FIRST SERGEANTS BARRACKS PROGRAM 2020 HANDBOOK

A guide to property management and operations of Army barracks

Office of the Assistant Chief of Staff for Installation Management
Headquarters, Department of the Army
DAIM-ISH
600 Army Pentagon
Washington, DC 20310

DATED: 2 JANUARY 2013

EXECUTIVE SUMMARY… 5

1. Introduction. 5

1.1. Why We Do What We Do (Purpose). 5

1.2. The Army's Goals for Unaccompanied Housing (UH). 6

1.3. Who Does What? (Roles and Responsibilities). 7

1.3.1. Military Unit's Roles and Responsibilities. 7

1.3.3 Directorate of Public Works (DPW) Roles and Responsibilities. 9

1.3.4. Soldiers Roles and Responsibilities. 9

2. General Property Management Practices and Business Rules. 10

2.1. Trying to Stay Together (Unit Integrity) 10

2.1.1. Military Unit's Role Regarding Unit Integrity. 11

2.1.2. Housing Office's Role Regarding Unit Integrity. 11

2.2. A Tool to Make Things Easier (Enterprise Military Housing (eMH)). 11

3. Quarters Eligibility. 12

3.1. Who Can Live in UH? (Determining Eligibility). 12

3.1.1. Exceptions (Unaccompanied Personnel with Dependents). 12

3.1.2. Rank Requirements When in the United States. 13

3.1.3. Rank Requirements When Outside the United States (Foreign). 14

3.2. Where Do I House Soldiers? (Identifying Adequate Available Space). 15

3.3. How Do I House Soldiers? (Assigning Quarters). 15

3.3.1. What if the Unit Footprint is Full? (Assigning Outside Unit Footprint). 16

3.4. Accompanying Paperwork (Hand Receipts). 16

3.5. How do I Clear Soldiers from Quarters? (Termination and Final Clearance). 16

3.6. Inspections. 17

3.6.1. What System Should I Use for Inspections? ("Green – Amber – Red") 17

3.6.2. Assignment Inspection. 18

3.6.3. Termination Inspection. 18

3.6.4. It's Inspected and Work Needs to be Done…Now What? 19

3.7. Dealing with Groups (Mass Assignments and Terminations). 19

3.7.1. Do Minimum Standards Still Apply? (During Deployment Preparations). 19

3.7.2. Mass Assignments for Redeploying Units. 19

3.7.3. Mass Terminations for Deploying Units 20

3.7.4. Quarters Inspections for Mass Assignments and Terminations. 20
3.7.5. Abilities of eMH Regarding Mass Assignments and Terminations. 20
3.8. Warrior in Transition (WT) UH. 20
4. Certificates of Non-Availability (CNAs). 21
4.1. When Can a CNA be Issued? (Determining Eligibility for CNAs). 21
4.1.1. What is a Temporary CNA? 22
4.1.2. What is a Permanent CNA? 22
4.1.3. Well…What If…? (Exceptions and Special Cases). 22
4.2. Does the Occupancy Rate Affect CNAs? (CNAs and Barracks Utilization). 23
4.3. How Do I Start a CNA? What is the Process? 23
5. Key Management and Control. 24
5.1. Who Tracks the Keys? (Key Management and Issuing). 24
5.2. Who Controls the Keys? (Key Control) 25
5.3. What if a Soldier Gets Locked Out? 25
6. UH Facility Maintenance 25
6.1. In an Ideal World… (Dedicated Maintenance Teams) 25
6.2. Grounds Maintenance when Less than 50 Feet From UH. 26
6.3. Common Area Maintenance and Custodial Cleaning/Care in UH. 26
6.4. Exceptions for WT UH. 26
6.5. Providing Access When a Soldier Is Not in Their Quarters (Escorts). 26
6.6. Small Housework Tasks? (Self-Help Issue Points (SHIPs)). 26
6.6.1. Who Supplies and Funds SHIPs? 27
6.6.2. Using SHIPs for General Maintenance. 27
6.7. What is Between Occupancy Maintenance (BOM)? 27
6.8. Minor Maintenance and Repair (Service or Demand Maintenance Orders). 28
6.8.1. How Do I Start a Service Order? 28
6.8.2. How do I Know the Status of a Service Order? (Tracking Service Orders). 29
6.9. More Major Work (Work Orders (WOs)). 29
6.9.1. How do I Start a WO? 29
6.9.2. What Happens When a WO is Complete? 30
7. Furnishings Management. 30
7.1. Why One Should Care About Furnishings (Importance of Quality Furnishings) 30

7.2. What's Furnishings Management? (UH Furnishings Management Functions). 30
7.3. Documenting Furnishings (Hand Receipts, Issuing, & Turn-In) 31
7.4. What if my Furniture Needs to be Replaced? (Replacement Requests) 31
7.5. What if my Furniture Needs to be Fixed? (Maintenance, Repair or Disposal). 31
7.6. Are There Furnishings Inventories? (Cyclical Furnishings Inventories). 32
8. Property Loss and Damages. 32
8.1. There's Damage to the Facility or Furnishings – How and Where do I Start? 32
8.2. How Does the Collections Process Work? 32
9. Other Inspections. 33
9.1. Preventative Maintenance Building Inspections. 34
9.2. Health and Welfare Inspections. 34
9.3. Installation Status Report (ISR) Inspections. 34
10. Conversions and Diversions. 34
11. Initial Entry Training (IET) UH. 35
11.1. What is "IET UH"? 35
11.2. Who Does What in IET UH? (Roles and Responsibilities). 35
12. Transient Training UH. 35
12.1. What is "Transient Training UH"? 35
12.2. Who Does What in Transient Training UH? (Roles and Responsibilities). 35
12.3. United States Army Reserve (USAR) and Army National Guard (ARNG) Sites. 36
13. Advanced Skills Training UH. 36
13.1. What is "Advanced Skills Training UH"? 36
13.2. Who Does What in Advanced Skills Training UH? (Roles and Responsibilities). 36
14. Senior Enlisted, Officer, and Senior Leader Quarters. 36
SUMMARY. 37
Appendix A - Acronyms 39
Appendix B - Definitions 42
Appendix C - References 45
Appendix D – Sample Forms 46

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. The First Sergeants 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 civilian 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. Additionally, substantial investments in UH Military Construction (MILCON) funding have 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 Execution Order 261-12, First Sergeants 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 or unaccompanied Soldiers. To achieve this objective and in accordance with Public Law, 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

unaccompanied 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 a road map that will endure beyond any individual's tenure in managing, overseeing, or other involvement with UH. Stakeholders include the Garrison 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, Defense Military Pay Office (DMPO), Military Personnel Office, Family Readiness Group (FRG), and any other organization that has 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, 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 the Army Regulation (AR) 420-1, Facilities Management, dated 24 August 2012, 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. The AR 420-1 applies to all types of Army UH facilities and property management processes and procedures, whether the UH is Active Component (AC), United States Army Reserve (USAR) or Army National Guard (ARNG).

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

The overarching goals of UH are simple. Detailed here, they provide the basis for what UH services should accomplish.

- Improving and maintaining the QOL and well being of single Soldiers living in UH
- Improving the overall utilization and efficiency of the Army's UH
- Managing CNAs and reducing payments of housing allowance at the without dependent rate
- Managing vacant UH space during deployments
- Managing Between Occupancy Maintenance (BOM) and other maintenance for the UH
- Reducing damage to real property and furnishings by holding individuals financially accountable
- Extending the life of furnishings and facilities through prudent, diligent management and oversight
- Fostering a working team of Military leadership and garrison staff at all levels to ensure the goals of UH are realized

1.3. 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, garrison Housing Office, the DPW, and the Soldier. The following section will outline the roles and responsibilities that are discussed more in-depth throughout the body of 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.

