



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09054-3152

IMRP-ZA

25 June 2014

MEMORANDUM FOR All Units and Activities within the United States Army Garrison Rheinland-Pfalz (USAG RP) Footprint

SUBJECT: USAG RP Policy Letter # 15, Training/Transient Barracks Policy

1. Purpose: The purpose of this policy is to establish a uniform training/transient barracks standard and to enforce an administrative fee for use and maintenance to ensure most efficient utilization of the training/transient barracks within the garrison.
2. Scope: This policy applies to all units and personnel requesting space in USAG RP training/transient barracks.
3. General: The training/transient barracks are authorized for:
 - Deployments/re-deployments
 - TDY
 - In processing/out processing
 - Temporary space for permanent party barracks
 - Cadet personnel
 - Domestic issues
 - Reserve units
 - Sports events
4. Responsibilities:
 - a. All tenant units or activities will submit billeting space requests in writing using the enclosed form to the USAG R-P Housing Management Office for validation and approval.
 - b. The Housing Management Office will issue rooms for approved training and status.
5. Costs: An administrative fee of \$12.00 will be charged for use and maintenance per occupant per overnight stay. The fee does not apply to the following categories:
 - Deployments/re-deployments
 - In processing/out processing
 - Temporary space for permanent party barracks

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6. Payment procedure:

a. Acceptable modes of payment are Military Interdepartmental Purchase Request (MIPR), personal check, or cash.

b. Payment will be made either in advance or at check in. Late arrivals will report to the Housing Office on the day following arrival to settle account.

7. Check-in, clearance, and billeting procedures:

a. Billeting space assignment and clearance will take place during duty hours (0730-1600 Mon-Fri; closed on German and American holidays and weekends).

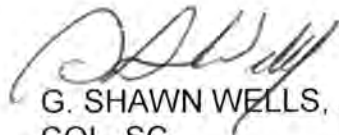
b. Billeting space must be returned in the same clean condition as received. There is no custodial service provided except in common areas.

c. Bedding material must be provided by the occupants.

d. The same standards of conduct as for permanent party barracks apply to the training/transient barracks.

8. Point of contact for this policy is Mr. Hans Huemer at DSN 483-8202.

Enclosure



G. SHAWN WELLS, JR.
COL, SC
Commanding

USAG-RP Billeting Request Form

Requesting Soldier			
Application Date		Arrival Date	Expected Departure Date
Last Name		First Name	MI
Rank	Male	<input type="checkbox"/>	Married
	Female	<input type="checkbox"/>	Single
		<input type="checkbox"/>	Accompanied Tour
		<input type="checkbox"/>	Unaccompanied Tour
Sponsor			
Last Name	First Name	Rank	Cell Number
Requesting Unit			
Unit Name	Unit Contact #:	Agency	Date (DDMMYY)
Requesting Unit Contacts			
Office Phone	Mobile Phone	Fax	Email
Secondary Contact (Last, First M Rank)			
Office Phone	Mobile Phone	Fax	Email
Requested Period			
Advance Party Arrival	Main Body Arrival	Main Body Departure	Clearing Party Departure
Total Personnel	Total Personnel	Total Personnel	Total Personnel
Requested Housing			
(E1 - E-6)	(E7 & Above)*		(W1-W5, O1 -O5)
Males	Females	Males	Females
(O6 & Above)			
Males	Females		
Room/ Rooms (Housing Office fills out this section)			

Send requests to Garrison Housing Office via email to johann.huemer.ln@mail.mil