DIRECTORATE OF PUBLIC WORKS FACILITY LEADERS ACTION GUIDE (FLAG) FIRST SERGEANT'S BARRACKS PROGRAM (FSBP)

Fort Belvoir

Single Soldier Housing Office

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1.0 Introduction

1. Single Soldier Housing (SSH) is a partnership between the unit leaders and the Garrison staff with regard to housing single Soldiers in permanent party barracks. This initiative is one part of the Army Plan to improve the quality of life of our single Soldiers by providing them quality living areas, giving them responsibility for their rooms, and holding them accountable for damages.

2. SSH staff is responsible for the administrative duties of the day-to-day barracks operations. Responsibilities include Report barracks utilization, assign residents to their permanent or training quarters, clear residents from rooms prior to PCS/Deployment, provide access to rooms, perform minor maintenance (Self Help) and vacant room maintenance, coordinate and track maintenance requests, and maintain accountability for barracks furnishings and keys.

3. All residents are responsible to ensure a high standard of cleanliness maintained in the rooms, common areas, and outside the buildings. Residents are responsible for their visitors' actions while in the barracks. SOP is followed and enforced by SSH staff and leadership.

4. Warriors in Transition (WTU) soldiers are assigned to building 2102. Soldiers are expected to follow all aspects of the Barracks SOP and report any issues to the SSH staff. The chain of command will perform weekly inspections to ensure their soldiers are maintaining their rooms up to standards.

2.0 Room Assignment

Soldiers must process through Single Soldier Housing office for the assignment of rooms. The Single Soldier Housing personnel will prepare a hand receipt for the Soldier to sign accepting responsibility for the room and all furnishings within.

Barracks Assignment Guidelines

1. Inspect your assigned space upon arrival. Annotate any deficiencies on the Barracks Move-In Condition/Inspection Checklist provided to you and return it to SSH office within 24 hours. If the Soldier notes any deficiencies the SSH inspector will verify and the hand receipt will be reconciled accordingly along with a maintenance request to follow up on any issued that needs to be resolved.

2. Soldiers attached to the Warriors in Transition Unit (WTU) are to follow same instructions as the rest of the general population with the exception of the ones that arrive after hours, they will in process in a transient room located in their building. The following day the soldier is to be escorted by their Cadre (NCO) to in-process with the SSH staff.

3. Approval from your 1SG **and** your SSH Manager must be received **before** changing rooms.

4. If you are in a room by yourself (E4 or below), do not migrate into the adjoining space; second side of room must be ready to receive for a future roommate.

5. Removal/swapping out of any furniture in the barracks rooms/buildings is not authorized.

6. Practice good housekeeping, Health and Welfare regulations are in affective upon taking responsibility of room.

7. A fish tank is authorized with the consent of all parties living in the room; any other pet is not authorized.

8. Smoking is **not** authorized inside the barracks rooms/buildings. Smoking is only allowed 50 feet from front door of building or at designated areas annotated on barrack's grounds. Smoking materials must be disposed of properly.

9. When cooking in rooms equipped with cooking appliances, items will not be left unattended. Lit candles or incense is **not** authorized in the barracks.

10. It is illegal to tamper with smoke detectors (remove, turn-off, etc).

11. Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights and signs,

emergency back up lighting and exit hardware.

12. Parking in designated fire lanes or within 15' of a fire hydrant or fire department connection is not allowed. You may be ticketed by the Provost Marshal's Office for parking/driving your POV in non-designated parking/driving areas.

13. For lock-outs, contact your unit during normal duty hours; after hours you must contact your designated Staff Duty NCO. If you are still unable to gain access to your room then the Staff Duty will provide a transient room for overnight. Report to SSH office during business hours. Weekends: Call 703 806 3109 place an emergency service order.

14. Work orders are placed by contacting your FSBP office. In the case of an emergency during non-business hours you will call the SSH after-hours number in order to place the emergency work order. Please notify your FSBP of any deficiencies ASAP.

3.0 Room Termination

1. Soldiers should schedule a pre-inspection appointment with their FSBP office NLT 3 days prior to their final out. At this time, the Soldier is briefed on procedures and given a copy of the termination packet.

2. The FSBP Inspector will meet the Soldier at their assigned room for their scheduled pre-inspection. The FSBP Inspector will inspect the room using the move out inspection checklist and Clearing Standards Worksheet; any deficiencies will be noted and given to the soldier. The Soldier will schedule their final move-out inspection within five working days from their final out. The move-out inspection will be reconciled against the move-in inspection to determine any damage beyond fair wear and tear.

3. The FSBP Inspector and the Soldier will return to the FSBP office where deficiencies will be assessed. If any damages are determined to be beyond fair wear and tear, the Soldier will be informed and damage collection paperwork will be initiated. If the room is not cleaned IAW AR 420-1 table 3-1 Room Cleaning Standards, the Service Member is informed about the deficiencies and is given the opportunity to reschedule for another inspection.