1.3.1. 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. The unit's primary responsibilities in UH include:

Property Management Service Member Services:

- Assigning and terminating rooms
- Issuing room furnishings hand receipts
- Moving and handling furnishings 1 for 1 replacement
- Coordinating quarters assignment outside of unit footprint
- Issuing room keys
- Providing Soldiers access to locked out rooms
- Providing custodial services for common areas (except Warrior in Transition (WT) UH)
- Inspecting Quarters during assignment/termination.

Housing Program Management Administration:

- Participating in quarterly partnering sessions with garrison and unit leadership

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

- Inspecting building 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 Work Orders (WOs) and/or Service Orders

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

1.3.2. Housing Division's Roles and Responsibilities.

The garrison 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 garrison DPW and Directorate of Plans, Training, Mobilization, and Security (DPTMS) as well as military units. 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
- Continuing to reduce excess payments of housing allowances at the with or without dependent rate.
- Managing Exceptions to Policy for Unaccompanied Personnel with Dependents ("geographic bachelors") to reside in UH
- Processing requests for Temporary Lodging Allowance (TLA)/Temporary Lodging Expense (TLE)
- Training units on UH program, policies, and cyclical training on the eMH system
- Analyzing and validating Barracks Occupancy Reporting (BOR) at eMH-deployed installations or Barracks Utilization Reporting (BUR) at installations where eMH has not been deployed
- 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 cyclically (warehouse, hand receipts)
- Preparing Whole Barracks Replacement furnishings packages (supplying requirement to HQ IMCOM at 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 Annual and Long Range Work Plans

Facility Management Administration:

- Reviewing Individual Job Order (IJO) WOs

- Reviewing diversion / conversion requests
- Completing FSBP 2020 Quarterly Dashboard

Housing Program Management:

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

1.3.3 Directorate of Public Works (DPW) Roles and Responsibilities.

The DPW is responsible for the planning, programming, sustainment, maintenance and repair of UH. Facilities sustainment provides resources for 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 regular 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). BOM is included in the DPW's responsibilities; it is funded through the Sustainment, Restoration and Modernization (SRM) funding allocation. The DPW's primary responsibilities in UH include:

Facility Management Planning:

- Preparing Annual & Long Range Work Plans (with input from the UH Master Plan)
- Preparing barracks major project management / DD Form 1391
- Developing barracks Master Planning
- Performing inspections for the Installation Status Report – Infrastructure (ISR-I)
- Providing input to Budget SAG 132

Facility Management Administration (separate from Housing Division Administration):

- Providing inspections oversight
- 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
- Managing key control

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 Warrior in Transition Unit (WTU) barracks

1.3.4. Soldiers Roles and Responsibilities.

Soldiers 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 of the latrine (including shower/tub, commode, sink, floors, windows)
- Regularly cleaning of the kitchenette and all appliances (inside and out)
- Keeping the kitchenette free of debris and/or trash
- Regularly cleaning of the floors
- Regularly dusting and wiping down of furniture, including replacing when unserviceable
- Organizing and storing personal items
- Reporting any required work orders/service orders to the building manager and/or UR/DPW

2. General Property Management Practices and Business Rules.

2.1. Trying to Stay Together (Unit Integrity)

Unit integrity for room assignments will be managed at the lowest level possible, e.g., battalion level. 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 as this affects Soldiers' QOL and causes unnecessary wear and tear on facilities, increases management workload, and can impact utilization reporting. Soldiers cannot be required to pay for moves that are identified as "for the convenience of the Government," and should not be responsible for associated move costs such as:

- Cost to relocate cable television, internet, and telephone
- Unplanned BOM, as determined by the DPW, to prepare the room for the new occupant
- Movement of personal household goods

If Military units reassign Soldiers to UH for the purpose of keeping a Soldier within their unit's footprint, maintaining unit integrity, or reassigning the Soldier within the brigade, the Military unit will be responsible for the associated move costs. If the garrison is requesting the Soldier move, the DPW is responsible for covering the expenses associated with the Soldier's move.

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.

Although unit integrity is the goal, maintaining 95% barracks utilization is the responsibility of the Garrison Commanders.

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.

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)).

The 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 WT, 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 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 eMH furnishing module is designed for bar-coding individual items. Bar-coding is a label placed on furnishings that have a series of vertical bars of varying widths, in which each of the digits zero through nine are represented by a different pattern and that are read by a scanner. 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.

The garrison Housing Office staff is the eMH SME and proponent for training personnel to use the eMH web-enabled property management application. The eMH training modules, available on the eMH website, are also an excellent resource to allow users to quickly learn the functions, operations and reporting tools eMH offers. The training modules are available with access to eMH. 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.

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 garrison budget 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 located in Appendix D – Sample Forms.

3.1.1. 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 exception to policy (ETP) 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 staff. The provisions of the Joint Federal Travel Regulations (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.

The garrison Housing Office should be consulted by either the Soldier or the 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 Service Member (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 Service Member 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 Service Member should take with them to the garrison finance office to initiate collecting a housing allowance at the without dependent rate include:

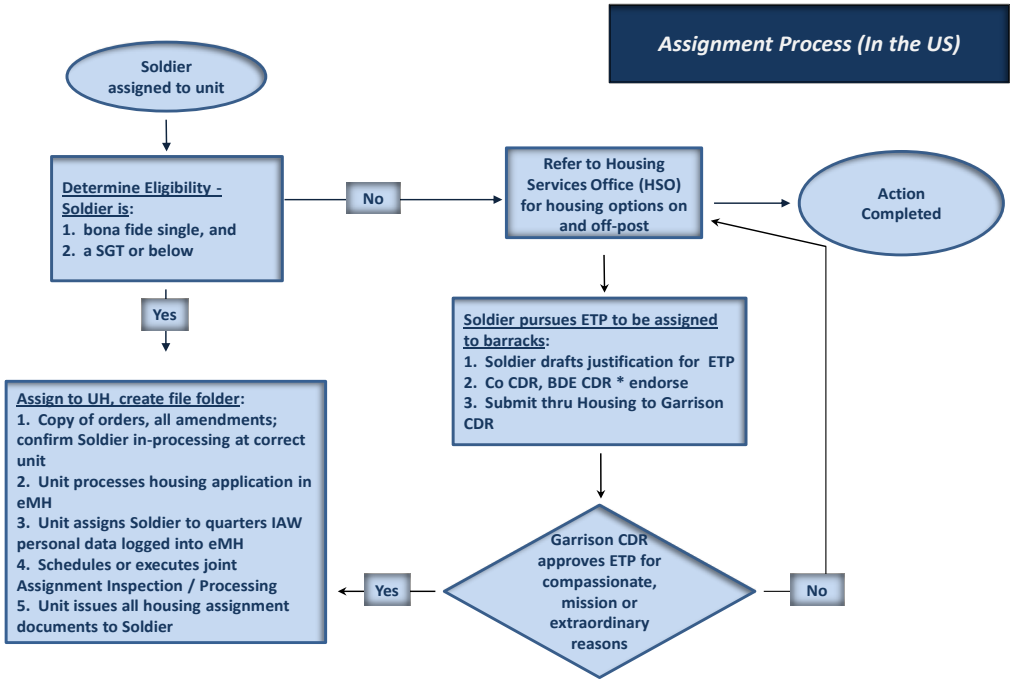
- DA Form 5960, Request for Authorization to Start, Stop, or Change BAH (or OHA for assignments outside the US)
- A copy of the marriage license
- A copy of each Service Member's orders, to show arrival within 120 days of each other

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

3.1.2. 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 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.

