

Installation
FIRST SERGEANT'S BARRACK'S PROGRAM (FSBP)

Summary. This publication provides guidance and information on the First Sergeant's Barracks Program, Fort Sill, Oklahoma.

Applicability. This publication applies to all Fort Sill organizations.

Supplementation. Supplementation of this regulation is prohibited, without prior approval by Directorate of Public Works (DPW), 1950 Bateman Road, Fort Sill, Oklahoma 73503.

Suggested Improvements. The proponent of this regulation is the DPW. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPW.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications2012.html>.

Table of Contents

		Paragraph	Page
Chapter 1	Introduction		2
	Purpose	1-1	2
	References	1-2	2
	Explanation of Terms	1-3	2
	Records Management	1-4	2
	Enforcement	1-5	3
	Concept	1-6	3
Chapter 2	Responsibilities		4
	General	2-1	4
	Visitation	2-2	4
	Military Housing Liaisons and Barracks Contacts	2-3	4
	Barracks Room Assignment	2-4	5
	Room Standards	2-5	6
	Energy Conservation	2-6	10
	Laundry Facilities	2-7	10
	Environment	2-8	10
	Smoking	2-9	10
	Vehicles/Recreational Vehicle Parking	2-10	11

	Fire Prevention	2-11	11
	Emergency and/or Hazardous Situations	2-12	12
	Occupant Courtesy	2-13	12
	FSBP Maintenance & Services	2-14	13
	Barracks Room Termination	2-15	13
	Mass Termination for Deployment	2-16	14
	Mass Assignment for Redeployment	2-17	14
	Cool-Off Rooms	2-18	14
Chapter 3	Basic Allowance for Housing		14
	Single Rate BAH	3-1	14
	CNA Questions	3-2	15
Figure 1	Checklist Sample		17
Figure 2	Inspection Check List Sample		18
Appendix A	References		20
Glossary	Abbreviations		22

* This regulation supersedes Fort Sill Regulation 210-9, Centralized Barracks Management, 6 October 2011

Chapter 1 Introduction

1-1 Purpose. The purpose of this regulation is to improve quality of life for single Service Members through First Sergeant's Barracks Program (FSBP).

a. This document does not relieve commanders of their responsibilities to provide for the health, morale, welfare, discipline, and training of every Service Member entrusted to their commands.

b. Fort Sill is committed to treating all Service Members with dignity and respect to which every Service Member is entitled. The objective of FSBP is to treat our Service Members as mature men and women who have made a voluntary commitment to the Army and the nation. This regulation applies to all Fort Sill barracks facilities except initial entry training Service Member barracks.

1-2. Reference. Required and related publications and forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the Glossary.

1-4. Records Management. Records created as a result of processes described by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, the Army Records Information Management System website: (<http://www.arims.army.mil>).

1.5. Enforcement. Violations described in portions of this regulation may be punishable under Article 92, (failure to obey order or regulation), of the Uniform Code of Military Justice (UCMJ).

1-6. Concept. FSBP is the Department of the Army's program that transfers the responsibility of the day-to-day operations of the barracks from the Unaccompanied Personnel Housing staff to the assigned Brigade representatives. FSBP will standardize the management of the barracks Army wide. FSBP operation and team duties include: assignment/termination of rooms, issuing room keys, collecting for damages beyond non-fair wear and tear, insuring room furnishings hand receipts, pick-up and delivery of replacement furniture, and identifying, tracking, and ordering requirements for maintenance for between-occupancy. The FSBP goal is to improve the quality of life for single Service Members, improve barracks utilization rate, reduce the number of Service Members needlessly collecting Basic Allowance for Housing, manage vacant barracks spaces during deployments, and holding individual Service Members accountable for damages.

a. Commanders are responsible to ensure high standards of readiness, accountability, and cleanliness is maintained in the single Service Member rooms, common areas, building grounds, and work areas by conducting regular checks of individual rooms and common areas. **They will conduct periodic scheduled and unannounced health and welfare inspections of their Service Member's quarters and facilities.** Commanders can inspect rooms of Service Members assigned to their units as well as Service Members living in barracks they are responsible for. Any Service Member's room is also subject to inspection at the direction of the Garrison Commander. Commanders will ensure that all members of the command adhere to the standards prescribed herein. It is the responsibility of each commander to ensure that our Service Members understand the importance of providing optimum care and security for the barracks. To assist in this process the commanders will establish a written policy that clearly defines resident responsibilities in the room, in common areas, and building grounds. Commanders also are responsible for the accountability and maintenance of all common use dayrooms and furnishings (Figure 2). Nothing in this regulation is intended to limit the inherent authority of a commander. Commanders continue to maintain their authority to issue orders and restrictions necessary to maintain good order and discipline to protect the safety, welfare, and security of their Service Members.

b. Service Members are expected to read and comply with this regulation, perform all duties as directed in a timely manner; respect and maintain all areas in accordance with (IAW) standards; ensure that all personnel and military property are properly secured; and perform additional common area maintenance tasks as assigned by their chain of command.

