



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PWH

18 September 2015

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum # 68, Unaccompanied Personnel Housing Procedures for Government Controlled Barracks

1. REFERENCES.

a. Army Regulation 420-1, Army Facilities Management, 12 February 2008 (RAR 24 August 2012).

b. ALARACT 201/2012, HQDA EXORD 261-12 First Sergeants Barracks Program (FSBP) 2020, 30 July 2012.

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

3. APPLICABILITY. This policy is applicable to Fort Belvoir Directorate of Public Works (DPW) Housing Division, DPW Operations and Maintenance, DPW Furniture Management Office, units assigned or attached to Fort Belvoir, and Unaccompanied Personnel Housing (UPH) residents.

4. POLICY. Unit Commanders, UPH residents, DPW personnel, Housing Division staff will follow the enclosed Standard Operating Procedures. Leadership at all levels will prioritize scheduling and executing inspections to ensure proper maintenance and cleanliness and/or to identify other deficiencies that may affect the wellbeing of the service members. Inspections will be conducted monthly, at a minimum, using the enclosed inspection sheet at the Command Sergeant Major (CSM) level. If there is not a CSM for that unit, the Senior Enlisted Member will conduct the inspection and report to the Garrison CSM. Inspections are a vital component of UPH management and are essential to providing quality accommodations and furnishings to service members.

5. PROPONENT. The proponent for this policy is the Garrison Command Sergeant Major at 703-805-3506.

Encl


MICHELLE D. MITCHELL
Colonel, AG
Commanding

“LEADERS IN EXCELLENCE”



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b. ALARACT 201/2012, HQDA EXORD 261-12 First Sergeants Barracks Program (FSBP) 2020, 30 July 2012.

2. PURPOSE. To establish standard operating procedures for unaccompanied personnel housing under the First Sergeants Barracks Program 2020 on Fort Belvoir.

3. APPLICABILITY. This policy is applicable to all service members assigned or living on this installation and their respective unit leadership.

4. POLICY. Unit Commands are responsible for coordination of assignment and termination of quarters, key control, maintenance and repair of the facility, property accountability, maintenance of hand receipts, and ordering cleaning supplies. A list of roles and responsibilities is enclosed (Encl 1).

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

b. Unit Commands may augment this policy by creating additional unit specific Standard Operating Procedures if needed.

5. INSPECTIONS. Inspections are a vital component of Unaccompanied Personnel Housing (UPH) management and are essential to providing quality accommodations and furnishings to service members. Leadership at all levels will prioritize scheduling and executing inspections. Each unit will perform, at a minimum, monthly inspections to ensure proper maintenance and cleanliness and/or to identify other deficiencies that may affect the wellbeing of the service members residing in UPH. Units will report completion in the form

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of a memorandum for record (MFR) from the Senior Enlisted Leader to the Garrison Command Sergeant Major no later than the 5th of every month. Leadership will use the inspection sheet enclosed (Encl 2).

6. PROCEDURES. Eligible service members will report to their Assigned Unit. Upon assignment to quarters, the Responsible Unit will provide:

- a. Assignment to Quarters Orders and Barracks In-Processing Brief.
- b. Resident Occupancy Agreement and obtain service member's signature.
- c. Liability Statement for Damage to Assigned Quarters and hand receipts of furniture and furnishings.
- d. Assignment/Termination Inspection Checklist. The Responsible Unit will conduct an inventory with each occupant upon check-in and clearing barracks rooms.
- e. Key to room and outside door lock system and procedures for key control, lockout procedures, and repairs and maintenance.
- f. Service members have the responsibility to inform the Responsible Unit any time there is a change to hand receipts for furniture or room condition.
- g. Termination. Upon receipt of clearance papers (Permanent Change of Station or Expiration Term of Service) or change in marital status or promotion, the service member will notify the Responsible Unit. The Unit will then schedule a final inspection of quarters at which time room and furnishings will be inspected for damages. Upon final termination of quarters, the service member must remove all personal items from the room, ensure the room is in a high state of cleanliness and return room key. If damages to the facility, furniture or furnishings are determined to be caused by the service member, the service member may request a financial liability investigation or be given the option of payment in accordance with (IAW) set damage cost estimates. The service member will be provided a copy of the applicable document. Responsible Unit will provide the service member's termination of quarters order.
- h. UPH Occupants. In addition to the above-stated responsibilities, the following are service members' responsibilities while residing in the barracks:
 - (1) Room Cleanliness. Occupants are required to maintain their living quarters in a high state of cleanliness. Unit Commanders will perform routine inspections to enforce this requirement. Floors will be kept free of food and stains, and should be swept or vacuumed regularly. Furniture will be free of dust, stains, and spills. Refrigerators must be defrosted frequently with no frost buildup, and food must be kept in sealed containers. Storage of personal items on top of cabinets is prohibited. Walls will be kept free of marks and cobwebs. Windows and mirrors should be clean and streak free. Bathrooms should be free from soap build-up, mildew, dirt, and grime.

