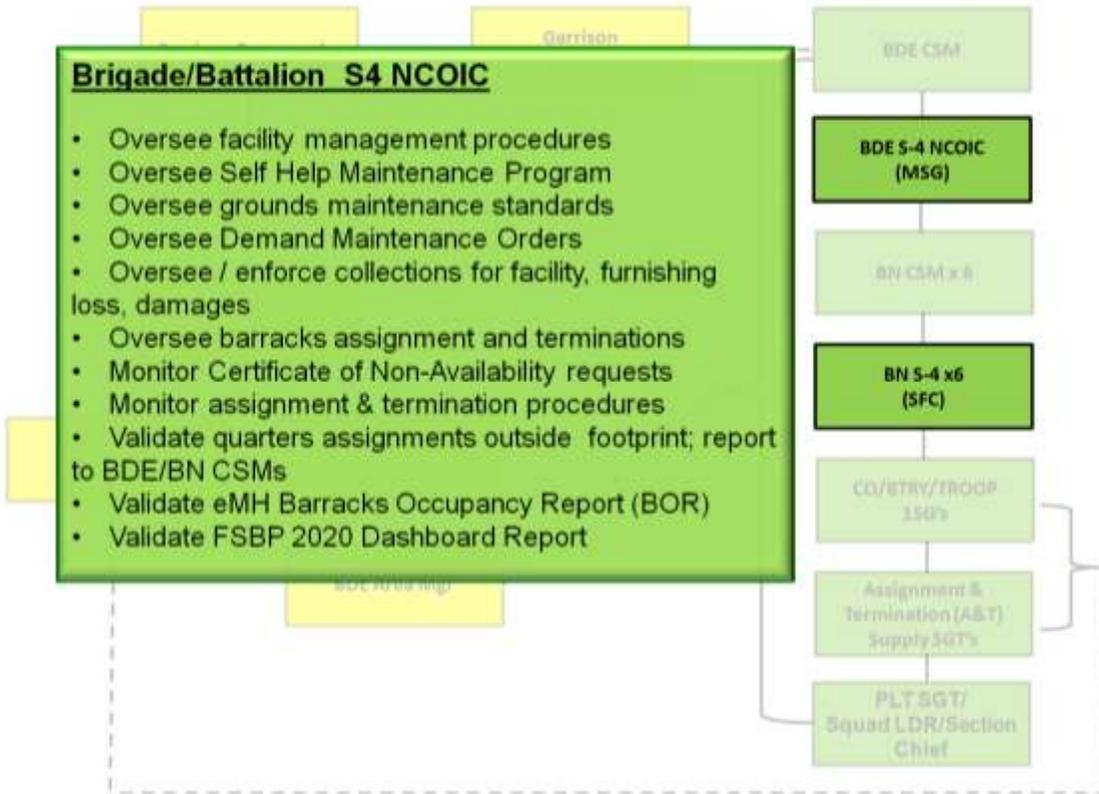
### Garrison/Unit Structure



## *Brigade/Battalion CSM*



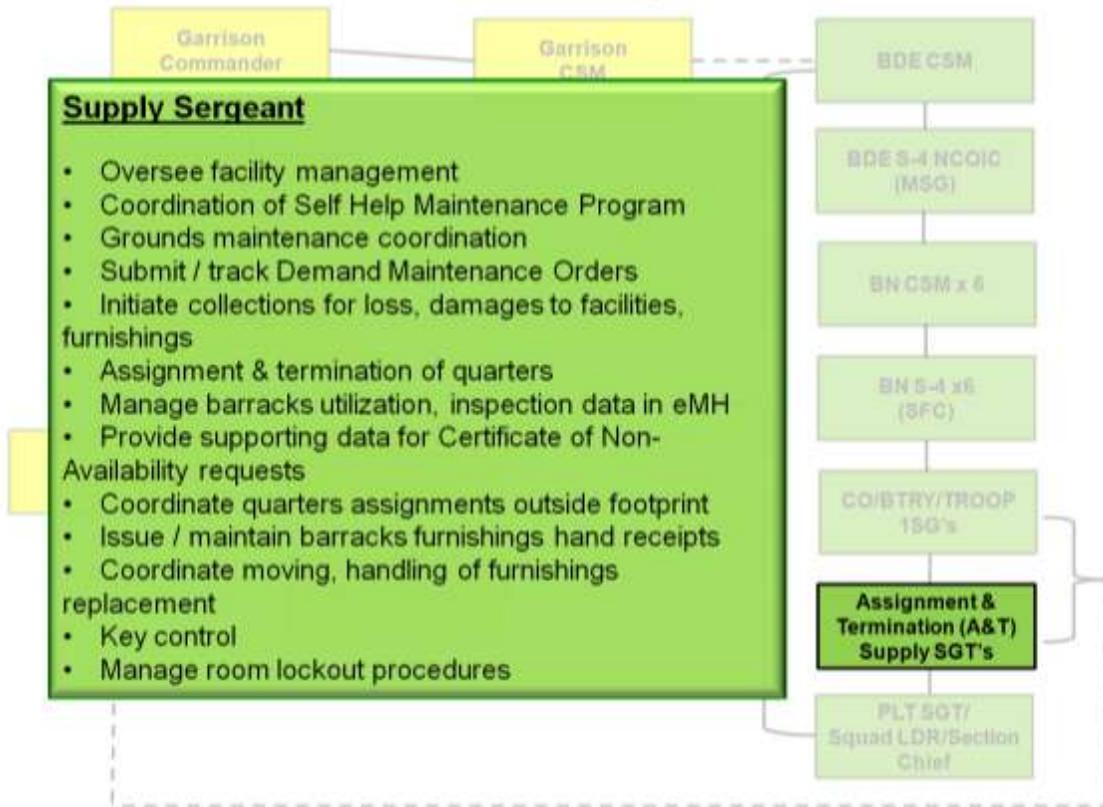
**Brigade/Battalion S4 NCOIC**