Chapter 2 Responsibilities

2-1. General. All E-5 and below single and/or unaccompanied Service Members assigned to Fort Sill are required to reside in their unit's barracks footprint. Service Members may be released from this requirement if an Exception to Policy (ETP) request is approved by the Garrison Commander. The ETP request will be provided to the Unaccompanied Personnel Housing Branch for consideration and forwarded to the Garrison Commander.

2-2. Visitation. With limited restrictions, Service Members residing in Unaccompanied Personnel Housing (UPH) may have visitors of either sex. When more than one Service Member resides in the room, they must jointly agree to visitation prior to the visit. The rights of privacy take precedence over visitation and all Service Members in barracks must be afforded private time during each day when no visitors are present. The following restrictions apply and visitation hours are:

- a. Monday thru Thursday: 1700-2400; Friday: 1700-0200, Saturday: 1000-0200, Sunday: 1000-2400.
- b. A legal parent or guardian must accompany any nonmilitary visitor under the age of 18 and not a member of the Service Member's immediate family (brother, sister, or spouse).
- c. Service Members are responsible for their visitors' actions in UPH. Service Members will **ensure visitors sign in/out at the Staff Duty/CQ desk.**
- d. Cohabitation is strictly prohibited. Cohabitation means that visitors may not take up even short-term residence in the barracks. Children are NOT allowed in the barracks.
- e. Accompany all visitors at all times.
- f. A visitor is defined as any military/nonmilitary person.

2-3. Military Housing Liaisons and Barracks Contacts.

a. Each brigade requiring barracks space will coordinate barracks requirements through the Directorate of Public Works, Unaccompanied Personnel Housing (UPH) Branch. Each brigade is required to provide and appoint in writing a Military Housing Liaison (LNO) Noncommissioned Officer (NCO). Each LNO is responsible for barracks operations and authorized to access the Enterprise Military Housing (eMH) database. Appointed LNOs will be required to complete 30 day training provided by the UPH Branch and he/she will be assigned for a minimum of six (6) months to one (1) year.

b. Upon completion of eMH training, the UPH Branch will provide LNOs a barracks Master Key which may be kept by the LNO 24/7 as needed for official barracks business. The LNO will be the Brigade's first contact for barracks issues however, Brigades will provide the UPH Branch a point of contact (POC) for administrative and/or maintenance requirements such as water or power outage. This POC may be a Battalion/Company Commander or senior NCO; required information will include grade, full name, office and cell phone numbers.

2-4. Barracks Room Assignment.

a. Assignment. The FSBP representatives will assign Service Members to a room within their Brigade footprint once a DA 4187 has been processed. Sponsors will take newly arrived Service Members to their units and are responsible to ensure the new Service Member attends all in-processing classes. Service Member is briefed on current policies and procedures, issued the move-in inspection sheet, assignment orders, furnishings hand receipt, and a magnetic key card. The key card is programmed for a period of 72 hours (3 work days) allowing sufficient time for the Service Member to complete the room inspection and inventory the room property, sign and return the documents to FSBP office. When the documents are returned, the FSBP staff will reprogram the room key card to expire in 1 year. If a Service Member loses the room key, they must be accompanied by their first line leader, (in the grade of SSG or above), in order to receive a new key. If the room key simply becomes demagnetized, their first line leader does not have to accompany them to receive a new key. If lock needs to be reprogrammed, FSBP Brigade Representative must call in a Service Order for the Lock shop to reprogram room lock. Unit integrity for room assignments will be managed at the lowest level possible, e.g., Company/Battery level. Units must avoid swapping rooms, furniture and arbitrarily moving Service Members to maintain unit integrity as this affects Service Members' quality of life and causes unnecessary wear and tear on facilities, increases management workload, and can impact utilization reporting. If Military units reassign Service Members to barracks rooms for the purpose of keeping a Service Member within their unit's footprint, maintaining unit integrity, or reassigning the Service Member within the Brigade, the Military unit will be responsible for the associated move costs. If the garrison is requesting the Service Member move, the DPW is responsible for covering the expenses associated with the Service Member's move. In addition, the unit must also look outside their Brigade footprint if necessary for assignment. If a unit's footprint is nearing capacity, it is the responsibility of the Brigade representative to contact and coordinate with the Garrison Housing Office regarding the available housing assets in another Brigade footprint. NOTE: Advanced Individual trainees will be assigned to barracks IAW TRADOC Regulation 350-6, Chapter 2, Paragraph 2-9; within the separate and secure environment specifications.