4. The FSBP Assignments and Termination (A&T) Counselor will update the room assignment grid and the Barracks Utilization Report (BUR).

5. The FSBP A&T Counselor will update changes in HOMES4. A copy of the termination letter will be provided to the Soldier and a copy filed in the Soldiers folder. Upon completion of this process, the A&T Counselor will stamp and sign the Soldiers clearing papers.

6. Failure to process through your FSBP office for room moves and terminations may result in a financial liability to the Soldier.

4.0 Accountability

As you are aware upon in processing, you signed a Liability Statement for Damages. This statement explained the rules, which apply to unaccompanied personnel housing. In accordance with (IAW) 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. The senior occupant in each room will sign for all common area items within the room. The following documents are the estimated costs for damage to the property within your room. These estimates are your cost if you are found liable due to personal negligence.

4.1 Damage Collection Price List

		Cleaning	
Room Damage UPDATED 10 JUL 09		Cleaning of Chairs/**Per Room**	1-3 Chairs $75, add $25 for each additional chair
Replace Closet Shelf	$40.00	Cleaning of Room- Maint	$60.00
Hole in Wall – 12” x 12”	$60.00	Safety Equipment	
Ceramic Tile	$60.00	Fire Extinguisher Housing	$70.00
Door & Key		Fire Extinguisher Glass	$35.00
Lost Key	$20.00	Smoke Detector	$125.00
Broken Key	$20.00	Panic Hardware on Bay Doors	CURRENT PRICES
Broken Lock	$420.00	Misc. Building Damages	
Broken Handle	$65.00	Glass Entry Doors	$375.00
Damaged Interior Door	$300.00	Laundry Room Counters	$120.00
Damaged Metal Door	$450.00	Laundry Room Sink	$150.00
Damaged Metal Door w/ Lock	$880.00	Door Closures	$75.00
Damaged Wooden Door	$260.00	Window Screen	$45.00
Damaged Wooden Door w/ Lock	$640.00	Window Screen, Frame Only	$20.00
Kitchen Area		Broken Window, Single Pane	$250.00
Repair Kitchen Drawer Facing	$75.00	Broken Window, Double Pane	$325.00
Replace Glass Stove Top	$195.50	Broken Window, Frame w/ Pane	$500 - $1500
Kitchen Counter	$250.00	Double Metal Entry Doors	$700 - $2500
Sink Fixture	$120.00		
Cabinets	$300.00		
Bathroom Area		SHOP LABOR	
Shower Rod	$35.00	HVAC	
Towel Rod	$35.00	PLUMBING	
Sink Fixture	$75.00	CARPENTRY	
Soap & toilet Paper Holders	$30.00	ELECTRICAL	
Sink	$200.00		
Mirror	$75.00		
Toilet Seat	$40.00		
Tub Fixtures	$100.00		
Shower Fixture	$125.00		
Handle on Flush Valve	$90.00		
Reattach Flush Valve	$75.00		
Toilet or Urinal	$300.00		
Florescent Light Fixture, 4 Bulb	$120.00		
Stall Door	$225.00		
		PRICES SUBJECT TO CHANGE	