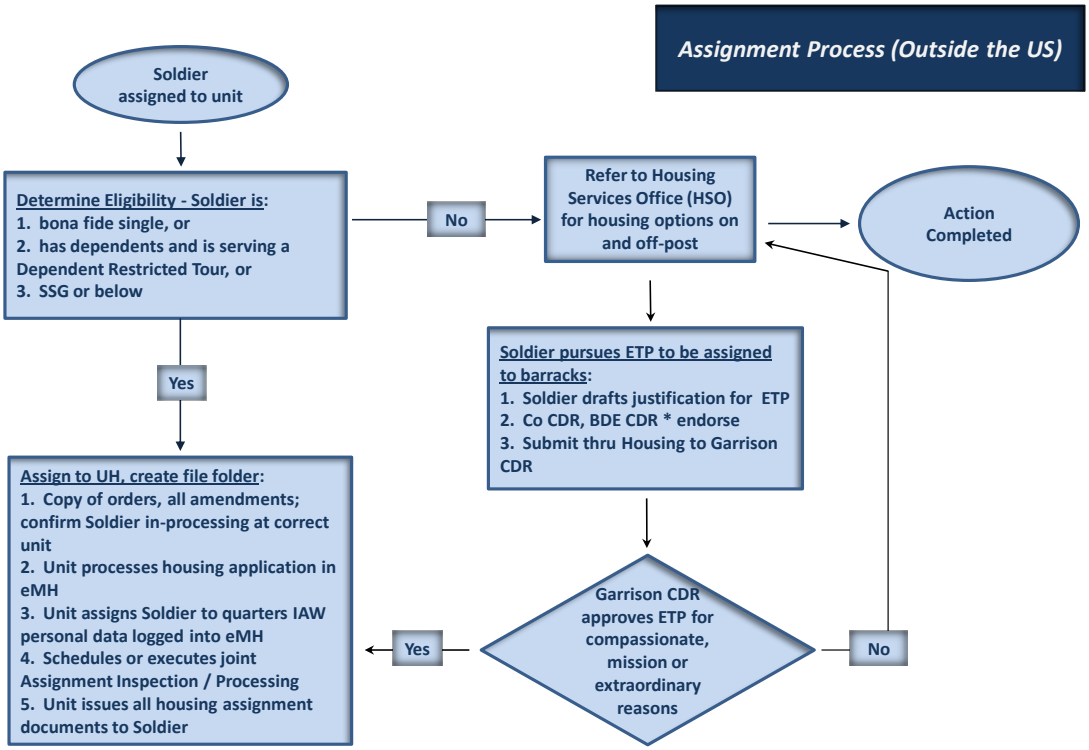


* Or first Colonel (0-6) in Soldier's chain of command if brigade is not collocated.

3.1.3. 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. 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.



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

3.2. 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 and preferable, the brigade-level unit integrity is acceptable.

Space adequacy is criteria established to identify housing units that will meet the need for properly housing single/bonafide 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 provides the minimum space and privacy standards for UH assignment. These standards apply worldwide.

3.3. 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 in to the eMH
- Generate an Assignment to Quarters letter

- Schedule a joint move-in inspection that will be attended by the UR and the Solider 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. The packet will include at a minimum:

- Assignment to Quarters letter
- 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)

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 assigned 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:

- Soldier in-Brief, which is manually completed
- Check-In Form, which is generated electronically with the information that is entered into eMH
- Two sample Assignment to Quarters Letters; one is generated electronically via eMH and the other would be completed manually

3.3.1. 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. Assignment to quarters outside a Soldier's unit footprint does justify issuing a CNA. Section 4.1 outlines eligibility criteria for CNAs.

3.4. 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 the Soldier will be responsible for, which the UR will ensure is entered into the eMH database. This informs the Soldier of the costs of their furnishings and their potential liability up-front.

3.5. 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 garrison 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 WTU. Basic procedures for the UR are 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 DMPO 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 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

A sample of a Room Termination Form that can be completed manually is located in Appendix D. The sample Termination Letter and Check-Out Form in Appendix D are both generated electronically with eMH.

3.6. Inspections.

Inspections will be conducted at both assignment and termination of quarters. The UR acts as the inspector (hereafter referred to as "inspector") and is responsible to assessing all components of the room and furnishings.

3.6.1. 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 quarter's

inspections, making inspections quick and fair. The relationships between the color and condition are:

Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)

While conducting an assignment, pre-termination or termination inspection, the inspector will assess all components of the room, the condition 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.

3.6.2. Assignment Inspection.

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 the previous section. 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. 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. The sample inspection reports in Appendix D can be modified to meet the unit's needs.

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. This inventory report lists the nomenclature, stock number, quantities, condition, and replacement cost for each item the Soldier is responsible for, which the UR will ensure is entered into the eMH database. 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.

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

3.6.3. Termination Inspection.

When performing the termination inspection, the inspector 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.

3.6.4. It's Inspected and Work Needs to be Done…Now What?

The UR 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), 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).

3.7. 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 or arriving or departing Soldiers, some steps can be taken to spread the workload out.

3.7.1. 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."

Deploying Soldiers will completely clear their quarters upon deployment. Rear Detachment leadership must ensure this happens either as the Soldier/unit deploys or immediately thereafter by the Rear Detachment. These rooms will be made available for assignment to other Soldiers.

3.7.2. 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.

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 24-48 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 Housing Services Office (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.

3.7.3. Mass Terminations for Deploying Units.

The process for terminating quarters for Soldiers preparing to deploy is a mix of the out-processing of individual Soldiers as well as the above-detailed mass assignment process.

3.7.4. 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.

3.7.5. Abilities 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.

3.8. Warrior in Transition (WT) UH.

The Army is committed to providing quarters for the WT population commensurate with their service and the duration of their recovery. Memorandum, DAIM-ZA, 14 Oct 09, subject: Unaccompanied Personnel Housing (UPH) for Warriors in Transition (WT) Policy provides guidance to managing and providing quality housing for unaccompanied WTs in addition to AR 420-1. The memorandum identifies special considerations and differences in management, assignment, and standards for WT UH. Because of the fluid nature of the WT population, their needs, dependency status at their duty location, and possibility for non-medical attendant (NMA)

requirements, the WT chain of command requires flexibility in housing their unaccompanied WTs. Married and single Soldiers up to the grade of Colonel (O-6) may reside in WT UH.

The WTUs are responsible for ensuring WTs are housed in facilities conducive to their healing and transition requirements. The Army will provide UH specifically designed or adapted for the WTs. The WT UH is considered permanent party barracks and will meet the Department of Defense (DoD) Housing Inspection Standards. The facility condition will be the best available at the installation. New construction housing specifically for the use of WTs will adhere to the permanent facility standards for WTUs specified in Memorandum, DAIM-ZA, 30 June 08, subject: Change 1 to Army Standard for Warriors in Transition Barracks.

Excess WT 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 WT in the event a housing requirement exists and there are no alternative quarters available that would meet the needs of the WT.

Cleaning services may be contracted by the garrison for all WT UH common areas. When the WTU Commander validates, in writing, that quarters cleaning will assist in the recuperation of a specific WT or that the WT is unable to perform cleaning requirements, the garrison will provide for standard room cleaning of the individual WT's room. MEDCOM will be responsible for providing cleaning in the event a WT requires a hospital grade/infectious level cleaning or when requirements exceed the cost for standard room cleaning. Standard room cleaning would be the same as that which is provided in Army Lodging.

4. Certificates of Non-Availability (CNAs).

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. 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.

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 Office 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.

Soldiers should be advised to keep copies of their CNAs as proof of authorization in case questions arise with the Defense Finance 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 expiration date of the CNA to make arrangements for assignment to UH. The Housing Office will ensure that the housing allowance (at the without dependent rate) will stop 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 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
- Upon approval of an ETP, the Garrison Commander specifies that the CNA will be permanent
- 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 is not a factor to require residing on-post

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
- Approval by the Brigade Commander or the first Colonel (O-6) in their chain of command

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 Service Member 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 Service Members departs on a separate tour, the other Service Member is recommended to remain off-post.

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 BOR or BUR details UH utilization less than 95%, any CNAs identified as having been issued must be substantiated, explained, and attempts should be made to reduce the number of issued CNAs in future reporting.