b. Electronic Key Cards. Service Members who leave their key card in their room, lose, or damage their key after duty hours must call their Staff Duty, First Sergeant (1SG), or Command Sergeant Major (CSM) to gain entry to their room. All CSM's are issued two master keys to their buildings and may delegate the master key

to the 1SG or Staff Duty personnel to assist Service Members entry to their room as needed.

c. Assign Sergeant (SGT)/E5 to a private room, bath can be shared with not more than one other as long as the living space is 135 square feet or more.

d. Assign not more than two Specialist and below per room.

e. If possible, provide a separate personal storage area for Service Members to keep items not regularly needed out of UPH rooms. Commanders can and should inspect these storage areas as part of health and welfare inspections, just as commanders can inspect any other part of the UPH.

2-5. Room Standards.

a. Decorations. Decorations will not be offensive. No pictures of scantily clothed persons, either male or female. No picture/poster will reveal pubic hair, exposed breasts and other nude body parts. Pornography as well as any other material concerning this matter is unacceptable. No pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decoration. In cases where there are two Service Members in a room, both roommates must agree on the décor. Commanders can and should, however, order removal of items prejudicial to good order and discipline, such as items associated with extremist organizations.

b. Alterations/Additions. No permanent alterations or additions are allowed in the UPH. Service Members will pay for damages and may also be subject to UCMJ action.

c. Food/Trash. Store open food items in airtight containers or in the refrigerators provided in each UPH room. Empty trash cans in rooms and clean them periodically to ensure good sanitation is maintained at all times. Do not throw sweat soaked physical training clothes on the furniture provided or hang from exterior banisters. Service Members must place their room trash and garbage in the dumpsters provided. Take dayroom garbage to the dumpster or throw out with room trash. Service Members will not place trash on balconies or stairwells.

d. Bedding. Service Members are required to use bed linen. Service Member may use personally-owned civilian bed linen but must keep it clean and in good repair.

e. Pets. The only pets allowed in the UPH are fish. Aquariums limited to 35-gallons or less.

f. The following are **prohibited** in UPH rooms;

*Fort Sill Regulation 210-9, 4 May 2015

(1) Barbecue grills. Barbecue grills may be used at pavilions (75 feet) from the buildings and are the responsibility of the owner for any repairs and cleanups.

(2) Storage of flammables is prohibited. Prohibited flammables include: Sterno fuel, gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetic (nail polish or polish remover). Store all others, including charcoal lighter fluid, outside the premises.

(3) Hot plates or toaster ovens.

(4) Smoking.

(5) Bicycles stored in rooms.

(6) Ammunition, firearms, destructive devices, and other similar prohibited property as defined in United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS) Regulation 190-1, Installation Physical Security and Crime Prevention, appendix B.

(7) Lighted live Christmas trees over 2 feet tall.

(8) Multiple outlet extension cords. (Power strips with an overload protective device not exceeding 15 amps may be used.) Extension cords must be of continuous length without splices and must have the UL seal of approval. Extension cords represent a tripping hazard. Service Members must position all cords in a manner that will not pose this threat. Do not secure them to walls, placed under floor coverings, or through holes in wall/floors or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

(9) Automotive rebuilding parts, tires, and auto batteries.

(10) Overnight guests.

(11) Gambling.

(12) Space heaters of any type are NOT permitted.

(13) Waterbeds.

(14) Under-aged drinking. Service Members 21 or over may have alcohol in their room. Service Members under 21 cannot drink or store alcoholic beverages in their room. No exceptions, it is the law.

(15) Residents climbing on top of UPH buildings.

(16) Halogen lamps.

(17) Satellite Dishes.

(18) Personal window air conditioner units.

