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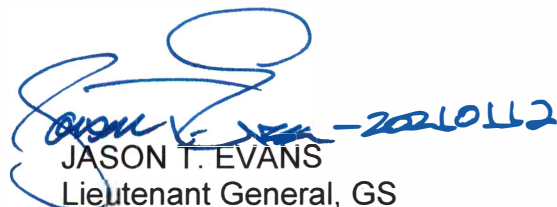
12 January 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Distribution and Implementation of the Army Barracks Management Program Handbook Version 2

1. References. For applicable references, see Appendix C.
2. Purpose. This memorandum provides the enclosed Army Barracks Management Program (ABMP) Handbook version 2 for immediate use, clarifies policy regarding best practices, and provides specific day-to-day procedures for barracks management and operations. The ABMP Handbook (version 2) does not replace statutes or regulations pertaining to barracks, Army standards, entitlements, or other policies. In the event the handbook contains information that conflicts with regulations or statutes, the regulations and statutes take precedence.
3. Proponent: The proponent for the ABMP Handbook version 2 is the Deputy Chief of Staff, G-9.
4. Applicability. The ABMP Handbook version 2 is applicable to all Army installations and training sites including those of United States Army Reserve and United States Army National Guard.
5. The point of contact for this memorandum is Ms. Earlene Lavender, 703-695-6937, or earlene.y.lavender.civ@mail.mil.


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Handbook Version 2

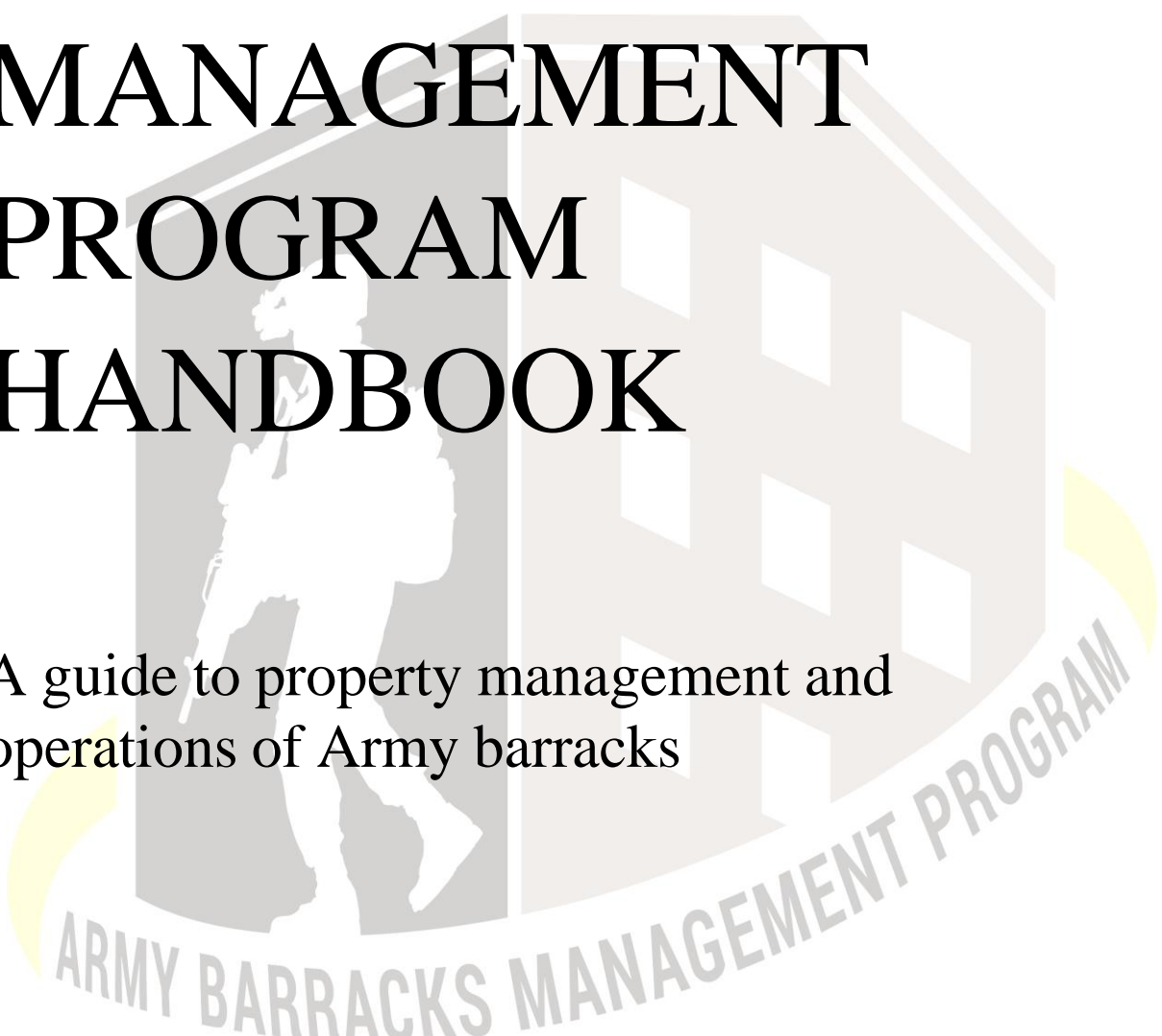
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ARMY BARRACKS MANAGEMENT PROGRAM HANDBOOK