Furniture Replacement Cost

Item	NSN	Item Description	Price
Chest	7105-00-000-0202	Chest: 3-Drws, Wood	$229.24
	7105-00-000-0203	Chest: 4-Drws, Wood	$217.80
	7105-00-000-0204	Chest: 5-Drws, Wood	$285.01
	7105-00-000-0205	Chest: 6-Drws, Wood	$315.00
	7105-00-000-0206	Chest: 3 Drws, Metal & Wood	$373.00
	7105-00-000-0207	Chest: 3 Drws, Metal, Dark Gray	$343.00
	7105-00-000-0208	Chest: 3 Drws, Metal, Dorian Gray	$343.00
	7105-00-000-0209	Chest: 3 Drws, Metal, Blue	$515.00
	7105-00-000-0210	Chest: 3 Drws, Metal	$373.00
	7105-00-000-0211	Chest: 2-Drws, Storage, Under bed Wood	$171.50
Wardrobe	7105-00-000-0302	Wardrobe: Wall Locker, Metal Dark Gray	$436.74
	7105-00-000-0303	Wardrobe: Wall Locker, Metal Light Gray	$436.74
	7105-00-000-0304	Wardrobe: Wall Locker, Metal Dorian Gray	$460.00
	7105-00-000-0305	Wardrobe: Wall Locker, Metal Blue	$509.00
	7105-00-000-0306	Wardrobe: Wall Locker, Wood	$513.25
	7105-00-000-0307	Wardrobe: Wall Locker, Collapsable	$509.00
	7105-00-000-0308	Wardrobe:Foot Locker: Metal Dark Gray	$61.15
	7105-00-000-0309	Entertainment Unit: TV, Honey Pine Wood	$405.00
	7105-00-000-0310	Entertainment Unit: TV, White Oak Wood	$524.00
	7105-00-000-0313	Wardrobe: Wall Locker, Metal & Wood	$435.00
	7105-00-000-0322	Wardrobe: Wall Locker, Metal Colored Door	$839.00
Desk	7105-00-000-0500	Desk: Student Wood, Honey Pine	$217.56
	7105-00-000-0501	Desk: Student Wood, White Oak	$217.56
	7105-00-000-0502	Desk: Student Wood, Dark Oak	$217.56
	7105-00-000-0503	Desk: 1-Drws, Wood	$166.00
	7105-00-000-0504	Desk Accessory: Study Carrel Wood	$108.78
	7105-00-000-0505	Desk: Armoire/Drop Lid Metal	$1,107.00
	7105-00-000-0506	Desk: Armoire/Drop Lid: Wood	$434.91
	7105-00-000-0507	Desk: Student, Metal	$557.00
	7105-00-000-0508	Desk, Asst	$250.00
Bed	7105-00-000-0600	Bed: Bunk, End, Metal, Dark Gray	$30.18
	7105-00-000-0601	Bed: Bunk, End, Metal, Light Gray	$30.18
	7105-00-000-0602	Bed: Bunk, End, Metal, Dorian Gray	$35.00
	7105-00-000-0603	Bed: Bunk/Desk Metal w/ Ladder, Blue	$668.68
	7105-00-000-0604	Bed, Single: Platform, CPT, Wood	$513.00
	7105-00-000-0605	Bed: Headboard Twin, Wood, W/ Frame	$60.84
	7105-00-000-0606	Bed: Headboard Full, Wood, W/Frame	$83.00
	7105-00-000-0607	Bed: Headboard Queen, Wood	$86.50
	7105-00-000-0608	Bed: Spring Metal, Dark Gray	$264.64
	7105-00-000-0609	Bed: Spring Metal, Light Gray	$264.64
	7105-00-000-0610	Bed: Spring Metal, Dorian Gray	$262.00
	7105-00-000-0611	Bed: Spring Metal/Wood	$172.00
	7105-00-000-0612	Mattress, Single: Boxspring, Twin, Cloth	$74.75
	7105-00-000-0613	Mattress, Double: Bosxpring, Full, Cloth	$95.00
	7105-00-000-0614	Mattress, Double: Boxspring, Queen, Cloth	$101.25
	7105-00-000-0615	Bed: Frame Expandable, Metal	$30.10
	7105-00-000-0616	Mattress, Single: Twin, Vynil	$89.00
	7105-00-000-0617	Mattress, Single: Twin, Cloth	$121.50
	7105-00-000-0618	Mattress, Double: Full, Cloth	$159.00
	7105-00-000-0619	Mattress, Double: Queen, Cloth	$172.00
	7105-00-000-0620	Bed: Bunk Connector Metal, Dark Gray	$5.49
	7105-00-000-0621	Bed: Bunk Connector Metal, Light Gray	$6.25
	7105-00-000-0622	Bed: Bunk Connector Metal, Dorian Gray	$6.25
	7105-00-000-0623	Bed: Footboard, Twin, Wood	$30.00
	7105-00-000-0627	Bed, Single: Platform CPT Metal	$924.00
	7210-00-Z98-0610	Matress, Single: Twin, Foam	$160.00