(19) Cables running between rooms.

g. All UPH rooms will be maintained within Army standards as outlined in AR 420-1. The unit commanders, first sergeants, platoon sergeants, first line supervisors, and designated personnel will inspect government quarters to evaluate living conditions. Commanders and first sergeants have the authority to conduct no-notice inspections. The first sergeant and supporting NCO leadership should inspect, when deemed necessary by the commander, for health, safety, morale, and general cleanliness. Do not conduct TA50 layout inspections in the barracks or Unaccompanied Personnel Housing. Commanders are responsible for the maintenance of the inside and outside of the buildings.

h. Furniture.

(1) Personal Furnishings. Personal furnishings should be in good and safe condition, and they must present a neat and acceptable appearance. In double occupancy rooms, personal furniture must NOT extend or block any part of the other side of the room that is not assigned. Personal furniture within the assigned room/space should not interfere with passage in the rooms for firefighting capabilities.

(2) Government-Owned Furnishings provided in the UPH: Government furniture will NOT be removed to make room for personal furniture.

(3) Dayroom Furniture. Residents are not allowed to remove any furniture from the dayrooms. If any dayroom furniture is damaged, dayrooms will be locked down pending investigations or repair. If Service Members see any misuse of government furniture, they must notify their command or the FSBP staff immediately.

i. Double Occupancy. If one Service Member is currently housed in a double occupancy room they must keep one closet and one wall unit empty. The extra bed must remain free and clear of all personal equipment, clothes, etc., because the room must be available immediately for a newly assigned Service Member.

j. Security. Residents are required to ensure high cost items are securely stored when occupants are absent from the room. The Army will not pay claims on stolen items that are not secured. Residents must ensure windows and rooms are locked when unoccupied. Service Members will comply with USAFCOEFS Regulation 190-1 and maintain an inventory list of high value personal property and serial numbers.

k. Room Exteriors. Room numbers, nameplates, and approved message plates will be the only things mounted on your door. Update nameplates to reflect the most current status. Residents must not tape or affix permanent change of station or separation orders to door surfaces. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside doors.

l. Common Use Kitchen. Maintaining the appliances, cabinets, and walls in the common use kitchen requires special attention. Individuals using kitchens in UPH will clean them after each use. Residents using the appliances are required to clean the top burners, to prevent a fire hazard. Residents should not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppage. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease build-up. It is a unit responsibility to maintain and clean all common use areas.

m. Insect Control. Take insect control measures by using commonly available commercial insecticides. If more extensive treatment is needed, residents or the unit repairs & utilities (R&U) must contact DPW Service Order Desk at 442-3251.

n. Leave or Extended Temporary Duty. If residents will be leaving their quarters unoccupied for over 30 days, they must make arrangements for security, prudent care, and periodic inspections of their quarters with their chain of command. Residents will not turn off their Heating, Ventilation, and Air Conditioning (HVAC) system during their absence, but they will set the temperature to 55 degrees during winter months and 85 degrees during summer months.

o. Liability. UPH residents are liable for damage to equipment and furnishings to include smoke detectors or any other fire department device. Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member or the member's guests. AR 420-1 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys; provides directions on how to request reconsideration; describes appellate procedures for denied claims; and explains how enlisted members can submit requests for remission of debts. Currently there is no liability insurance available in the state of Oklahoma for UPH.

p. Damage to Barracks. Damage to Barracks, to include windows and window screens beyond reasonable wear and tear, is the resident's responsibility. Repairs and replacements must meet Army standards. For damages not corrected within the time allowed, the Army may elect to make repairs and bill the responsible party. The FSBP team can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government. The costs vary depending upon circumstances encountered.

2-6. Energy Conservation. Resident assistance is required in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Residents will keep exterior doors closed during heating and cooling periods to conserve energy. Residents must not prop entry doors or windows open because of the added strain to HVAC units and the humidity drawn into the building.

a. Water. Residents should use normal and reasonable amounts of water and not be wasteful. Excessive use results in increase costs and depletion of the source of supply. Residents in the barracks are required to follow the Lawton-Fort Sill water restrictions.

b. Heating and Cooling. Directed temperature settings are as follows: heat 68 degrees, air conditioning 78 degrees. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **Residents must do their part to conserve energy.** Make sure your R&U person changes the filter in the heater/air conditioner unit semiannually. Residents must not block the HVAC vents with furniture, boxes, or other items. If this happens, airflow is cut off, mold and mildew start to grow, and damage to the fan and motor may occur. If damages to the fan and motor are caused by neglect, residents may be found liable. If moisture on the HVAC outlets or on the windows during the cooling season occurs, raise the thermostat setting a few degrees to help eliminate the problem. Residents must keep all windows and doors closed or the HVAC system will not operate properly.

c. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Residents can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 1300 to 1900. Residents should not leave television or radios on and unattended. When residents leave their room, they must unplug irons and turn off all appliances, room lights and electronic equipment.

