



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

IMME-PW

DEC 31 2013

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES:

- a. Army Regulation 420-1, Army Facilities Management, 12 Feb 08 (RAR 24 Aug 12)
- b. Army Regulation 735-5, Policies and Procedures for Property Accountability, 28 Feb 05
- c. ALARACT 201/2012, HQDA EXORD 261-12 First Sergeants Barracks Program (FSBP) 2020, 30 Jul 12
- d. Installation Management Command OPORD 12-282 implementation of Operations of the First Sergeants Barracks program (FSBP) 2020 and Identification of Roles and Responsibilities, 30 Jul 12
- e. FGGM 420-7, Director of Emergency Services Installation Fire Regulation, 1 Jun 10
- f. FGGM 190-13, Military Police Physical Security, 01 Aug 12
- g. FGGM Bachelor Housing, Notice of Rights and Responsibilities, 1 Nov 10

2. PURPOSE: To establish policies and procedures for operating unaccompanied personnel housing under the First Sergeants Barracks Program 2020.

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

4. POLICY: Unit Commands, as identified (Encl 1), are responsible for assignment and termination of quarters, key control, coordination of maintenance and repair of the facility, property accountability, maintenance of hand receipts, ordering cleaning supplies, and maintaining the Unaccompanied Personnel Housing (UPH) Barracks

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Management Software Program (eMH). A complete list of unit responsibilities is attached (Encl 2). Bona fide bachelors are given priority for assignment to quarters. Assignment of all other personnel will be on a space available basis. Personnel other than bona fide bachelors will be advised in writing that they may be required to vacate quarters for personnel of a higher priority upon thirty days notice.

a. The Chain of Command may refer individuals to be placed in UPH for extenuating circumstances for a 72 hour period. This action must be approved by the Deputy to the Garrison Commander or the Garrison Command Sergeant Major.

b. Commanders have the discretion to alter billeting assignments to accommodate concerns of individuals on a case-by-case basis, where it is in the interest of maintaining morale, good order and discipline, and is consistent with performance of the mission.

c. It is the responsibility of the Chain of Command to ensure service members comply with guidelines set forth in this policy memorandum. Additionally, it is the responsibility of the Chain of Command to ensure discipline, control, and supervision of service members assigned; to perform room inspections and common area inspections to maintain health and welfare of service members; and to ensure rooms and common areas are maintained in a high state of cleanliness.

5. PROCEDURES: Eligible service members will report to their Assigned Unit. The Assigned Unit will contact the Responsible Unit identified (Encl 1) to be assigned quarters. Upon assignment to quarters, the Responsible Unit will provide:

a. Assignment to Quarters Orders.

b. Notice of "Rights and Responsibilities," (obtain service member's signature), hand receipt of furniture and furnishings.

c. Checklist of condition of quarters.

d. Key to room and outside door lock system.

e. Procedures for repairs and maintenance, key control, and lock out procedures.

f. Damage cost estimate sheet (furnishings and quarters). The Responsible Unit will conduct an inventory with each occupant upon check-in and clearing barracks rooms.

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g. Other pertinent information as required (i.e., mailroom procedures and key issue).

h. Service members have the responsibility to inform the Responsible Unit anytime there is a change to hand receipts for furniture or room condition.

i. All efforts to accommodate Warriors in Transition in accordance with (IAW) Department of the Army guidance.

j. Termination: Upon receipt of clearance papers (Permanent Change of Station or Expiration Term of Service) or change in marital status, the service member will notify Responsible Unit. The Unit will then schedule a final inspection of quarters at which time room and furnishings will be inspected for damages. Upon final termination of quarters, the service member must remove all personal items from the room, ensure the room is in a high state of cleanliness, defrost the refrigerator, and return room and mailbox keys. If damages to the facility, furniture or furnishings are determined to be caused by the service member, the service member may request a financial liability investigation or be given the option of payment IAW set damage cost estimates. The service member will be provided a copy of the applicable document. Responsible Unit will provide the service member's termination of quarters order.

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

(1) Alcohol: Occupants will comply with Maryland law governing the legal consumption of alcohol. Service members residing in the barracks on Fort Meade will be restricted to two six packs of beer, or two bottles of wine, or one six pack and one bottle of wine, or one six pack (or one bottle of wine) and one bottle of liquor/spirits. A six pack is defined as any combination of up to six bottles or cans of beer totaling no more than 96 oz; and a bottle of wine or liquor defined as 750ML. Liquor/spirits defined as anything over 20% alcohol or 40 Proof, anything less than this will be considered as a bottle of wine for the purposes of this memorandum. Tenant Commanders may further restrict the members of their units, but those restrictions will not apply to other service members who reside in that commander's barracks but for which they do not have UCMJ authority for. Tenant Commanders (O3) can provide written exemptions to this alcohol policy on a case by case basis for barracks residents.