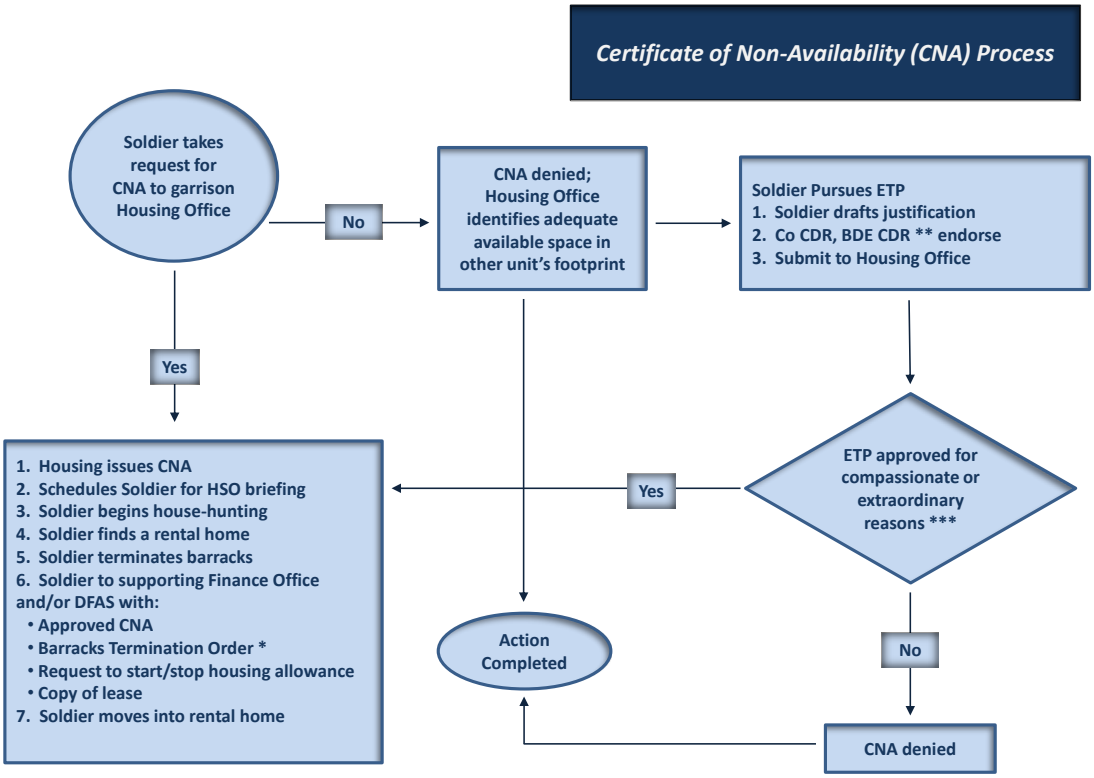
4.3. How Do I Start a CNA? What is the Process?

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 submitting them 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) 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

5. Key Management and Control.

Key management describes the process of issuing keys on a permanent basis and the management 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. A sample duty appointment memo can be found in Appendix D.

5.1. 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 lost 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. The unit exercises key management and should consider implementing the following rules:

- Not issuing Master keys for extended periods of time
- Makeing provisions for unit leadership to gain controlled access to keys at all times
- Making provisions for Fire and Police Emergency access to be part of the key control and management process
- Having key control management processes address lockouts and lost keys for both during and after duty hour operations

5.2. Who Controls the Keys? (Key Control).

Army Regulation 190-13, The Army Physical Security Program, 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, section 14-22).

Garrison 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 a manually completed key control form is in Appendix D.

5.3. What if a Soldier Gets Locked Out?

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.

6. UH Facility Maintenance.

6.1. 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.

6.2. 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:

- Sweeping paved areas such as sidewalks and parking areas
- Caring for and maintaining of any free standing lighting fixtures, signs or bulletin boards (excluding street lights)
- Mowing and trimming green space
- Removing of snow and ice from sidewalks, entry steps, stoops, and drive ways
- 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)
- Policing of trash and litter, emptying of building trash containers/receptacles (does not include dumpsters)

6.3. Common Area Maintenance and Custodial Cleaning/Care in UH.

Units 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. Common tasks included in this 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)

6.4. Exceptions for WT UH.

There are certain exceptions to the common area maintenance of WT UH. Any further requirement should be coordinated with the garrison DPW to determine who will complete these tasks and upkeep. The WTU Barracks 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 are outlined later in this handbook.

6.5. 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.

6.6. 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. 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. An installation's self-help operation is normally based out of one office, called a Self-Help Issue Point (SHIP).

6.6.1. Who Supplies and Funds SHIPs?

The DPW is responsible for the installation's self-help program and, based on available resources, garrisons will determine whether or not to staff and supply a self-help operation within the DPW.

6.6.2. 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 DPW to determine what support is available at self-help and look for opportunities to maintain and improve facilities using the expertise available.

6.7. 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.

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)**
Condition	Good	Fair	Poor
Assignable?	Yes	No	No
# of Days Offline	Up to 3	Up to 4	Up to 7

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

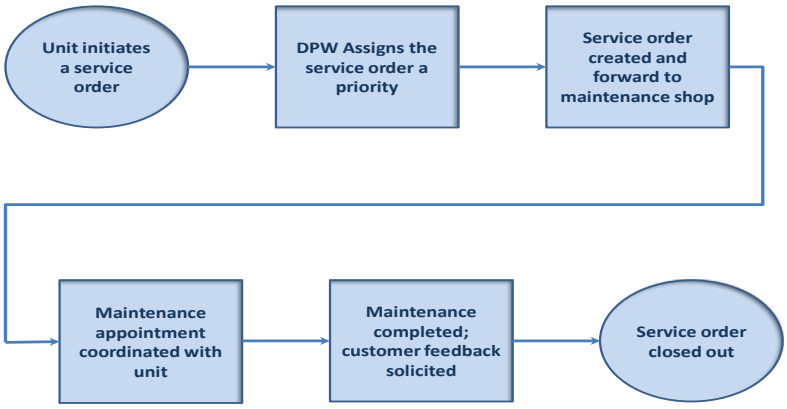
- Assists the DPW in quickly understanding the magnitude of work required
- Assists the DPW in determining the amount of time required for a specific room
- Acts as an effective UH management tool that will aid in maintaining the UH in good condition
- Assists the UR in projecting when quarters will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

6.8. 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.

The chart below identifies the process used for service orders:



6.8.1. How Do I Start a Service Order?

Once the unit or resident identifies the need for a service order, they must initiate the request by contacting their DPW. Service orders are ranked by priority, including emergency, urgent, and routine. Urgency of heating and air conditioning emergency service orders are dependent on the geographical location - check with DPW staff for priority. The response time for the requested service order depends on the task priority.

Priority 1 (Emergency) – Consists of work required to correct an 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. *Response time: 1 hour.*

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. *Response time: 7 days.*

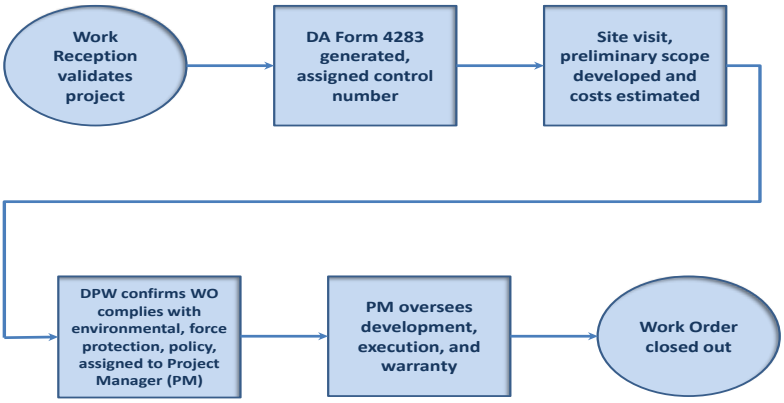
Priority 3 (Routine) – Consists of maintenance issues that are a low priority and will be performed after higher priority service orders are completed. If left uncorrected, the service order may cause measurable discomfort or inconvenience to the customer, waste resources, or create the need for additional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

6.8.2. 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 service orders and the UR is aware of the most current status. According to the length of time service orders need to be completed, the UR will update the status of the quarters in eMH.