2-7. Laundry Facilities. Washers and dryers are provided at no cost to the Service Members. Washing with full loads is recommended to conserve energy. Residents should not overload washers or dryers. Overloading causes damage to the machine and does not allow laundry to be cleaned correctly. Never place plastic articles, pens, or other markers in washers or dryers. Service Members are not allowed to wash/dry TA50 in the washers and dryers. Clean the dryer vent before starting the dryer. The washers and dryers are maintained by a contract. Report any problem with the washers or dryers to DPW at 442-5746.

2-8. Environment. Do not pour trash, engine oils, engine coolants, car grease, and other similar products into plumbing, drainage system, or on the ground. Dispose automotive tires, liquids, and batteries through recycling programs. The Auto Craft Center and Recycling Center are available resources for recycling.

2-9. Smoking. According to AR 600-63, smoking is NOT permitted in barracks. Individuals are authorized to smoke 50 feet away from all building

2-10. Vehicles.

a. Repairs of vehicles are not authorized in the UPH areas or parking lots. Do automotive work in the Auto Craft Shop. Oil changes in the parking lot are **prohibited**. Military police will ticket offenders. Authorized minor work consists of cleaning or waxing and air filter changes. Do not clean or wash vehicles on sidewalks, grass, or seeded areas. Vehicles not operational are not authorized in UPH housing areas.

b. Parking. There is limited parking space allocated in the UPH area. Visitors and additional vehicles should park outside the areas and across the street in front, if possible. Residents must be reasonable and considerate. Residents must not park on the grass, sidewalks, or fire lanes.

c. Storage of recreational vehicles, quad runners, utility trailers, and motorcycle trailers, jet skis, wave runner, etc., in the UPH area is NOT authorized. Storage of recreational vehicles is available on-post. Service Members can contact DPW Housing Division, Building 4700, 3rd Floor to sign for a recreational lot storage key.

2-11. Fire Prevention.

a. Fire Evacuation Plan. Commanders will insure a fire evacuation plan is made for each barracks room that shows both primary and alternate routes of escape in the event of a fire. Arrange furnishings so as not to obstruct or impede entering or opening of doors leading from rooms to access exit doors.

b. Fire Extinguishers. Locate fire extinguishers throughout the UPH facility prior to occupancy. The fire extinguishers are for fire fighting and not for horseplay. Tampering with fire extinguishers or fire alarms is punishable under the UCMJ. Commanders and residents must notify their unit Fire Marshall if they notice an extinguisher is over or undercharged or has been discharged or damaged. R&U's are responsible for periodic inspections of the fire extinguishers. Commanders have the ultimate responsibility to insure inspections are accomplished.

c. Smoke Detectors. All UPH residents and guests must evacuate the building when the smoke detector alarm sounds. Tampering with any device pertaining to the fire alarm/notification system is a serious offense, punishable under the UCMJ. Vandalism/abuse could result in UCMJ action. Unit is charged for recharge/repair if a fire extinguisher is not used on an actual fire. Inspections of the smoke detectors are to be performed by the DPW alarm technicians. If Service Members test the detector, the fire department will receive an alarm at the station. **Residents must not self-test detectors or remove them for any reason.** Do not mount articles on, or attach to, any fire protection device, wiring, or smoke detector. Keep combustible material a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

d. Fire Reporting. If a fire occurs in the UPH facility, commanders/residents must immediately notify the fire department by calling 911. Personnel calling will give the fire alarm operator their name, building/room number, and street location. Report all fires.

e. Cooking Appliances. Cooking in the UPH is prohibited except in microwaves or established common kitchens. Plug microwaves directly into wall outlet, do not use extension cords. The only appliances allowed in the UPH rooms are: coffee pots, hot air popcorn poppers and microwave ovens using less than 1600 watts, each on a noncombustible surface. Residents, in a UPH facility with a kitchen, should never leave cooking unattended. If a grease fire occurs, residents should cover the burning pan with a lid, turn off the appliances, and call the fire department. **Never use water! Do not attempt to move the pan.** R&U personnel will ensure the kitchen exhaust fan filter is cleaned often to prevent the accumulation of grease. Hot plates, toaster ovens, and convection ovens are **not** permitted in rooms without kitchenettes. No electric skillet or deep fat fryers are permitted.

f. Unplug coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons when not in use.