Item	NSN	Item Description	Price
Table	7105-00-000-0400	Table, Night: Stand 1-Drws, Wood	$108.00
	7105-00-000-0401	Table, Night: Stand 2-Drws, Wood	$125.00
	7105-00-000-0402	Table, Night: Stand 3-Drws, Wood	$181.00
	7105-00-000-0403	Table: End, Wood	$102.03
	7105-00-000-0404	Table: Dinning, Wood	$220.50
	7105-00-000-0406	Table: Coffee, Wood	$158.32
Dresser	7105-00-000-0103	Dresser: 4-Drws	$347.00
	7105-00-000-0105	Dresser: 6-Drws	$359.00
Chair	7105-00-000-0700	Chair, Ocassional: Straight W/Arms	$150.92
	7105-00-000-0701	Chair, Occasional: Straight W/O Arms	$93.10
	7105-00-000-0702	Chair, Occasional: Dinning	$15.00
	7105-00-000-0703	Chair, Occasional: Recliner	$481.14
	7105-00-000-0704	Chair, Occasional: Stacking Metal	$65.55
	7105-00-000-0705	Chair, Occasional: Lounge, Vynil	$120.00
	7105-00-000-0706	Chair, Occasional: Lounge, Cloth	$335.30
	7105-00-000-0707	Chair: Loveseat (2), Vynil	$223.40
	7105-00-000-0708	Chair: Loveseat (2), Cloth	$548.21
	7105-00-000-0709	Chair: Sofa (3), Vynil	$479.97
	7105-00-000-0710	Chair: Sofa (3), Cloth	$749.45
	7105-00-000-0711	Chair, Occasional: Straight, No Padding, W/O Arms	$93.10
	7105-00-000-0713	Chair, Occasional: Rotery	$256.30
Linen	7105-00-000-0800	Blanket: Cotton Light Green	$15.00
	7105-00-000-0801	Blanket: Wool, Dark Green	$36.60
	7105-00-000-0802	Sheet: White	$8.44
	7105-00-000-0803	Cover: Mattress, Vynil	$2.80
	7105-00-000-0804	Cover: Mattress, Cloth	$10.71
	7105-00-000-0805	Pillowcase: White	$2.25
	7105-00-000-0806	Pillow: Vinyl	$8.57
	7105-00-000-0808	Pad: Mattress, Cloth	$24.30
Misc	7105-00-000-0900	Lamp: Floor	$90.74
	7105-00-000-0901	Lamp: Table	$58.39
	7105-00-000-0902	Game Table:	$499.00
	7105-00-000-0903	Pool Table:	$1,483.15
	7105-00-000-0904	Dart Board:	$125.00
Electronic	7105-00-000-1000	Television: 52 "	$1,960.75
	7105-00-000-1001	Television: 27 "	$396.17
	7105-00-000-1002	Video: VCR	$197.24
	7105-00-000-1003	Television: 21 "	$210.00
	7105-00-000-1004	Television: 19 "	$138.99
	7105-00-000-1005	Video: VCR/DVD Combo	$138.08
	7105-00-000-1006	Television: TV/DVD/VCR Combo, 21"	$255.00
	7105-00-000-1007	Video: DVD	$72.50
	7105-00-000-1008	Television: 36"	$455.00
	7105-00-000-1009	Television: TV/VCR Combo	$235.00
Appliances	4110-00-000-0100	Refrigerator (Gov Owned): 4.5 cu ft	$159.00
	4110-00-000-0101	Refrigerator (Gov Owned): 10. cu ft	$320.00
	4110-00-000-0103	Refrigerator (Gov Owned): 18. cu ft	$429.00
	4110-00-000-0104	Refrigerator (Gov Owned): 7. cu ft	$199.00
	4110-00-000-0105	Refrigerator (Gov Owned): Freezer	$329.39
		Micr fridge	$575.00
	4110-00-000-0300	Microwave	$125.00
	4110-00-000-0400	Range (Gov Owned):	$189.00

PRICES SUBJECT TO CHANGE

10-Jul-09

5.0 Access to Rooms

The FSBP staff provides a housekeeping key to the ISS contractor to gain access to transient rooms only as required for all lawful purposes. Coordination with FSBP office for access to rooms is required. In an emergency or when conducting health and welfare inspections, unit leaders and FSBP staff are authorized to enter residents' rooms without previous notice, but will alert the resident by knocking before entry. If criminal activity in the room is suspected, unit commanders will consult with their servicing Judge Advocate before taking action to enter the room.

6.0 Common Area Custodial and Grounds Maintenance

Unit responsibility includes all areas within 50 feet of the barracks building and any ancillary structures such as picnic areas, outdoor grills, tables, benches, sidewalks, and parking areas. Building common area (to include common lavatories, dayrooms, hallways, stairwells, balconies etc) custodial tasks remain a Unit responsibility. In other words clean up after yourself and your buddies.

7.0 FSBP Office Hours

Hours of Operation. The FSBP offices at Fort Belvoir will be open from 0730-1600 Monday through Friday; except Federal Holidays.

FSBP Area Phone Numbers

FSBP	Building	Phone Number
SSH Office	2105A	703 806 0489/5386/5022
After Hours Maintenance	1420	703-806-3109

8.0 After Hours Work Orders

After normal duty hours or on the weekend/ Holidays, Soldiers should call the SSH at 806-3109. The SSH staff will provide a problem resolution. (i.e. service orders, lockouts)

<u>Military Police/ Fire Department</u>

MP FS- 703-806-3106/3105/3104
Fire Prevention (703) 805-2091

FOR EMERGENCY ALWAYS DIAL 911

9.0 Energy and Conservation

The goal of energy and water conservation is to ensure that the essential needs of all Soldiers are provided without waste. Energy conservation is a key element in Fort Belvoir effort to become energy efficient. Soldiers are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Soldiers to conserve and reduce energy consumption without sacrificing comfort:

1. Set thermostat at a comfortable setting without fluctuation to maintain consistent climate control.
2. McRee Barracks residents are required to maintain their rooms at a range of 72 degrees Fahrenheit plus or minus 2 degrees. The Department of the Army has to follow AR 420-1, which requires us to save energy.
3. During the heating season, if the room will be vacant for an extended period, (weekends, holidays or vacations) turn thermostat back to the lowest setting but not lower than 70 degrees to prevent water lines from freezing.
4. During the air conditioning season, if the room will be vacant for an extended period, (weekends, holidays or vacations) turn thermostat up to 75 degrees to prevent moisture accumulation.
5. Keep doors and windows closed whenever air conditioning or heating is in operation.
6. Check toilets for leaks.
7. Make sure faucets are shut off properly.
8. Use flow controlling nozzle/spray head device for outdoor hoses.
9. Take short showers instead of baths.
10. Do not remove or replace devices that have been installed to conserve water such as faucet aspirators and low flow showerheads.
11. Do full loads of laundry and make sure the water level is right for the size of the load.
12. Turn off lights when not needed.

10.0 Locks and Keys

Only the Soldiers listed on the Soldier Responsibility Agreement will be issued a key to the room. Soldiers are not permitted to alter existing locks or install any additional locks.

11.0 Lock-Outs

A. Normal Duty Hours

1. Soldier Reports to the SDO/SDNCO who verifies lock out (i.e. key card is not working).
2. If SDO/SDNCO key doesn’t work and Soldier key does not work in the door the SDO/SDNCO and the Soldier goes to the Single Soldier Housing Management Team (FSBP) office.
3. FSBP Office verifies Soldier key doesn’t work and issues new one if needed or initiate service order for lock to be repaired.
4. WTU soldiers will contact their on call CADRE/NCO to obtain access to their room.

B. After Duty Hours

1. Soldier reports to unit SDO/SDNCO.

2. SDNCO physically verifies it is a lock out. The SDO/SDNCO uses the Battalion key to let Soldier in

   room. If the Battalion key does not work the **SDO/SDNCO calls 703-806-3109** to contact the night inspector or the on call person who will respond to the lock out.

3. The on call person will verify if the lock issue is a programming issue or lock malfunction. If it is a program issue, the on-call person will reprogram the lock, key as necessary or submit service order.

4. If the lock is malfunctioning the night inspector/on call person will call in an emergency work order to have the lock fixed.

12.0 Maintenance Emergency

Emergencies will be handled immediately. Contact the SSH Office at **703-806-3109** and follow the prompts to submit an emergency work order. Emergency situations consist of:

1. Fire - immediately call 911.
2. Lack of electricity.
3. Broken or non-working doors, locks, windows.
4. Roof leaks.
5. Lack of heat when outside temperature is below 50 degrees.
6. Lack of air conditioning when outside temperature is above 80 degrees.
7. Lack of water.
8. Non–functioning toilet.
9. Locked out of room.
10. Flooding.
11. Broken pipes.
12. Any life safety or health concern.
13. Water flowing from grass or street areas (possible underground pipe break).
14. Overflowing manhole (possible sewer back-ups).

13.0 Maintenance Service Request

If a Soldiers room requires routine maintenance, contact the SSH Office at **806-3109** and follow the prompts to submit a work order.

14.0 Mold

MOLD MEMO FOR BARRACKS LIVING AREAS

There is a major misconception about mold. Mold is a natural occurring organism and is everywhere. Mold requires moisture and some form of food such as dust, paper, sheetrock, etc. to grow. Mold can be cleaned with soap and water. Failure to keep surfaces dry allow mold to start growing. If these areas are cleaned and dried at the first sign of mold, the problem should go away. This type of cleaning does not require special equipment or procedures. Standard house cleaning will go a long way to eliminate mold growth.
The primary purpose of this memo is to provide guidelines for measures to be taken to aid in the prevention of mold growth in barracks living areas. The occupants should take the below listed actions in all barracks living areas under their area of responsibility to aid in this process. This becomes especially important during months of high humidity. The key to combating mold is **MOISTURE CONTROL and ensuring surfaces are kept dry.**

Mold is a problem that can be solved using MOISTURE CONTROL and ensuring surfaces are kept dry. Each room is supplied with a dehumidifier and it needs to be emptied at least once per day.

For **unoccupied rooms**:

1. Conduct a weekly check of each room for proper operations of the HVAC, plumbing, electrical and appliances to include flushing toilets, turning on lights and faucets.
2. Keep the HVAC controls on Automatic and temperature range between 75-78 degrees. Operating the units at too low of a temperature causes some surfaces to get below the dew point of the air and will allow condensation to form on the surfaces. This condensation is all the moisture mold needs to start growing. Turning the HVAC unit off allows the humidity in the room to increase; this will also cause moisture to form on surfaces. **Replace the HVAC filters each month.**
3. Verify the ventilation system in the bathroom is working by putting a piece of paper in front of it. The paper should be sucked against the duct.
4. Keep the closet doors partially open to allow for air circulation.
5. Keep exterior doors and windows closed. Allowing outside air to enter the room will generally increase the humidity in the room especially during the summer months.
6. Turn in service orders when a discrepancy is identified.

