



# **First Sergeant's Barracks Program 2020 (FSBP 2020)**

## **First Sergeant/Commander Course FSBP 2020 Overview**



# First Sergeants Barracks Program



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            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>            IJO 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>



# First Sergeants Barracks Program



## Master Keys

- Unit Barracks Management Teams will maintain master keys at the team office to support the DPW maintenance and barracks buildings walk thrus
- Brigade CSMs will sign for master keys to their assigned brigade barracks:
  - Keys will be maintained at the Brigade and or Battalion SDO/SDNCO location
  - Keys will be issued by unit leadership following current Army/Local regulations and policies
  - Unit is responsible for the semi-annual inventory of all master keys
  - FSBP 2020 Area Manager may conduct periodic master key inventory
  - Personnel signed for master keys can be held accountable for loss of master keys
  - Master keys will not be used to move Soldiers from one living space to another living space
- Misuse of master keys is reported to USAG and III Corps



# First Sergeants Barracks Program



## Goals

- Garrison and Units work FSBP 2020 as a partnership
- Support the units in improving the quality of life for single Soldiers
- Support the units in improving the barracks utilization rate
- Reduce the number of Soldiers needlessly collecting BAH
- Work jointly with the DPW Real Property Division in managing vacant barracks spaces during deployments
- Support the units in reducing damage to barracks building and furnishings by holding individual Soldiers accountable



# First Sergeants Barracks Program



## CNA Information and Steps for Units

Battalions may submit Certificate of Non Availability (CNA) packets based on a 95% Installation Utilization from the barracks utilization report (BUR).

Battalions may also submit CNA packets for Exception to Policy (ETP).

**Ensure that no soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.**

• *Packets consist of the following documents and are available on digits from the FSBP 2020 office:*

- a. *Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.*
  - b. *DA Form 4187 (Personnel Action).*
  - c. *DA Form 5960 (Authorization to start/stop BAH).*
- d. *Lease Contract if requesting effective date of BAH to be backdated. **This should be a rare circumstance, since commanders should ensure their Sergeant (E-5) and below do not reside off-post without an approved CNA.***
- e. *Legal custody / marriage / divorce papers / Physician letter (if applicable).*
- f. *Pregnancy statement signed by physician or profile w/due date (if applicable) **28th Week is automatic, report to finance with DA5960, barracks termination and profile.***

**Please do not staple packets. Send other documents in packets such as (LES; Counseling's; sworn statements; etc are not required and should not be submitted)**

Completed packets go to FSBP 2020 Office (Bldg 49017 Santa Fe) before taken to finance, for CNA issuance.

- a. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldiers redeployment date (If no room is issued).
- b. **It cannot be approved prior to Soldiers redeployment date.**

Once the CNA is processed the unit is contacted to pick up the packet and turn it in to finance.



# First Sergeants Barracks Program



## CNA Information

Leaders need to be aware that certain situations do not automatically entitle BAH. Refer to Army Regulation 420-1 Chapters 3-5 and 3-18.

Some are listed below:

- Joint custody of child must be the primary care provider for 6 continuous months out of the year.
  - Proof of custody is court orders or approved DD 137, **NO POAs/Other dependents** must be court appointed and be in DEERS.
  - **DEERS does not always constitute Primary Custody for BAH purposes even if the Service member is the biological parent of the child.**
- Married to another Service Member (w/o dependents)
  - If Soldiers (E5 & below) are not both assigned to Fort Hood, the incoming Service Member is considered “single” for BAH and barracks purposes unless the other Service Member is being assigned to Fort Hood within 60 days.
  - If both Service Members are already here and one of them departs Fort Hood, the remaining Service Member is not required to move back into the barracks.
  - If one of the SMs is deployed when the other arrives at Fort Hood, the arriving Service Member is not required to reside in the barracks until the other Service Member redeploys.
- Divorce-Once SM married to SM (E5 & below) are divorced, they are considered single and will need to stop BAH. They can submit an Exception to Policy (ETP) for a CNA.
- Excessive furniture for a barracks room because the Service Member lived off post at previous duty station.
- Service Member is still locked in a lease.
- Service Member has pets.



# First Sergeants Barracks Program



## Exceptions to Policy (ETP) Requests for Geographical Bachelors

- Units may request ETPs for geographical bachelors to reside in the barracks through the FSBP 2020 Admin Office located in Bldg. 49017.
- Director, DPW is the approving authority for all ETPs for geographical bachelors as delegated by the Garrison Commander. (
- ETP request must be in memorandum format signed by the first O6 in the chain of command and must include Soldier's name, rank, and SSN; from and to dates; issue and justification; CSM name and phone number.
- Approved geographical bachelors are assigned on a space-available basis and will be asked to sign a memo stating that they will be asked to vacate their room if the space is needed for a bona fide E5 & below single Soldier.
- Geographical bachelors that are deploying/redeploying within 14 days, are fillers and replacements for deployed units and will deploy within 60 days, or are plus-ups for deploying units and will deploy within 120 days do not need an ETP request per OPOD PC 10-02-095, **however they are still assigned on a space available basis.**



# First Sergeants Barracks Program



Team	Total Spaces	Team Building	Buildings	Owners/Assigned Spaces	Unit That Will Provide POC For Administrative Building
Team 1	1348	14011	12003, 12004, 12006, 12008, 12009, 14019, 14020, 14022, 14023, 16009	69 ADA(800-59%), 48CHEM(264-20%), 85CA(82-6%), USAF(50-4%), IICORPS(152-11%)	69ADA
Team 2	1264	10029	10001,10002,1003, 10004, 10016, 10021,10022,10037	41FIRES(448-35%), 36EN(816-65%),	36EN
Team 3	1602	9224	9210, 9211, 9213, 9214, 9418-9425, 87022 Temporary Overflow: 10009, 10010, 10018, 10020	3CR(1602-100%)	3CR
Team 4	984	87026	87007, 87012, 87013, 87015, 87020, 87021	1ACB(984-100%)	1ACB
Team 5	1548	37024	360-371, 37003, 37004, 37006, 37008, 37009, 41008, 41009, 43010, 300 block	1/1CD(1308-84%), 1DHHB(240-16%)	1/1CD
Team 6	1236	31013	29008, 29009, 29010, 33058, 31014	2/1CD(1236-100%)	2/1CD
Team 7	1276	29024	27010, 29019-29022,39040	3/1CD(1276-100%)	3/1CD
Team 8	1652	21005	16003, 16004, 16006, 18015, 21006, 21008, 21009, 24011, 24013	89MP(456-28%), 4/1CD(1196-72%)	4/1CD
Team 9	1260	39018	39004, 39005, 39012, 39013, 39017, 39032, 39038, 39039	1MD(352-28%), 4SUS( 908-72%)	4SUS
Team 10	612	39046	39034, 39035, 39036, 36007, 36008	11SIG(420-47%), MEDCEN(120-14%) HMB(72-8%)	11SIG
Team 11	685	91063	91210, 91220	15MI(60-9%), 504BFSB(448-65%), 206/306MI(170-25%), 21CAV(7-1%)	504BfSB





# First Sergeants Barracks Program



## Area 1 POC

Tracey Foster  
(254) 535-2338

Units: 69ADA, 48CM, USAF, III Corps,  
41 FIRES, 36EN, 3CR

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## Area 3 POC

Ricky Wallace  
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Units: 1MD, 4SUS, MEDCEN, HMB,  
15MI, 504BfSB, 206/306MI, 21CAV

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## Area 2 POC

Jeannie Drayton  
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## Area 4 POC

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**QUESTIONS?**