2-12. Emergency and/or Hazardous Situations: Each unit will develop tornado, fire and active shooter emergency plans required for barracks and ensure individual drills are executed **quarterly**. Emergency plans will be posted within the barracks.

2-13. Occupant Courtesy.

a. Quiet time. Observe the following quiet time throughout the UPH area: **Sunday through Thursday, 2200-0600** and **weekend/holidays, 2400-0800**. However, with shift workers living in all Unaccompanied Personnel Housing, modified quiet hours are 24-hours a day. If stereo or other noise can be heard outside the room or through the walls, it is too loud. Many Service Members work shifts and are sleeping during the day. Residents must be considerate. They should not assume that their neighbor enjoys the same type of music or television programs as they do. Excessive stereo and television volume is very disruptive and is not authorized. Commanders will develop more specific guidelines for their specific UPH facility.

b. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, unit commanders are the approving authority. The unit commander will establish policy for their specific UPH buildings.

c. Solicitation. All forms of solicitation are prohibited in the UPH. Charge of quarters (CQs)/staff duty NCOs will report solicitors to Directorate of Emergency Services (DES) and/or DPW Housing Division.

2-14. FSBP Maintenance and Services.

a. Service Members desiring phone and cable service in their individual room will be responsible for all associated costs. Satellite dishes are not allowed in UPH or other barrack facilities that are to be mounted to any part of the facility, i.e., roof, windows.

b. Individual residents are responsible for reporting their individual service order requirements to the unit R&U and DPW Service Order Desk at 442-3251.

c. Unit commanders are encouraged to establish creative, responsive, expanded, U-do-It programs, to maintain high usage, common areas such as hallways, dayrooms, patios, and laundry rooms, as resources permit within their designated facilities.

d. Battery/Company Commander will be designated as the hand receipt holder for all government property in the common use areas of the UPH and will conduct semiannual inventory inspections with the Furnishings Management Office.

e. Battalion commanders will designate a location in the UPH facilities for a CQ. At a minimum, the CQ will be operational during nonduty hours.

f. Common Areas include washers & dryers, IAW AR420-1, TV/Day room packages. Common Areas are the responsible of each individual as they utilize the space. Each individual that use the space is to clean after themselves.

2-15. Barracks Room Termination.

a. Service Member should schedule their initial termination appointment in person with the FSBP staff at least 4 weeks prior to clearing post. At this time, the Service Member is briefed and given a copy of the Room Clearing Standards. Residents will return their room to the original condition before the scheduled clearing appointment. A pre-inspection should be conducted by the unit leadership prior to the final inspection. The first line leader will be present with all Service Members when clearing their room. All service orders and/or R&U deficiencies are to be documented or completed prior to the final inspection. If Service Member is being chaptered and has no time to clear room, their unit will assume responsibility for the room clearance with a memorandum from their commander. If any deficiencies are indicated during the final inspection, the Service Member will still be liable for damages through Department of Defense Form (DD) 362, Statement of Charges/Cash Collection Voucher. Unit commanders will assume responsibility for the AWOL Service Member or in the event a Service Member cannot clear due to health or emergency reasons.

b. The FSBP inspector will meet the Service Member at the room on the scheduled date and time and conduct the clearance inspection. If the room passes inspection, the inspector will take the key card from the Service Member and present the inspection sheet with his/her signature and checked "PASS" block. Service Member takes the inspection sheet to the FSBP office for issuance of a termination order and is

cleared from the data base. If the room does not pass inspection, the Service Member must schedule another appointment. If damages are identified, Service Member must come to the FSBP office to arrange payment for damages.

2-16. Mass Termination for Deployment. Deploying Service Members may remain in their barracks room up until the day they depart post. The Rear Detachment and the Brigade representative will conduct a pre-inspection of each room to ensure the Service Member meets all the required cleaning requirements. All Service Members personal property will be packed and stored through the Transportation Office. Once rooms are cleared, they may be used for other Service Members. Service Members do NOT have to be assigned the same room upon redeployment.

2-17. Mass assignment for Redeployment. Two weeks prior to the Service Member's projected arrival date; the Rear Detachment representative should assemble a team of personnel to assist with the assignment process and creating move-in packets for each Service Member. Approximately 24-48 hours before the unit returns, a Rear Detachment representative should perform a walk-through of all quarters to ensure they are ready for occupancy, keys work, and maintenance issues have been resolved. Redeploying married/geographical Service members, regardless of rank, will be housed in Reserve Component Training/Mobilization barracks for a period not to exceed 14 calendar days.