For **occupied** rooms:

1. Report maintenance issues as soon as possible especially with HVAC systems.
2. **Replace the HVAC filters monthly**.
3. Minimize the humidity in the rooms by keeping doors and windows closed, not storing wet or damp items (i.e.; TA-50) in the closets and cleaning up spills immediately.
4. Keep the HVAC thermostat set at a range of 70-75 to minimize condensation.
5. Minimize the humidity in the rooms by keeping doors and windows closed, not storing wet or damp items (i.e.; TA-50) in the closets and cleaning up spills immediately.
6. Verify the ventilation system in the bathroom is working by putting a piece of paper in front of it. The paper should be sucked against the duct.
7. As soon as mold is noticed, clean area with soap and water and wipe area dry. Do not use excessive amounts of water for cleaning. General house keeping practices will prevent the majority of mold growth in the barracks.

*****If you have any issues or concerns regarding mold/mildew notify your chain of command and ask your 1SG/SGM/CSM, to contact Mr Jeffrey Carter at 703 806 0489, Harvey Anthony 703 806 5386 or Zayra Lagos 703 806 5022.**

14.1 Mold Evaluation Levels

1. Level 1: mold is evident in isolated patches of less than 10 square feet and has not penetrated the drywall. This level can be remediated at the occupant level using household cleaners.
2. Level 2: mold is evident in concentrated patches and is found in more than one area. The area is greater than 10 square feet but less than 25 square feet and has not penetrated the drywall. This level can be remediated at the occupant level using household cleaners.
3. Level 3: mold evident and has penetrated the drywall and other surfaces. The area is greater than 25 square feet and 33% of the room is affected. This level will be remediated by certified technicians only.

15.0 Pest Control

Soldiers are responsible for minor pest control practices consisting of good sanitation and housekeeping practices. For professional pest control treatments, Soldiers should either go to the FSBP office or contact the FSBP office at **703-806-3109** and follow the prompts to submit a work order.

If you experience a problem with snakes, squirrels, or other outdoor wildlife, please call 911 for assistance.

Soldiers are expected to:

1. Maintain rooms in a manner to deny access, harborage, and sustenance to household pests.
2. Ensure windows and doors are closed and fit properly.
3. Protect food by storing in pest proof containers, especially starchy or fatty foods.
4. Promptly clean up spilled foods, crumbs, drinks.
5. Empty garbage daily.
6. Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspapers, empty cans, empty bottles, and paper grocery bags in kitchen and baths.
7. Have leaks and dripping faucets repaired promptly.

16.0 Refuse collection

Every block has a dumpster for trash disposal and for recyclables. Every room will have a trash can and a recycle container to facilitate the separating of your trash and recyclables in accordance with the guidelines listed below.

17.0 Recycling

Recycling at Fort Belvoir is **MANDATORY. The Recycling Center is Building 1089 (703) 806-3008** Dumpsters are located at all barracks locations.

All soldiers must recycle the following items**:**

Glass: Amber/brown, clear, green. This will include only glass containers that food or drinks come in (Examples are: beverage/drink bottles, jelly jars, ketchup jars, mustard jars, pickle jars, etc…). It does not include such items as auto glass, Corning ware, Regal ware, plates, cups, and bowls. Remove lids and rinse all containers before placing in recycle dumpster.

Plastic: All plastic bottles/containers with the numbers # 1, # 2 or # 5 stamped on the bottom of the containers. (Examples: drink containers, milk jugs, laundry detergent jugs, bleach containers, shampoo conditioner bottles,

etc.) **No motor oil containers please.** (Remove lids empty all solids and liquids and rinse before placing in the recycling dumpster).

Paper: Includes newspaper, sales papers, junk mail, magazines, phone books, catalogs, school papers, calendars, folders, etc. Place all paper products in a plastic bag and tie the top closed prior to placing in the recycling dumpster. **Do not recycle paper items that have food waste on them such as used paper plates.**

Cardboard: Shipping and Packing Boxes, Shoe Boxes, Cereal Boxes, Cookie/Cracker Boxes, Shirt Boxes, Paper Towel Spools, Poster Boards, etc… Break down all cardboard boxes. Large quantities of cardboard that won't fit or that will fill up your cart should be broken down and placed inside the recycling dumpster.

Cans: Metal and aluminum. **No motor oil cans please**. (Empty all liquids and solids from cans and rinse before placing in the recycling dumpster.)

Computer printer toner cartridges (all) – Using the carton that your new cartridge came in, place the old cartridge in the same box and tape top closed prior to placing in the recycling dumpster.

Large recycle items: For large recyclable items such as grills, bicycles, sofas etc… call the FSBP Office for instructions for disposal.