6.9. 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, WOs are typically used for M&R and construction requirements over $2,000 in labor and material costs. The flow chart on the following page depicts a sample WO process, as the specifics may vary by installation.



6.9.1. 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.

6.9.2. 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.

7. Furnishings Management.

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

7.1. Why One Should Care About Furnishings (Importance of Quality Furnishings).

The argument can be made that, despite a quality and well-maintained barracks, Soldiers will not be happy if their furnishings and equipment are damaged, falling apart, missing, or substandard. Soldiers handle their room equipment and furniture every day, so it should be no surprise that their level of satisfaction with living in the barracks parallels the quality and condition of the furnishings provided for them.

The Soldier, the DPW, and the Housing Office all play vital roles in planning, providing, and maintaining quality furnishings in the barracks.

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

7.2. 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), including providing Whole Barracks Replacement furnishings
- Warehousing operations
- Controlling inventory (hand receipts)
- Acquiring, disposing, transporting, setting up of initial issue large inventory exchange
- Providing 1 for 1 direct exchanges

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

- Barracks furniture and equipment 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 furniture needs 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 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.

7.3. Documenting Furnishings (Hand Receipts, Issuing, & Turn-In).

The hand receipt for any furnishings in the common areas of UH (lounge, living room, 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 garrison Housing Office 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 reparations 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.

7.4. What if my Furniture Needs to be Replaced? (Replacement Requests).

Requests for replacement furnishings in an occupied unit (not Whole Barracks Replacement) must be initiated by the Soldier who is assigned the room (and who has a hand receipt for it). They must process the request 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 units contact either the FMO or Housing Office to identify a requirement for furnishings. The FMO will procure furnishings if the warehouse stock is insufficient to meet the needs of the Soldier or unit.

7.5. What if my Furniture Needs to be Fixed? (Maintenance, Repair or Disposal).

The UR is required to notify the FMO on behalf of the Soldier if, determined during an inspection, the furnishings are no longer serviceable for use and need replacement. The UR will indicate if the condition is due to non-fair wear and tear, however, the FMO will make the final determination.

Every piece of furnishings has a useful life span, 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.

7.6. 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 not less than annually. The FMOs at each installation will establish procedures for executing inventories.

8. Property Loss and Damages.

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

Per AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005, 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 quarters, common areas of UH, barracks furnishings, and barracks equipment when the damage is considered NFWT. If the UR or FMO determines it is NFWT, the responsible Soldier can agree to pay for damages. If the Soldier does not feel the damages are NFWT, a DD Form 200 is initiated. The UR must objectively assess the condition of both the quarters and furnishings prior to clearing a Soldier from quarters and work with the 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 to furnishings and appliances.

Army Regulation 735-5, Chapter 13, details the procedures for accounting for lost, damaged, or destroyed US Army property. The AR 735-5 includes samples and step-by-step instructions for completing a DD Form 362, Cash Collection Voucher/Statement of Charges as well as a DD Form 200, Financial Liability Investigations of Property Loss (FLIPL) 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 costs and complete a DD Form 362 which will allow the Soldier to pay the DMPO for the damages in cash, money order, check, or deducted from their pay, in one lump sum (cash collection) or in installments (statement of charges). A DD Form 200 can also be initiated when requested by the Soldier. The completed document will be taken to the FMO, where it will be assigned a document number from the UH document register, prior to the Soldier processing payment at the DMPO.

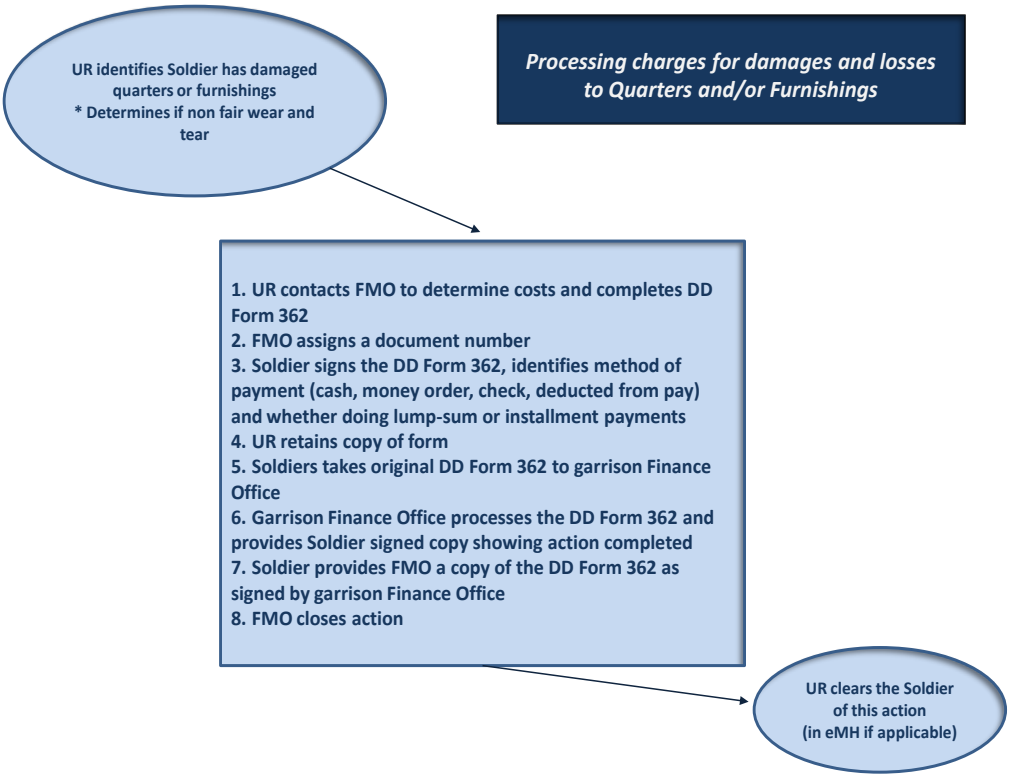
Included in this handbook are two samples of Liability Statements that Military units can modify for their own use. Prior to incorporating this document into their 'packet' of information, the form should be reviewed by the installation's legal office. The two sample liability statements can be found in Appendix D.

8.2. How Does the Collections Process Work?

The FMO will hold a copy of the DD Form 362 until the copy processed by garrison 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, 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 Finance office and a copy is provided to either the FMO for furnishings or the DPW Real Property Office for the facility.

The following chart identifies the steps needed to process charges for damages and losses to quarters and/or furnishings:



* If a Soldier believes damage is FWT, they can initiate a FLIPL (in lieu of processing charges).

9. Other Inspections.

Since Military units have on-site expertise of building conditions, they should be the first to notice any irregularity and report it to the proper person, but there are many other inspections that take place beyond the assignment and termination inspections of quarters. These 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 Long Range Work Plan that pertain to UH and can also assist in the development of any major M&R projects.

9.1. Preventative Maintenance Building Inspections.

Preventative Maintenance Building Inspections are perhaps some of the most important "looks" at a room as they give a glimpse in to 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 bi-annually at a minimum.

9.2. 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 planning a Health and Welfare Inspection, the Commander should prepare a written memorandum that identifies when the inspection will be scheduled, their purpose for conducting the inspection, the criteria used for selecting individuals whose rooms will be inspected, the scope of inspection, and the procedures that will be followed.

9.3. Installation Status Report (ISR) Inspections.

The Installation Status Report (ISR) 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.

10. Conversions and Diversions.

Each facility has a category code that identifies its use. If the facility is going to change its functional use, a request must be submitted to and approved by the proper authority. A temporary change in functional use is a diversion. A permanent change in functional use is a conversion. Diverting or converting UH to other use will not result in dislocating personnel to housing of lesser quality. Adequacy standards 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 Installations Management (HQDA - OACSIM). Information on conversions and diversions can be found in Chapter 3 of AR 420-1.