(2) Appliances: Government issued refrigerators and microwave ovens will be provided.

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

(b) Use of window mounted air conditioners are not authorized IAW AR 420-1 unless an Exception to Policy is granted by the Barracks Manager.

(c) The use of hot plates, broilers, grills, electric frying pans, or other food preparation appliances not provided by Unaccompanied Housing Office, is prohibited in all building and facilities. Exception will be made for facilities designed for cooking.

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

(4) Day Room Equipment: Television station-majority rules (if the majority of personnel in the room want to watch one particular program, they may do so as a consensus). Recreational equipment should be used, not abused; damage to equipment may result in financial liability.

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

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

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

(8) Lost Keys or Lockout: Report to the Responsible Unit, for issuance of new keys Monday through Friday, 0730-1600 hours. In the event of lockout after hours, individuals will contact the Responsible Unit 1SG.

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In emergency situations, The Directorate of Emergency Services number is located on the front door. Upon issuance of a lost key, the occupant will be advised that new replacement keys will be made. All keys lost or stolen will be purchased by the occupant or charges for additional replacement keys incurred.

(9) Mail: Occupants will be voluntarily assigned post office boxes located on first floor of building. Incoming mail delivery will be made Monday through Friday (excluding holidays and training days). Federal Express should be addressed to the respective unit.

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

(11) Pets: No pets, with the exception of fish, are allowed. Pre-authorization for fish tanks and equipment is required by the Responsible Unit.

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

(13) Weapons: Privately owned firearms (POF) will not be carried into or stored in any troop barracks or transient quarters. Such firearms and ammunition will be stored in the designated arms room of the unit to which the individual is assigned, attached, or on temporary duty. Individuals will withdraw POF from the designated arms room only with the prior approval of the individual's commander or the commander's authorized representative. Individuals will follow the arms room property custody procedures when withdrawing property from the arms room.

(14) Quiet Hours: Sunday through Thursday 2200-0630; and Friday through Saturday 2400-0900.

(15) Room Cleanliness: Occupants are required to maintain their living quarters in a high state of cleanliness. Unit Commanders should perform routine health and welfare inspections. Floors will be kept free of food and stains and should be swept or

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vacuumed regularly. Furniture will be free of dust, stains, and spills. Refrigerators must be defrosted frequently with no frost buildup, and food must be kept in sealed containers. Storage of personal items on top of cabinets is prohibited. Walls will be kept free of marks and cobwebs. Windows and mirrors should be clean and streak free. Bathrooms should be free from soap build-up, mildew, dirt, and grime.

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

(17) Smoke, Heat, and Carbon Monoxide (CO) Detectors

(a) All detectors will be installed and maintained as per applicable National Fire Protection Association criteria.

(b) These detectors will not be tampered with, and if malfunctioning, will be reported to the Responsible Unit or DPW to be repaired.

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

(d) Any occupant that tampers with any of the listed or installed detectors will be subject to civil and criminal penalties pursuant to applicable law. Penalties may include, but are not limited to, fines, imprisonment, and eviction.

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

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

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(20) Storage of Household Goods: Occupants desiring non-temporary storage of excess household goods will submit a written request to Responsible Unit for a memorandum to transportation requesting storage of excess household goods at the government's expense.

(21) Work Orders: Occupants may submit work orders to the Responsible Unit; or place work orders in drop boxes located on each floor, or contact the management office front desk by phone or in person Monday-Friday, 0730-1600, to report maintenance problems or requests within living areas. Responsible unit will collect work orders daily and submit work requests to the DPW work reception. For maintenance emergencies during non duty hours, contact the Directorate of Public Works emergency number (301) 677-1629.

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

6. PROPONENT: The proponent for this policy is Directorate of Public Works; Fort Meade, MD.

7. EXECUTION: This policy memorandum is punitive for service members. A service member violating this policy memorandum is subject to punishment pursuant to the Uniform Code of Military Justice or adverse administrative action. Civilians, to include visiting Family members, are subject to adverse administrative action for violating this policy memorandum. The Fort George G. Meade Directorate of Emergency Services may escort civilians off the installation and initiate debarment from the installation for violations. Barracks residents are responsible for the behavior and conduct of their guests, and may be held financially liable for any damage or destruction of government property caused by their guests.

2 Encls

1. Unit Command List
2. UPH Responsibilities

DISTRIBUTION:

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BRIAN P. FOLEY
Colonel, Signal Corps
Commanding