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(2) Trash. Occupants will remove trash from their rooms on a daily basis and will dispose of it in the dumpsters on the outside perimeter of the barracks property. Trash from rooms will not be placed in hallways, stairs, or common areas and will not be dumped in common area trash bins. Service members must use recycling bins and trash dumpsters for their intended purposes.

(3) Smoking. All Unaccompanied Housing Rooms are non-smoking, NO EXCEPTIONS. Only designated areas outside of the UPH buildings and 50 feet away from facilities are authorized for smoking.

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

(5) Smoke, Heat, and Carbon Monoxide (CO) Detectors.

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

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

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

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

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

(a) If portable heaters are needed as a temporary supplement to the installed heating system, only self-contained oil filled radiator style heaters are permitted. No open or exposed elements of any type are permitted. The heater must be UL or FM listed, labeled, and equipped with a tip-over switch for safety.

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

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

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

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

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

(10) Alcohol. Occupants will comply with Virginia law governing the legal consumption of alcohol. Unit Commanders may further restrict the members of their units, but those restrictions will not apply to other service members who reside in that commander's barracks.

(11) Pets. Pets, of any kind, are prohibited in Unaccompanied Housing.

(12) Weapons. Service members residing in the barracks may not possess or store privately owned weapons, which include firearms, bows, crossbows, and BB and pellet guns, in the barracks at any time. All privately owned weapons must be registered with the Directorate of Emergency Services before bringing the weapon on the installation. Privately owned weapons will be stored in Units Arms Rooms. Service Member will coordinate with owning unit.

(13) Bicycles. Racks or other storage are provided for bicycles. Residents are urged to use bicycle-locking devices to prevent theft. Bicycles storage is prohibited in stairwells, passageways, walkways, or in areas that will block fire exits.

(14) Quiet Hours. Sunday through Thursday 2200-0630; and Friday through Saturday 2300-0800.

(15) Guests. Authorized visitors of either gender are allowed in quarters with the exception of quiet hours; no overnight guests are allowed. The rights of other occupants take priority over visitation. Cohabitation is strictly prohibited. A parent or guardian must accompany each guest under the age of 18 at all times. Children may not occupy or reside in barracks facilities. The Fort Belvoir Directorate of Emergency Services may escort civilians off the installation and initiate debarment from the installation for violations. Barracks residents are responsible for the behavior and conduct of their guests, and may be

held financially liable for any damage or destruction of government property caused by their guests

(16) Parking. Parking of privately owned vehicles is authorized in designated parking areas only, recreational vehicles (campers, boats, and trailers, etc) are prohibited from parking in the UPH areas. Occupants will not park on seeded areas or areas designated as fire lanes, bicycle areas or sidewalks. No automotive parts will be stored in or around any part of the barracks, to include private rooms, dayrooms, kitchens, laundry rooms, hallways, common rooms, etc.

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

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

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

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

(21) Lost Keys or Lockout. Report to the Responsible Unit for issuance of new keys Monday through Friday, 0730-1600. In the event of lockout after hours, individuals will contact the Responsible Unit 1SG. If the Unit 1SG is unable to gain entry to the room, the base maintenance rover can be reached at (703) 806-3109. In emergencies, The Directorate of Emergency Services number is located on the front door. Upon issuance of a lost key, the occupant will be advised that new replacement keys will be made. All keys lost or stolen will be purchased by the occupant or charges for additional replacement keys incurred.

(22) Work Orders. Occupants may submit work orders through the Responsible Unit to report maintenance problems or requests within living areas. Responsible unit will collect work orders daily and submit work requests to the DPW work reception. For maintenance emergencies during non-duty hours, contact the Directorate of Public Works emergency number (703) 806-3109.

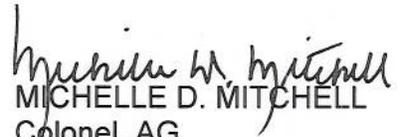
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7. PROPONENT. The proponent for this policy is the Garrison Command Sergeant Major at 703-805-3506.