11. Initial Entry Training (IET) UH.

11.1. What is "IET UH"?

Initial Entry Training (IET) UH is the facilities used to house Trainees and includes Basic Combat Training (BCT), Advanced Individual Training (AIT) and One Station Unit Training (OSUT).

11.2. Who Does What in IET UH? (Roles and Responsibilities).

The TRADOC will execute the day-to-day operations of IET UH in an effective and efficient manner within a unit's footprint. The procedures outlined in this handbook should 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 Soldier or Military unit will immediately report the inadequacy of the condition to the housing representative. The signer is, upon acceptance by signature, liable and responsible for returning the quarters or buildings in an acceptable condition regardless of the condition upon signature.

Customer users of the facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned to or provided if the damage or loss was caused by the negligence or willful misconduct of the customer user. The customer user may also be held liable for damage caused by guests, invited or uninvited. Security and building responsibility is of the utmost importance at all times.

12. Transient Training UH.

12.1. What is "Transient Training UH"?

Transient Training UH is defined as 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.

12.2. Who Does What in Transient Training UH? (Roles and Responsibilities).

The DPTMS is usually responsible for the day-to-day operations on Transient Training UH. The procedures outlined in this handbook, including utilization of eMH, shall be used where applicable.

Customer users of the facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned to or provided if the damage or loss was caused by the negligence or willful misconduct of the customer user. The customer user may also be held liable for damage caused by guests, invited or uninvited. Security and building responsibility is of the utmost importance at all times.

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

If quarters or buildings are assigned in an unsatisfactory condition, the Soldier or Military unit will immediately report the inadequacy of the condition to DPMTS. The signer is, upon acceptance by signature, liable and responsible for returning the unit or building in an acceptable condition regardless of the condition upon receipt.

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

12.3. 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.

13. Advanced Skills Training UH.

13.1. What is "Advanced Skills Training UH"?

Advanced Skills Training (AST) UH is defined as the facilities used to house personnel attending schools of instruction at Army training centers and equivalent locations (other than Military Occupational Specialty (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.

13.2. 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 shall 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 Soldier or Military unit will immediately report the inadequacy of the condition. The signer is, upon acceptance by signature, liable and responsible for returning the unit or building in an acceptable condition regardless of the condition upon signature.

Customer users of the facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned to or provided if the damage or loss was caused by the negligence or willful misconduct of the customer user. The customer user may also be held liable for damage caused by guests, invited or uninvited. Security and building responsibility is of the utmost importance at all times.

14. Senior Enlisted, Officer, and Senior Leader Quarters.

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 focusing on the needs of the Army and its Soldiers today and in the future.

Appendix A - Acronyms

ACS	Army Community Service
AIT	Advanced Individual Training
ALARACT	All Army Activities
AR	Army Regulation
ARNG	Army National Guard
AST	Advanced Skills Training
AWP	Annual Work Plan
BAH	Basic Allowance for Housing
BCT	Basic Combat Training
BOM	Between Occupancy Maintenance
BOSS	Better Opportunities for Single Soldiers
BOR	Barracks Occupancy Report
BUR	Barracks Utilization Report
C2	Command and Control
CAC	Common Access Card
CID	Criminal Investigation Unit
CNA(s)	Certificate(s) of Non-Availability
CTA	Common Table of Allowances
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance Accounting Service
DMO(s)	Demand Maintenance Order(s)
DMPO	Defense Military Pay Office
DoD	Department of Defense
DPTMS	Directorate of Plans, Training, Mobilization and Security
DPW	Directorate of Public Works
eMH	enterprise Military Housing
ETP(s)	Exception(s) To Policy
FLIPL	Financial Liability Investigation of Property Loss
FMO	Furnishing Management Office
FSBP	First Sergeants Barracks Program
FRG	Family Readiness Group
FWT	Fair Wear and Tear
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
IET	Initial Entry Training
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 and Essential
LES	Leave and Earnings Statement
M&R	Maintenance & Repair
MEDCOM	Medical Command
MILCON	Military Construction
MOS	Military Occupational Specialty
MWR	Morale, Welfare, and Recreation
NCO(s)	Non-Commissioned Officer(s)
NFWT	Non-Fair Wear and Tear
NMA	Non-Medical Attendant
OACSIM	Office of the Assistant Chief Staff for Installation Management
OHA	Overseas Housing Allowance
OMA	Operations and Maintenance, Army
ORTC	Operational Readiness Training Complex
OSUT	One Station Unit Training
PII	Personally Identifiable Information
PM	Project Manager
POC	Point of Contact
QOL	Quality of Life
RCI	Residential Communities Initiative
RCLO	Residential Communities Liaison Office
SAG	Sub Activity Group
SEQ	Senior Enlisted Quarters
SHIP(s)	Self-Help Issue Point(s)
SLQ	Senior Leader Quarters
SME(s)	Subject Matter Expert(s)
SRM	Sustainment, Restoration and Modernization
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TRADOC	Training and Doctrine Command
UCFR	Unit Commander's Finance Report

UH	Unaccompanied Housing
UOQ	Unaccompanied Officer Quarters
UR	Unit Representative
USACE	United States Army Corps of Engineers
USAR	United States Army Reserve
WO(s)	Work Order(s)
WT(s)	Warrior(s) in Transition
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 – Includes multiple minor repairs that require a few days to major repairs requiring the quarters to remain vacant for an extended period of time. This work is accomplished during the time that the quarters are not occupied – after termination of the latest 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 SERGEANTS BARRACKS PROGRAM (FSBP) – Program implemented in 2007 that centralized the property management of barracks under garrison operation. FSBP 2020 is a 'reset' of the 2007 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 Family Housing, 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 furnished 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.

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. Are 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 M&R. Restoration may contain repair or construction. Modernization is mostly construction however, it can contain repair if replacing components that normally last more than 50 years.

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.

UNACCOMPANIED HOUSING (UH) – Housing provided to single or unaccompanied personnel not residing with Family members, including (1) enlisted permanent party barracks, (2) senior enlisted

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

WORK ORDER – Typically used for 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 Sergeants 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. DD Form 1391, FY## Military Construction Project Data
e. DD Form 1746, Application for Assignment to Housing.
f. Joint Federal Travel Regulations (JFTR), Volume 1 – Uniformed Service Members, 1 Oct 12.
g. DA Form 5960, Request for Authorization to Start, Top, or Change BAH (also used for OHA for OCONUS assignments).
h. Memorandum, DAIM-ZA, 14 Oct 09, Subject: Unaccompanied Personnel Housing (UPH) for Warriors in Transition (WT).
i. Memorandum, DAIM-ZA, 30 Jun 08, Subject: Change 1 to Army Standard for Warriors in Transition Barracks.
j. AR 190-13, The Army Physical Security Program, 25 Feb 11.
k. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
l. DA Form 4283, Facilities Engineering Work Request.
m. CTA 50-909, Field and Garrison Furnishings and Equipment.
n. CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items).
o. DD Form 362, Statement of Charges/Cash Collection Voucher.
p. DD Form 139, Pay Adjustment Authorization Form.
q. DD Form 200, Financial Liability Investigation of Property Loss.

Additional References

a. DoD Manual 4165-63.M, DoD Housing Management, 28 Oct 10.
b. Memorandum, ARRC-TVA-AE, 25 Oct 11, Subject: 80th 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 Sergeants Barracks Program (FSBP) 2020 and Identification of Roles and Responsibilities, 13 Aug 12.