18.0 Hazardous Waste

Paint: Dry latex paint can be thrown away with the regular trash. Latex or oil-based paint that is still usable can be recycled. Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

Aerosol cans: Empty aerosol cans may be disposed of with the regular refuse. Minimize waste by completely using aerosol-packaged products prior to disposal.

Motor oil and vehicle batteries: No vehicle maintenance is allowed in the barracks area. However, you will appreciate that Auto-Craft Centers and off-post maintenance shops have collection points for motor oil and vehicle battery recycling.

Drugs: Prescription drugs should be washed down the drain with water.

Lamps: Incandescent light bulbs can be disposed of with regular trash.

Batteries: Small flashlight or calculator-type batteries can be disposed of with the regular trash.

19.0 Room Alterations

Soldiers may wish to add customized accents to make their room feel more like home. While Single Soldier Housing supports such projects, it requires Soldiers to secure authorization for alterations from the FSBP prior to work being performed and to ensure that potential health and safety hazards are prevented.

- Wall mirrors, corkboards, paneling, etc. are prohibited on the walls.
- Tub decals are prohibited.
- Removal of window blinds is prohibited.

20.0 Gasoline Storage

Gasoline should never be stored in your room. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the Soldier will be responsible to clean up the area immediately and call your SSH One Call and follow the prompts to speak with your FSBP representative.

20.0 Guests

Visitors and guests are welcome, but are subject to all Fort Belvoir Rules contained in the Soldier Responsibility Agreement and this Guide. Social visits of a temporary nature by Soldiers or their family members are authorized.

21.0 Heaters

Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited.

22.0 Hurricane and Winter Advisory Procedures

Monitor local radio and television stations for storm information. Remain alert to information being broadcast in housing areas by Military Police (MP) personnel. Unnecessary driving and telephone utilization should be curtailed. Maintain a hurricane and winter evacuation kit that you can take with you.

23.0 Noise

Be considerate of neighbors. Soldiers must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing of stereos, excessive base, television or musical instruments, which would disturb the peace and quiet enjoyment of other Soldiers, is absolutely prohibited.

24.0 Parking, Vehicles, and Motor Vehicles

Motor vehicles are to be parked in authorized parking areas only. Vehicle Registration is located at the Visitor Processing Center at Tulley Gate (703) 806-4891

Repairs of any nature to vehicles are prohibited in the parking lot. An on-post Auto Craft Shop is available and located on **The Kawamura Community Center** at Fort Belvoir on **Gunston Road (Bldg 1462)**
(703)806 4088 which may be utilized to perform these repairs.

Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the barracks parking areas for more than 24 hours. Storage facilities are available for such vehicles is available on the **Potomac River at the Marina located at the entrance to River Village on South Post and the office is in Bldg. 1696, 5465 Hudson Road (703) 781-8282. Outdoor Recreation & Equipment Center is located in 778 Warren and Johnson Road (703) 805-3081. Truck Rentals (AAFES) inquires is available at 703 780-1919**

Unregistered, inoperable, unlicensed, or abandoned vehicles may not be parked within the barracks parking areas. Violators may be ticketed by the Military Police Department and will be subject to having vehicles towed away at the Soldier's expense. At no time will vehicles be permitted to be left on jacks.

25.0 Pets

An aquarium with fish is authorized if your roommate agrees. Pets of any other nature are not authorized in Single Soldier Housing.

26.0 Plumbing, Fixtures & Equipment

1. The plumbing fixtures/equipment in the bathrooms and kitchens is not to be used for any purpose other than that for which they were constructed. No rubbish, rags, tampons, sanitary napkins, or other obstructive substance shall be thrown in to the toilets.

2. Soldiers will be responsible for all damages resulting from improper use and held liable for the cost incurred to repair such equipment and any related damages.

3. Removal or replacement of existing plumbing fixtures and devices with non-comparable components is prohibited. Upon move-out, the final inspection will confirm the presence of aspirators and low-flow showerheads. Soldiers will be charged for the replacement of missing devices.

27.0 Satellite Systems (TV) Satellite antennas are prohibited.

28.0 Smoke & Carbon Monoxide Detectors

Smoke and carbon monoxide detectors have been provided to comply with local safety ordinances and should not be deactivated or removed. Any questions about operation or performance can be directed to the FSBP. Soldiers agree to immediately report a malfunctioning device to the FSBP.

29.0 Speed Limit

The speed limit at Fort Belvoir in parking lots is 10 MPH and 30 MPH on paved roads unless otherwise indicated by posted signs. If poor weather conditions exist, the posted speed limit may be too fast and you are expected to drive accordingly.

30.0 Weapons Policy

1. In accordance with FS REG 190-2; 3-1, Soldiers residing in the barracks may not possess or store privately owned weapons, which include firearms, bows, crossbows, BB and pellet guns.