2-18. Cool-Off Rooms. Each Brigade is authorized to maintain two Cool-Off rooms within their respective brigade permanent party footprint. These rooms are for spouse/family issues requiring a cool-off period and other short-term Service Member issues. Short term is defined as not more than 72-hours. They are NOT for "long-term" occupancy. All cool-off rooms will be furnished with bunk beds and microwave. Management of these rooms is the responsibility of the Brigade CSM. Each Brigade CSM will sign for these rooms in the eMH data base, sign for the inventory and electronic keys. Brigade representatives will not be responsible for these rooms. Only the Brigade CSM makes the determination as to who will reside in the cool-off rooms. Service members assigned to cool-off rooms are responsible for the room and furnishings damages due to personal neglect.

Chapter 3

Basic Allowance for Housing (BAH)

3-1. Single Rate BAH. Brigade, Battalion, and/or Battery commanders are not authorized to approve BAH. Only the Garrison Commander (GC) can authorize single or unaccompanied Service Members in the grade of E5 and below to reside off-post with a Certificate of Nonavailability (CNA) and collect BAH at the without dependent rate. The GC has delegated the CNA responsibility to the DPW Housing Division for issuance, control, and recordkeeping of CNA's for BAH at the without dependent rate. The Directorate of Human Resources will send a monthly report by unit to the GC on all E5 and below living off-post with a CNA.

a. Service Members may apply for single rate BAH under the following conditions without GC CNA approval when adequate housing is not available and military necessity is not a factor:

(1) When a Service Member is pregnant.

(2) When a Service Member has purchased a home near the installation PRIOR to notification of assignment to Fort Sill.

(3) When a Service Member is married to another Service Member, without family members, and resides off-post. If one of the Service Members departs on a separate tour, the other Service Member will not be ordered to return to permanent party housing.

(4) Law enforcement, criminal investigators, and counterintelligence personnel will be billeted with other like personnel in facilities separate from other.

(5) Service Members. If suitable facilities are not available, personnel may be given a CNA.

b. If permanent party barracks becomes available for Service Members in the grade of E1 through E5 residing off-post and receiving BAH at the without dependent rate, the Service Member will be required to occupy the vacant barracks space unless an Exception to Policy is approved. However, involuntary assignments will not be made if the Garrison Commander determines that a financial hardship will occur.

c. Quarterly Review. The Housing Division will review all BAH applications quarterly and submit a memorandum to all units, requesting verification of information submitted by Service Members, to determine if they are still entitled to BAH at the single rate.

3-2. CNA Frequently Asked Questions.

a. Is a Service Member married to another Service Member considered a geographical bachelor? No, a Service Member who has a civilian spouse who is not located with the service member is considered a geographical bachelor. Since both are Service Members, neither can be a dependent of the other Service Member.

b. Can a Service Member married to another Service Member reside off post? Service Members married to another Service Member in the ranks of Private through Sergeant may reside off post if both Service Members are stationed at the same installation. Unaccompanied Service Members married to another Service Member on a separate tour will be assigned to permanent party housing on the same basis as unmarried personnel. Service Members stationed at Fort Sill married to another Service Member stationed elsewhere, but who have orders to Fort Sill with a reporting or

estimated termination of service date, may be issued a CNA within 60 days before spouse's arrival and reside off- post.

c. Commander authorized me to reside off-post, can I go ahead and move? No. You cannot enter into a lease until you have been approved to receive a CNA from the Garrison Commander and notified by the FSBP office staff. Commanders may approve a Service Member to reside off-post; but cannot approve a Service Member to receive BAH without dependents. Service Members who move off post without having first obtained approval for issuance of a CNA will be considered as residing off-post for their own convenience and will not receive BAH at the without dependent rate.

d. Does having household goods (HHG) which will not fit into the barracks qualify a Service Member to reside off-post with a CNA or if they have pets.? No. A Service Members' entitlement is to have HHG stored at Government expense while residing in the barracks. Service Member should contact Fort Sill Transportation office for guidance.