Appendix D – Sample Forms

Document Sample Name	Page
DD Form 1746, Application for Assignment to Housing	47-48
Application Form	49
FSBP New Soldier Brief	50
Check-In Form and Hand Receipt*	51
Assignment to Quarters Letter, Sample A	52
Assignment to Quarters Letter, Sample B*	53
Room Termination Form & Checklist	54
Termination Letter*	55
Check-Out Form*	56
Room Condition Rating Guidelines	57
Room Inspection	58
Termination of Quarters Checklist, Sample A	59-60
Termination of Quarters Checklist, Sample B	61-62
Duty Appointment Memo	63
Key Control Register	64
BOM Inspection Form	65
Liability Statement	66

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

DD Form 1746, Page 1, Blank Form-Application for Assignment to Housing

APPLICATION FOR ASSIGNMENT TO HOUSING
(Before completing form, read Privacy Act Statement and Instructions on reverse)

1. TYPE SERVICE DESIRED *(X one or both)* — a. MILITARY HOUSING; b. HOUSING REFERRAL

SECTION I - APPLICANT INFORMATION

2. NAME OF SPONSOR *(Last, First, Middle Initial)*
3. PAY GRADE
4. SSN
5. DOD COMPONENT
6. ADDRESS *(Street, City, State, Zip Code)*
7. TELEPHONE NUMBER — a. HOME *(Area Code)*; b. DUTY *(DSN)*
8. STATUS OF APPLICANT *(X one)* — a. MILITARY MEMBER; b. MILITARY SPOUSE; c. CIVILIAN; d. FOREIGN NATIONAL
9. MARITAL STATUS
10. I AM SEPARATED FROM MY DEPENDENTS *(X one)* — a. VOLUNTARILY; b. INVOLUNTARILY
11. I REQUEST HOUSING FOR *(X one)* — a. SELF ONLY; b. SELF AND DEPENDENTS
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM
13. INSTALLATION/ORGANIZATION TRANSFERRED TO

SECTION II - MILITARY CAREER INFORMATION *(Civilians skip to Item 15.)*

14. DATES *(Enter in YYMMDD order)*	MILITARY APPLICANT	MILITARY SPOUSE
a. EFFECTIVE RANK/RATE DATE		
b. ACTIVE DUTY SERVICE COMPUTATION		
c. TIME REMAINING ON ACTIVE DUTY		
d. EFFECTIVE CHANGE IN DUTY STATION		
e. REPORT DATE		
f. ESTIMATED FAMILY ARRIVAL DATE		

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME *(If more space is needed, continue on plain paper.)*

a. NAME *(Last, First, Middle Initial)*	b. DATE OF BIRTH *(YYMMDD)*	c. SEX	d. RELATIONSHIP	e. REMARKS *(Handicap, health problems, expected additions to family, etc.)*

SECTION IV - HOUSING DATA

16. COMMUNITY HOUSING DESIRED *(X as applicable)*

	a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE		j. ROOM AND BOARD
	b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE		k. SUBLET
	c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM		l. TRANSIENT

17. AMENITIES DESIRED *(X as applicable. Write number in d. and e.)*

	a. FURNISHED		e. NO. BATHS
	b. UNFURNISHED		f. PETS *(Allowed)*
	c. AIR CONDITIONING		g. OTHER *(Explain)*
	d. NO. BEDROOMS		

18. DATE HOUSING NEEDED *(YYMMDD)*
19. PRICE RANGE *(Community Housing)*
20. LOCATION PREFERENCE *(Community Housing)*
21. REMARKS
22. SIGNATURE OF APPLICANT
23. DATE SUBMITTED *(YYMMDD)*

SECTION V - DISPOSITION *(To be completed by the Housing Office.)*

24. MILITARY HOUSING

a. APPLICATION RECEIVED *(YYMMDD and time)*	b. APPLICATION EFFECTIVE *(YYMMDD)*	c. DD FORM 1747 PROVIDED *(YYMMDD)*	d. HOUSING AVAILABILITY *(Boxes indicated on DD Form 1747)*
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT *(YYMMDD)*	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED *(YYMMDD)*

SECTION VI - HOUSING REFERRAL CERTIFICATE

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 *(YYMMDD)*

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

APPLICATION FOR ASSIGNMENT TO HOUSING

PRIVACY ACT STATEMENT

AUTHORITY:	5 USC 5911 & 5912.
PRINCIPAL PURPOSE:	To identify customer needs for assistance and housing requirements.
ROUTINE USE:	None.
DISCLOSURE:	Voluntary; however, failure to provide the requested information will result in our inability to assist you.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory**. 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.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address *(street number and name, apartment number, city, state/country and the 9-digit ZIP code)*.

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

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.

SECTION II - MILITARY CAREER INFORMATION

14. DATES *(Military Applications/Military Spouse Only)*

Enter dates in order of YYMMDD. *(May 17, 1993, would be entered as 930517)*.

a. Enter the date your current rate/rank was effective.

b. Enter your active duty service computation date.

c. Enter the time *(in months)* that you have remaining on active duty.

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.

e. Enter your official report date *(from your PCS orders)*.

f. Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

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.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION *(To be completed by the Housing Office)*

24. MILITARY HOUSING

a. **Application Received.** Enter the year, month, day and time the application was received in the Housing Office.

b. **Application Effective.** Enter the date of change of duty station *(Line 14d)* or other date that will be the effective *(control)* date.

c. **DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.

d. **Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.

e. **Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.

f. **Effective Placement.** The effective date and time of the applicant's placement on the list(s).

g. **Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.

h. **Date Unit Assigned.** Enter the date the unit was assigned.

DD Form 1746, SEP 93

Blank Sample Application Form

Directorate of Public Works/UH Branch (Sample)

FIRST SERGEANTS 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.

Directorate of Public Works/UH Branch (Sample)

FIRST SERGEANTS 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 work 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, wallockers, 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 #	***Fire Department #***
911 OR 777-5156	**911 OR 777-4131/9687**

Soldier Signature_____

Print Name_____

*BLDG #*_____ *ROOM#*_____

Blank Sample Check-In & Hand Receipt Form*

This form is generated electronically with information entered into eMH.

MILITARY INSTALLATION -- CHECK-IN

Main Street
CITY NAME, NY 10996
222-333-4444

NAME	ACCOUNT	ARRIVAL DATE	EST DEPT DATE	DIM UIC
SSN	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION	CELL PHONE	PAY GRADE	PERSON TYPE	CLERK

DEPARTMENT

ADDRESS

CITY, STATE ZIP

UIC PHONE #

DUTY STATION PHONE #

PERSON E-MAIL

ROOM PHONE #

IMCOM
SOLDIERS • FAMILIES • CIVILIANS

Privacy Act Statement: 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.

House Rules: --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.
--Condition of Property. The barracks manager & occupant have inspected the room, furnishings & both agree the room is in habitable condition. Any discrepancies shall be submitted in writing to the barracks manager within 15 days of occupancy.
--Pets. With the exception of approved WTU companion dogs, no animals or pets are allowed in any Unaccompanied Personnel Housing Facility.
--Smoking. Smoking is authorized only in designated areas and sleeping rooms designated for smoking.
--Facilities & Furnishings. The Installation Commander shall maintain the property in good repair & habitable condition & 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.
--Use of Facilities. The occupant shall use all fixtures, furnishings & appliances in or on the premises in a reasonable manner.
--Occupant Conduct. Occupant or authorized guests shall conduct themselves in a manner that will not disturb other occupants in the facility.
--Health & Safety. The occupant shall comply with all health & safety regulations imposed by local command.
--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, & (c) supply necessary or agreed upon services.
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.

I HAVE READ, UNDERSTAND & WILL ADHERE TO THESE CONDITIONS HEREIN & IN THE FIRST SERGEANTS BARRACKS PROGRAM (

Financial Liability for Damages: Damage or Lost Property. If the occupant willfully or negligently abuses, damages, or removes any part of the premises (including fixtures, furnishings & appliances) or willfully or negligently permits any person to do so, the occupant shall be held monetarily responsible for all damages.

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

Blank Sample Assignment to Quarters Letter, Sample A

SAMPLE

IMSE-STW-PWH *Date*
MEMORANDUM FOR: SEE DISTRIBUTION
SUBJECT: Assignment to UH

1. The following individual is assigned to UPH Housing:
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 UPH Housing.