2. The Visitor Processing Operation Center at Tulley Gate conducts a vehicle and firearm registrations. The center operates from 0800-1700 hrs from Monday to Friday Additional Info (703) 806-4891

3. All privately owned weapons must be registered with the Provost Marshal's Office **(703) 806-4024** within 72 after arrival on the installation or after obtaining the weapon. Firearms are NOT permitted to be stored in billeting, family housing or barracks.

4. All firearms and other potential dangerous weapons must be stored in the Soldiers unit arms room. **Violations of the Weapons Policy may result in UCMJ action.**

31.0 Window Covering

1. Soldier are not authorized to alter or remove mini blinds; if you have any questions regarding your window coverings please call the SSH One Call and follow the prompts to speak to your FSBP representative.

2. If blinds are damaged due to Soldier neglect, a charge will be assessed for replacement once a Soldier clears.

32.0 Fort Belvoir – In-Processing –Out-Processing Numbers

Personnel assigned to Fort Belvoir, you must sign in at:

<u>Fort Belvoir ACAP</u>
Fort Belvoir Welcome Center
5981 13th Street (Bldg 1155)
Fort Belvoir, VA 22060
Phone: (703) 806-4084/5392
DSN: 655-4392/655-4084
Fax: (703) 806-0831

Hours of Operation Monday to Friday 0730-16000

33.0 ACS/Army Emergency Relief (AER)

ACS is dedicated to improving the quality of life of MDW families through education, information and support services. These programs include Relocation Assistance, Exceptional Family Member program, Consumer Aftairs/Financial Counseling program, Family Member Employment Assistance program, Information and Referral, Outreach Program, Family Advocacy, Army Emergency Relief.

ACS Location:
9800 Belvoir Road (18th and Belvoir Rd) Building 200.
Fort Belvoir, VA 22060
Phone Number (703) 805-4590
Hours of operation are Mon-Fri 0800 – 1600
ACS is Closed on the first Wed of every month from 12-4:30pm for professional development training.

American Red Cross
9716 Middleton Rd (Bldg. 1161)
Fort Belvoir, VA 22060
Phone: (703) 805-2057
Hours of Operation: 0800-1600hrs Mon-Frid
For Red Cross Emergency - only after duty hours/Federal Holidays: 1-877-272-7337

Finance Section
Defense Military Pay Office
Ft. Belvoir/NCR
9875 Michie Place (Bldg. 219)
Fort Belvoir, VA 22060-5530
Hours of Operation: 0700-1500hrs Mon-Frid
Ft. Belvoir DMPO Email: dmpo-belvoir@us.army.mil

Customer Service (703) 805-2501
In/Out processing (703) 805-4271
Administrative (703) 805-3724
Reservists (703) 805-2466

ID Card Section (DEERS)
5815 20th Street (Bldg. 213)
Fort Belvoir, Virginia 22060
Phone (703) 805-5578
Commercial: (703) 805-5578
DSN: 655-5578
Fax: (703) 805-1000
http://appointments.cac.navy.mil/

Personal Property Section (Household Goods)
JPPSOWA (Joint Personal Property Shipping Office)
9325 Gunston Road (Bldg 1466)
Fort Belvoir, VA 22060
Customer Service Hours: 0800-1600hrs Monday thru Friday
Phone: 703 806-4900
Quality Control Section: (703) 806-0974
Delivery/SIT/In-bound: (703) 806-0968
Non-Temporary Storage Section: (703) 806-0973

Reassignment Processing
Military Personnel Strength and Ops Branch (PSOB) 703 805 1072

Administrative Services Division
5815 20th Street, Room 116
Fort Belvoir, VA 22060-5920
Telephone: 703-805-5585/1075
Facsimile: 703-805-1333

DHR/Records Section
5815 20th Street (Suite 217)
Fort Belvoir, VA 22060
Phone: (703) 805-1053

Personnel Service Branch: (703) 805-5575
Military Personnel Services Branch (PSB): (703) 805-1088

Separation Transition Center
Military Personnel Processing Branch (PPB): (703) 805-2675

30.1 Fort Belvoir FSBP Phone Numbers

9001 Gunston Road (2105A)
Fort Belvoir, VA 22060
Barracks Manager (DPW) 703-806-0489
Harvey Anthony (UPH Office Supervisor/Inspector) 703-806-5386
Zayra Lagos (UPH Office Administrator/Inspector) 703-806-5022

Emergency	**911**
Fort Belvoir Military Police	703-806-3105/06
Emergency MP Desk	703-806-3104
Fort Belvoir Fire Department	703-805-2091
Military Post Locator	703-805-2043
Poison Control Center	800-462-0800
Dewitt Army Hospital	703-805-0510
Appointments	703-805-0612
Toll Free	800-433-3574
Private Vehicle Storage	703-806-4891