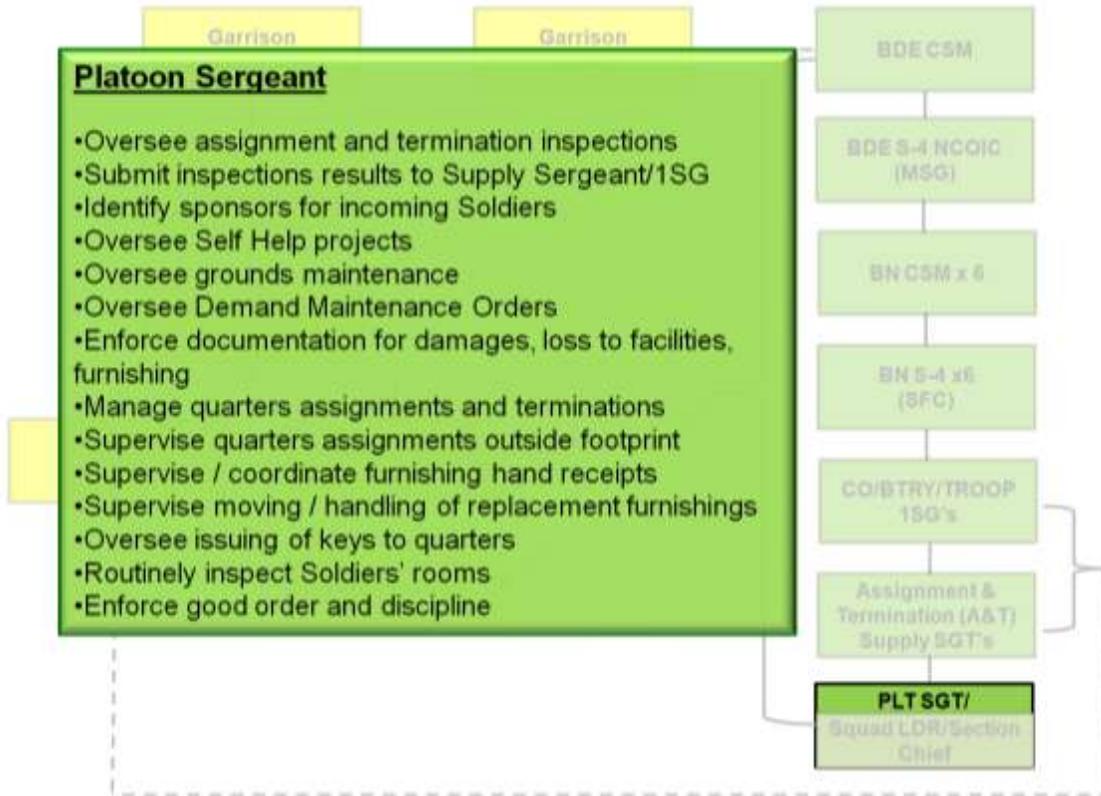
## *Company Commander/First Sergeant*



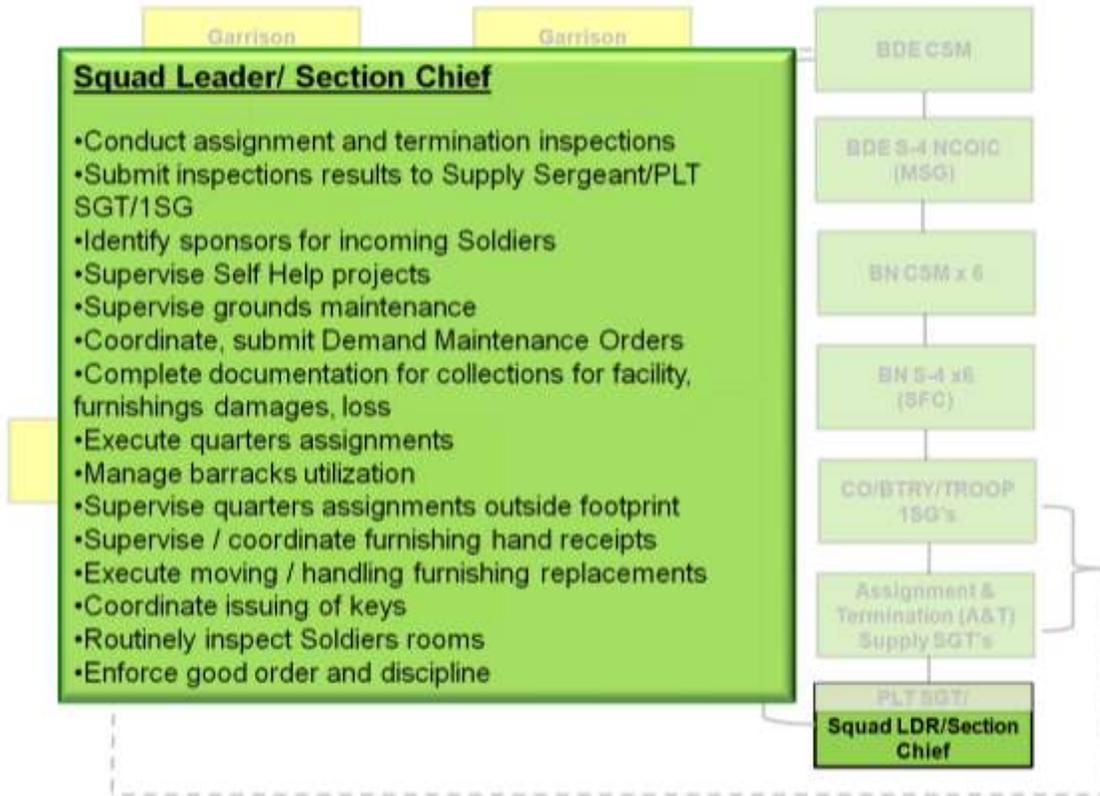
## *Supply Sergeant*



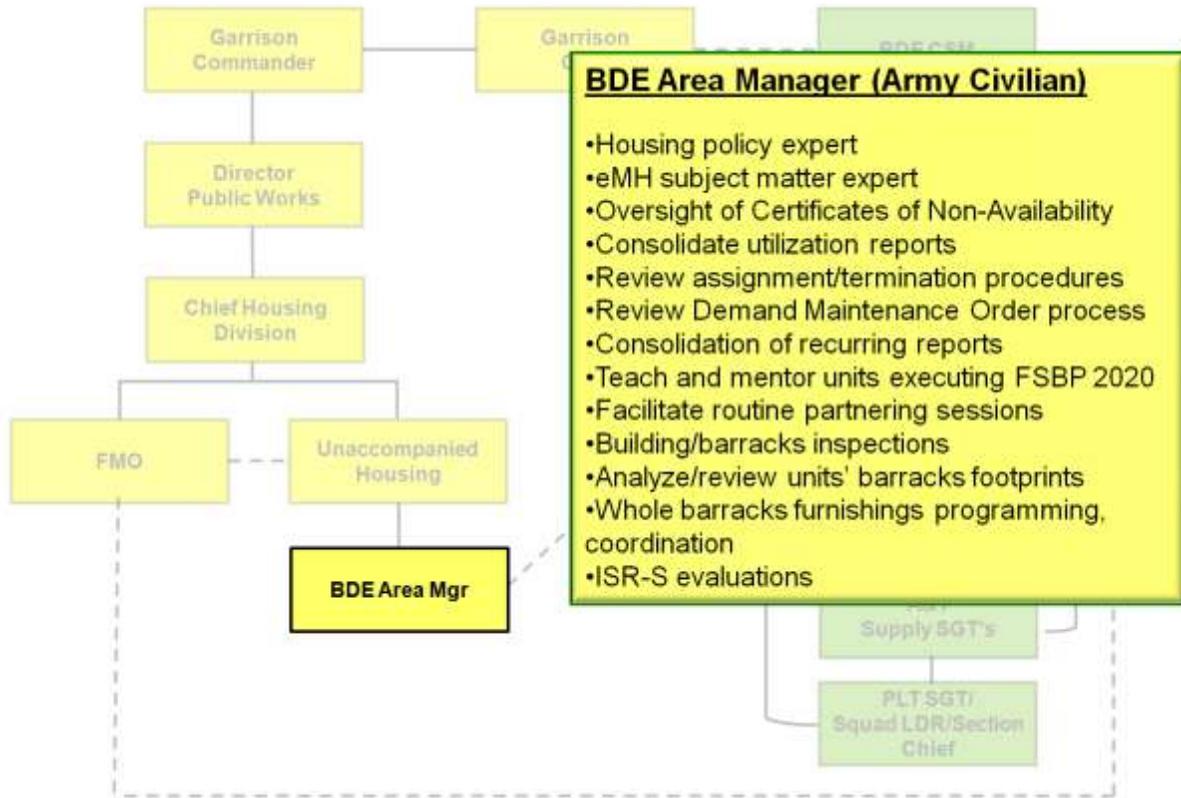
## *Platoon Sergeant*



## *Squad Leader/Section Chief*



**Brigade Area Manager (Army Civilian)**



\*\* This position is part of the Housing Office