UNACCOMPANIED PERSONNEL HOUSING CHECKLIST

OCCUPANT (GRADE/NAME)		DATE
BUILDING #	ROOM#	PHONE #
VACANCY DATE:	KEY CARD <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> INITIAL INSPECTION	<input type="checkbox"/> TERMINATION INSPECTION	

ITEM	CONDITION / LOCATION
Doors/Windows/Screens	
Floors-Carpet/Tile	
Closet	
Ceiling Fan/Vents	
Walls/Ceilings	
Entertainment Center	
Cabinets/Tops/Drawers	
Refrigerator/Freezer	
Stove/Microwave	
Vanity/Cabinets	
Bathtub/Shower	
Commode/Lavatory	
Medicine Cabinet	
Soap Tray/Towel Rack	
Insects/Rodents	
Electrical Outlets	
Switches/Light Fixtures	
Mirrors	
Room Furnishings	
Smoke Detectors	
Miscellaneous	

Name, Unit & Phone # of 1SG:

Report to Building 4700, Mow Way Road, UPH Office to Clear

--	--

Occupant Signature

Inspector Signature

Figure 1. Example of Unaccompanied Personnel Housing Checklist

Inspection criteria for Commanders and First Sergeants for the Common use areas.

1. Exterior.
 - a. Pick up all cigarette butts, paper, broken glass, and other debris around the facility, grass, parking lot, or paved areas.
 - b. Trim and properly care for lawn, trees, shrubs, and bushes.
 - c. Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.
 - d. Report leaking water fixtures, inoperable electrical fixtures, facility damage, etc., to the R&U personnel or call in a service order at 442-3251.
 - e. Place trash inside the dumpster and close all trash dumpster tops.
2. Interior.
 - a. Are all lights working except those removed for energy conservation? Are fixtures in good repair and clean?
 - b. Clean and secure all fire extinguishers. If they are damaged, report them immediately.
 - c. Clean all exit doors, glass, and door frames.
 - d. Mop and clean all tiled floors.
 - e. Vacuum all carpeted areas. Shampoo as needed.
 - f. Clean all drinking fountains and areas around and back of fountains.
 - g. Empty and clean all trash containers. Ensure trash bags are used to line all trash containers; if not, install them.
 - h. Clean all closets and storage areas. Lock them when you exit the room.
 - i. Clean all walls, ledges, baseboards, and ceilings.
 - j. Clean all stairwells and landings. Remove all bicycles parked in stairwells.

Figure 2. Example of Inspection Criteria for Unaccompanied Personnel Housing Common Areas

- k. Clean all air conditioning/heating return air vents. Ensure all filters are changed semiannually.
 - l. Ensure all exterior and fire lights are operational and clean.
 - m. Clean dayroom and mini blinds; ensure they are hung properly and in good repair.
 - n. Clean dayroom furniture if needed. Report all damage to dayroom furniture to your 1SG. Your Battery Commander is the hand receipt holder.
 - o. Clean all windows, windowsills, and window casings.
 - p. Clean all microwave ovens, ice machines, and vending machines.
 - q. Ensure fire doors, stairwell doors, or hallway doors are NOT propped open.
3. Laundry room.
- a. Clean all floor drains of lint and other debris.
 - b. Clean window and window sills of dust or lint.
 - c. Clean interior and exterior of the washers/dryers.
 - d. Call your unit R&U if laundry room lights are not working.
 - e. Pick up the lint and trash behind and under the washers and dryers. Wipe lint from hoses and wiring.
 - f. Clean all vents and exhaust fans. Contact your unit R&U if filters need replacing.
 - g. Remove any mold or mildew from the room.
 - h. Clean all entrance and exit doors.

Figure 2. Example of Inspection Criteria for Unaccompanied Personnel Housing Common Areas (cont)

Appendix A References

Section I Required Publications

AR 25-30

The Army Publishing Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 190-51

Security of Unclassified Army Property

AR 335-15

Management Information Control System

AR 340-21

The Army Privacy Act Program

AR 420-1

ARMY FACILITIES MANAGEMENT

AR 600-63

Army Health Program

DA Pam 25-31

Forms Management, Analysis, and Design

DA Pam 25-40

Army Publishing: Action Officers Guide

USAFACFS Reg 190-5

Installation Physical Security and Crime Prevention

Section II Related Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 25-50

Preparing and Managing Correspondence

AR 25-52

Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms

Section III

Prescribed Forms

DA Form 260

Request for Publishing

DD Form 67

Form Processing Action Request

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

ASD

Administrative Services Division

AR

Army Regulation

ARIMS

Army Records Information Management System

DHR

Directorate of Human Resources

DPTMS

Directorate of Plans, Training, Mobilization, and Security

FSBP

First Sergeant's Barracks Plan

GC

Garrison Commander

HQ

Headquarters

IMCOM

Installation Management Command

SJA

Staff Judge Advocate

UCMJ

Uniform Code of Military Justice

USAG

United States Army Garrison

PDF

Portable Document Format

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

IMSI-PWH



GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Intranet