A guide to property management and operations of Army barracks

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Headquarters, Department of the Army
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600 Army Pentagon
Washington, DC 20310*

DATED: Version 2: 12 January 2021

SUMMARY of CHANGE

Office of the Deputy Chief of Staff, G-9
Army Barracks Management Program Handbook

This mandated revision, dated 9 January 2018

- Changes Office of the Assistant Chief of Staff for Installation Management to Office of the Deputy Chief of Staff G-9 throughout.
- Adds Senior Command Commander and Command Sergeants Major to the Stakeholder Meetings (para 1-1.).
- Revises Army Barracks Management Program (ABMP) Roles and Responsibilities (para 1.3.1., 1.3.2., and 1.3.3.).
- Replaces Joint Travel Regulation with Department of Defense Financial Management Regulation (para 3.1.1.).
- Provides guidance for assignment and termination (para 3.3. and 3.5.).
- Adds minimum square feet to house mobilized Soldiers IAW Army Regulation 420-1, Army Facilities Management, Rapid Action Revision (RAR) (para 3.7.1.).
- Changes Warrior Transition Unit to Soldier Recovery (SR) (para 3-8).
- Clarifies Converting and Diverting SR Unaccompanied Housing (UH) (para 3.8.2.).
- Provides guidance on Service Animals in SR UH or other UH Buildings (para 3.8.3.).
- Clarifies Garrison Commanders authority of Basic Allowance for Housing (para 4.1. and para 4.1.2. and para 4.1.3.).
- Mandates brigade and battalion S-4s notification of change of command/assumption of command dates (para 7.3.).
- Adds guidance on damages to UH Facilities and UH Furnishings (para 8.1. and 8.2.).
- Define commander's role in health and welfare inspections (para 9.2.).
- Provide guidance for cooking in UH Facilities (para 9.5.1.).
- Define Evacuation Coordinator responsibilities (para 5.5.2.).
- Additional guidance of Alcohol and Tobacco use in UH Facilities (para 10.1. and 10.2.).
- Provides guidance on Privately Owned Weapons and Ammunition in UH Facilities (para 11.).

- Adds management of Initial Military Training (IMT) UH, Post-IMT UH, and Collective Training UH Facilities (para 12. and 13.).
- Revised ABMP Certification Reports (para 15.1. and 15.2.).
- Updated Appendix A through Appendix D.

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EXECUTIVE SUMMARY.

Army Commanders and stakeholders collaborated in developing a better way of managing Unaccompanied Housing (UH) to support the needs of unaccompanied Soldiers. The Army Barracks Management Program (ABMP) builds upon lessons learned from past UH management programs, provides a uniform management standard, optimizes available resources, and focuses on the needs of the Army and its Soldiers now and in the future.

The ABMP 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 emphasizing the unit's responsibility for the day-to-day management of permanent party barracks to enable leaders to effectively monitor the morale, health, welfare, and discipline of their Soldiers.

This handbook serves as a tool in defining each stakeholder's roles and responsibilities pertaining to UH management at U.S. Army installations worldwide.

1. Introduction.

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

A Soldier's living environment is an important factor to preserving and enhancing the All-Volunteer Force. Government owned UH is the home for the Army's unaccompanied Soldiers; quality facilities and services are essential elements to single and unaccompanied Soldiers.

The ABMP standardizes UH management 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, military units will be the face of UH management, while garrison staff will serve as enablers, retaining quality oversight and providing support to Soldiers and units.

This *ABMP Handbook* is designed to serve as a reference tool and assist military personnel who are, or will be, performing the property management functions for UH. A secondary goal of the handbook is to provide all stakeholders a road map that will endure beyond an individual's tenure in managing, overseeing, or supporting barracks programs. Stakeholders include the Senior Commanders (SC), Senior Command Sergeants Major (CSM), Garrison Commander (GC), Garrison CSM, Brigade and Battalion Commanders, Brigade and Battalion CSM, Brigade and Battalion S4's, Company Commanders, First Sergeants, 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), Financial Management Support Center, Military Personnel Office, Family Readiness Group, and any other organization that has an interest in unaccompanied Soldiers and facilities. The unwavering support and commitment of all stakeholders are critical to successfully delivering housing services and safeguarding the Army's investment in a holistic management program.