DISTRIBUTION:
1FINANCE: *1INDIVIDUAL:*
1TRANSPORTATION: *1UNIT:*
UH Manager *DPW*

Blank Sample Assignment to Quarters Letter, Sample B

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

FOR OFFICIAL USE ONLY: This report contains information that is privacy and business sensitive. Any misuse or unauthorized disclosure of privacy and business sensitive information may result in civil and/or criminal penalties in accordance with 18 United States Code (U.S.C.) 1030, Section 552a of title 5 (U.S.C.), as amended Privacy Act of 1974, DoD 5400.11-R. To avoid compromise, destroy this report after use.

Blank Sample 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.

Blank Sample 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

FOR OFFICIAL USE ONLY. This report contains information that is privacy and business sensitive. Any misuse or unauthorized disclosure of privacy and business sensitive information may result in civil and/or criminal penalties in accordance with 18 United States Code (U.S.C.) 1030, Section 552a of title 5 (U.S.C.) as amended Privacy Act of 1974, DoD 5400.11-R. To avoid compromise, destroy this report after use.

Blank Sample Check-Out Form

This form is generated electronically with information entered into eMH.

MILITARY INSTALLATION -- CHECK-OUT

Main Street
CITY NAME, NY 10996
222-333-4444

NAME	ACCOUNT	ARRIVAL DATE	DEPARTURE DATE	SVM UIC
SSN	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION	CELL PHONE	PAY GRADE	PERSON TYPE	CLERK

DEPARTMENT	**Notes:**
ADDRESS	
CITY, STATE ZIP	
UIC PHONE #	
PERSON E-MAIL	
ROOM PHONE #	

IMCOM
SOLDIERS • FAMILIES • CIVILIANS

CHECK-OUT NOTES:

SIGNATURE / DATE:

Sample Room Condition Rating Guidelines

SAMPLE ROOM CONDITION RATING GUIDELINES

FIRST SERGEANT'S BARRACKS PROGRAM 2020

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

		Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
KITCHEN	CEILING	Not gouged, stained, or broken; No missing pieces.	Needs minor repairs; Some gouged, stained, 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 dents requiring minor patches; Only spot/touch-up painting; Conduits exposed.	Needs major repairs; Large hole needing patching/repair; Gouges needing patching/repair; 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/needing replacement.	Floors need major repairs; Tiles missing, loose, cutting/tripping, have major cracks, or impose a tripping hazard.
	LIGHT FIXTURE	90% of overhead and task lighting works.	75%-89% 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/check wiring.
	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 1/2"; Limited space.	Cabinets need major repair or replacement; Large chips, burn marks, worn-off finish; Inadequate space.
	SINK (Incl. Fixtures)	Dependable & adequate water pressure and hot water; No faucet or drain pipe leaks; Water is clean.	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 clean/clear.
	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 1/2"; 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	Lowered 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

		Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
BATHROOM	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 tiles in shower/tub surround; Drain works adequately; Faucets do not leak; Water pressure is low and "hot" water is lukewarm.	Shower/tub surround tiles missing, cracked or stained tiles; Drain does not close or take water; 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 minor dispersion or small crack in 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.
	LAVATORIES	Bathroom accessories for soap, toilet paper and towels are present, in good condition, and accessible; Less than 10% need repair.	Bathroom accessories for soap, toilet paper and towels are available but difficult to access and/or 10%-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/stains; 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 leakage or backup; 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 leak and sink 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 dripping; Minor cracks/stains.	Minor than 25% of faucets leak at the handles 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 and/or stains present; Water is discolored/non-potable.

INSPECTOR'S SIGNATURE	DATE OF INSPECTION
X:	

Blank Sample Room Inspection

FIRST
SERGEANT'S
BARRACKS
Program 2020

Sample Room Inspection

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENTCOMMAND
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
KITCHEN	CEILING						
	WALLS						
	FLOOR						
	LIGHT FIXTURE						
	SWITCHES/OUTLETS						
	CABINETS						
	SINK (Incl. Fixtures)						
	COUNTERTOP						
	VENTILATION/EXHAUST FANS						
	APPLIANCES						
BATHROOM	CEILING						
	FLOOR						
	WALLS						
	DOOR						
	TRIM						
	EXHAUST FAN						
	HARDWARE (Towel bar, soap)						
	SHOWER/TUB (Incl. Fixtures)						
	MIRRORS						
	LAV/CABINETS						
	COMMODE						
	LIGHT FIXTURE						
	SINK (Incl. Fixtures)						
	SWITCHES/OUTLETS						
BEDROOM	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:

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 WT 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 (WT UH) in applicable suites must be properly cleaned*, free from soap scum and lint**.**
- ❑ Sofas and Coffee tables (WT 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 - 2nd Floor - Room: A1-23

Blank Sample Termination of Quarters Checklist, Sample B, Page 1

Minimum cleaning standards for Barracks rooms PER AR 420-1		
ITEMS	Resident	PASS/Fail
Floors, rugs, and installed Carpets		
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	
Walls and Ceilings		
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	
Windows		
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	
Doors		
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	
Lighting Fixtures		
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	
cabinets, closets, drawers, and shades		
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	
Mirrors		
Clean to shine with no streaks	X	
Radiators, pipes and heating vents		
Wash radiators, pipes and vent registers	X	
Remove dirt, sediments and stains	X	
Refrigerators and freezers		
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	

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

Item	Resident	Pass/Fail
Move appliance away from wall for cleaning and move back after cleaning	X	
Range		
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	
Ventilation, air vents, and range hoods		
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	
Common area, bath room, toilet		
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	
Trash Cans		
Empty and remove any crusted on garbage	X	
Empty and clean	X	
Upholstered furniture		
Wipe down and remove stains	X	
Clean to remove lint, dust, and dirt	X	
Remove spots and stains to the maximum extent possible	X	
Wooden Furniture		
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	
Bedsprings, box springs, and mattress		
Wipe down and remove stains	X	
Clean to remove dirt, dust, and other loose matter	X	
Occupant Signature		
Inspector Signature	Date:	

Blank Sample 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

Sample Key Control Register

KEY CONTROL REGISTER AND INVENTORY

(For use of this form see AR 190-11; the proponent agency is ODCSPER)

UNIT: 44th Ord Co. WldFKn | DATE(S): 17 May 90

KEY CONTROL NUMBER(S)

(Insert serial number or other identifying number on Key)

1. Q135921	11.	21.	31.
2. Q135922	12.	22.	32.
3. Q132874	13.	23.	33.
4. Q132875	14.		34.
5. Q132876	15.		35.
6. Q132877	16.	26.	36.
7. A032144	17.	27.	37.
8. A0347	18.	28.	38.
9.	19.	29.	39.
10.	20.	30.	40.

SAMPLE

KEY ISSUE AND TURN IN

KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Signature)	ISSUED TO (Signature)	TURNED IN (Date/Time)	RECEIVED BY (Signature)
Key 3	05/17 0845	J. Mitcell	C Williams	05/17 1100	J. Mitcell
Key 4	05/17 0845	J. Mitcell	C Williams	05/17 1100	J. Mitcell
Key 5	05/17 0845	J. Mitcell	C Williams	05/17 1100	J. Mitcell
Key 1	05/17 1315	J. Mitcell	P Bonadlo	05/17 1400	J. Mitcell
Key 8	05/17 135	J. Mitcell	P Bonadlo		

DA FORM 5513-R, Mar 86

Sample BOM Inspection Form

SAMPLE BETWEEN OCCUPANCY MAINTENANCE INSPECTION

FIRST SERGEANT'S BARRACKS PROGRAM 2020

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

Building/Room #:

Inspected By:

Directions: Check or circle the appropriate condition upon inspection.

	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)**

Room should be rated "Outstanding" if less than 3 service orders for minor repairs AND no service orders for major repairs.
Room should be rated "Satisfactory" if there are 3-5 service orders for minor repairs AND no service orders for major repairs.
Room should be rated "Unsatisfactory" if there are more than 5 service orders for minor repairs AND/OR 1+ service orders for majo

INSPECTOR'S SIGNATURE	DATE OF INSPECTION
X:	

Blank Sample 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 configures 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:_____