2 Encls

1. UPH Responsibilities
2. Inspection Sheet


MICHELLE D. MITCHELL
Colonel, AG
Commanding

UNACCOMPANIED HOUSING ROLES & RESPONSIBILITIES

| First Sergeants Barracks Program | | |
|--|---|--|
| Military/Tenant Unit | Garrison (GC, Garrison CSM, DPW) | |
| | Unaccompanied Housing | DPW |
| <p>Facility Management: Inspections / Maintenance & Repair (M&R): Preventive Maintenance Building Inspections Maintenance Self Help Grounds Maintenance (≤ 50' from Building) Initiate & Track Work Orders / Service Orders</p> <p>Housing Program Management: Administration: Participate in Routine Partnering Sessions with Garrison & Unit Leadership</p> <p>Service Member Services: Maintain Barracks Good Order & Discipline Health & Welfare Inspections Command & Control (C2)</p> <p>Property Management: Administration: Initiate Collections for Facility & Furnishings Damages & Loss Furnishings Serviceability Actions Furnishings Replacement Requests Initiate Certificate of Non-Availability (CNA) Requests Common Area Hand Receipt Holder Building & Furnishings Hand Receipt Holder</p> <p>Service Member Services: Room Assignments & Terminations Issue Room Furnishings Hand Receipts (HRs) Furnishings 1 for 1 Replacement Moving & Handling Assignment Outside of Unit Footprint Issue Room Keys Lockout Room Access Common Area Custodial* (Excluding WTU Barracks) Room Check-in/out Inspections</p> | <p>Facility Management: Planning: Input to Annual & Long Range Work Plans</p> <p>Administration: IJO Work Order Review Review of Diversion / Conversion Requests</p> <p>Housing Program Management: Planning: Determine Construction & Leasing Requirements Analyze & Review Units' Barracks Footprints Budget Sub Activity Group (SAG) 131</p> <p>Administration: Housing Policy (Perm Party, Training, & Transient) Certificate of Non-Availability (CNA) Processing Geographical Bachelor Management Temp Lodging Allowance (TLA) / Temp Lodging Expense (TLE) Processing Barracks Utilization Reporting Training Units on UH program, policies, and eMH system ISR-S Evaluation Lead Routine Partnering Sessions with Garrison & Unit Leadership Contracting Officer's Representative / Quality Assurance for Furniture, Appliances, & Drayage Furnishings Management – Requisition, Issue, Turn-in, Repair, Disposal, Warehousing, Accountability, etc. Cyclical Furnishings Inventories (warehouse, HRs) Whole Barracks Furnishings Replacement Provide Replacement Furnishings Requirement to HQ IMCOM Furnishings Budget & Future Programs</p> <p>Property Management: Single Sr. NCO / Officer UH Mgmt</p> | <p>Facility Management: Planning: Prepare Annual & Long Range Work Plans Barracks Major Project Management / DD1391 Master Planning 4L Inspections ISR-I Inspections Budget Sub Activity Group (SAG) 132</p> <p>Administration: Inspections Oversight Issue Training & Transient Barracks Facility Hand Receipts Facilitate Leasing Execution (with HQ USACE) Diversion / Conversion Processing Collection Processing for Facility Damages Key Control</p> <p>Inspections / Maintenance & Repair (M&R): Service Order Execution Work Order Execution Supplies or Funding for Maintenance Self Help</p> <p>Property Management: Common Area Custodial of WTU Barracks</p> |

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 Procedures



DEPARTMENT OF THE ARMY
 INSTALLATION MANAGEMENT COMMAND
 DIRECTORATE OF PUBLIC WORKS
 FORT BELVOIR, VIRGINIA
 703-806-0120/5022/5386



Soldier's Name & Rank: _____ Bldg/Room #: _____

Inspected By: _____ Date: _____

| | | Outstanding (Green) | Satisfactory (Amber) | Unsatisfactory (Red) | Condition Code | Needs Repair | Description of Maintenance Require |
|--------------------------------------|----------------------------|------------------------|-------------------------|-------------------------|-------------------|--------------|------------------------------------|
| K I T C H E N | Ceiling | | | | | | |
| | Walls | | | | | | |
| | Floor | | | | | | |
| | Light Fixture | | | | | | |
| | Switches/Outlets | | | | | | |
| | Cabinets | | | | | | |
| | Sink | | | | | | |
| | Countertop | | | | | | |
| | Ventilation/Exhaust Fans | | | | | | |
| | Microwave | | | | | | |
| Refrigerator | | | | | | | |
| B A T H R O O M | Ceiling | | | | | | |
| | Walls | | | | | | |
| | Floor | | | | | | |
| | Door | | | | | | |
| | Light Fixture | | | | | | |
| | Switches/Outlets | | | | | | |
| | Trim | | | | | | |
| | Exhaust Fan | | | | | | |
| | Hardware (towel bar, etc.) | | | | | | |
| | Shower/Tub | | | | | | |
| B E D R O O M | Mirrors | | | | | | |
| | Cabinets | | | | | | |
| | Commode | | | | | | |
| | Sink | | | | | | |
| | Ceiling | | | | | | |
| | Walls | | | | | | |
| | Floor | | | | | | |
| | Door | | | | | | |
| | Light Fixture | | | | | | |
| | Switches/Outlets | | | | | | |
| C O A M E O A N | Trim | | | | | | |
| | Window | | | | | | |
| | Furniture | | | | | | |
| | Closets, Shelving | | | | | | |
| | Smoke Detector | | | | | | |
| | Ceiling | | | | | | |
| | Walls | | | | | | |
| | Floor | | | | | | |
| | Door | | | | | | |
| | Smoke Detector | | | | | | |
| Appliances | | | | | | | |
| Other | | | | | | | |

CODES

BR (Broken); BU (Burned); CH (Chipped); CR (Cracked); D (Dirty); DA (Damage); DT (Dented); 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)

| | | |
|---------------------------|---------------------------|------------------------------|
| OCCUPANT SIGNATURE | DATE OF INSPECTION | INSPECTOR'S SIGNATURE |
| X: _____ | _____ | X: _____ |

Encl 2