This document does not replace statutes or regulations pertaining to barracks, Army standards, entitlements, or other policies. In the event the handbook contains information that conflicts with regulations or statutes, the regulations and statutes take precedence. For the purposes of this

handbook, the term “UH” refers to Permanent Party, Initial Military Training (IMT), Post-IMT (i.e., Basic Combat and Advanced Skill Training) and Collective Training (i.e., Annual and Mobilization) 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). This handbook does not apply to UH buildings for senior enlisted or officers, which are managed exclusively by the garrison housing division.

The information in this handbook upholds the basic standards for barracks as detailed in Army Regulation (AR) 420-1, Facilities Management, Rapid Action Review (RAR), dated 24 August 2012, Chapter 3 (Housing Management), which serves as the primary reference material for matters pertaining to the management and operations of all forms of UH world-wide. Army Regulation 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 UH goal--to provide a quality living environment is the basis for what UH services should accomplish.

- Improving and maintaining the Quality of Life (QOL) and well-being of Soldiers in UH
- Improving the overall utilization and efficiency of the Army’s UH
- Managing Certificate of Non-Availabilities (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
- Sustaining UH operations, including conserving energy
- Managing an UH inventory to at least 90% Quality Rating Q1/Q2

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

Although there are multiple stakeholders when it comes to UH, there are four primary entities responsible for managing an installation’s UH program: the military unit, the Garrison Housing Office, the DPW, and the residing Soldier. The following section will outline the roles and responsibilities that are discussed in more depth throughout the body of this handbook. Meetings should be organized and facilitated by the garrison staff, on behalf of the Division and Garrison CSM, with brigade/battalion leadership, should be held, at a minimum, quarterly, 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. Leaders are responsible for ensuring good order and discipline at all times in UH buildings. The Chain of Command has the authority

and responsibility to conduct routine inspections to ensure that conditions in UH provide the best QOL for all residents. The unit's primary responsibilities in UH include:

Division/Brigade/Battalion CSM:

- Routinely review enterprise Military Housing (eMH) Utilization Occupancy Report (UOR)
- Enforce building management procedures
- Conduct routine walkthrough of barracks
- Enforce grounds maintenance standards
- Lead and participate in quarterly stakeholder meetings
- Enforce Soldier accountability for losses and damages to UH buildings and UH furnishings
- Validate requests for CNA
- Enforce assignment and termination procedures
- Coordinate assignments outside of brigade/battalion footprint
- Ensure key control programs are established in brigade/battalion footprint
- Ensure Health and Welfare Inspections are conducted

Brigade/Battalion S4/Representative:

Building Management (Inspections/Maintenance & Repair):

- Preventive maintenance building inspections
- Oversee building management procedures
- Ensure UH furnishings hand receipts are established with Furnishings Management Office (FMO)
- Ensure furnishings inventories are conducted annually/or when a change or assumption of command occurs
- Review and track Demand Maintenance or Work Orders
- Process/track collections for damages to barracks buildings, and/or damages or loss of barracks furnishings
- Maintenance Self-Help Program (if established at the installation)
- Ensure grounds maintenance are conducted (less than 50' from building or extended an additional 10' to meet hard/gravel pavement/roadway)
- Perform inspections for Installation Status Report-Infrastructure (ISR-I)
- Conduct annual inspections of Barracks Physical Security Plan
- Coordinate renovation and/or repair actions with DPW

Housing Program Management (Administration and Services):

- Participate in routine stakeholder meetings with garrison staff
- Oversee and monitor room assignment and termination procedures
- Report and validate requirements for assigning barracks rooms outside footprint to Brigade/Battalion CSMs
- Validate the UOR in eMH
- Ensure sufficient number of eMH trained managers in subordinate units or equivalent
- Maintain control of key card systems
- Inspect unit or equivalent key control program
- Establish lockout procedures

Unit or Equivalent/Directorate:

- Utilize eMH for Barracks Management
- Initiate CNA Requests
- Assigning and Terminating Modules/Sleeping Rooms/Spaces, including Move-in/Move-out Inspections in eMH
- Initiate/validate collections for damages to UH buildings and/or damages or loss of UH furnishings
- Submit furnishing replacement requests
- Sign for UH building(s) and UH furnishings hand receipt with DPW/FMO
- Issue room furnishings hand receipt (at the user level)
- Conduct annual property and equipment inventory
- Manage moving and handling of one-for-one barracks furnishings replacement
- Maintain key control and manage building/room lockouts
- Provide monthly utilization report to the brigade/battalion S4/representative
- Furnishings one-for-one replacement moving and handling
- Coordinate room assignment outside of unit footprint
- Ensure common area custodial responsibilities are coordinated, conducted, and submit Demand Maintenance Orders (DMOs)
- Conduct Health and Welfare Room Inspections
- Ensure sufficient number of eMH trained managers and accounts are managed in eMH
- Designate Self Help Personnel (if established at the installation level)
- Participate in Quarterly Stakeholder Meetings

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, Directorate of Plans, Training, Mobilization, and Security (DPTMS), and military unit stakeholders. The Housing Division's primary responsibilities for UH include:

Housing Program Administration:

- Ensuring compliance with housing policy (Permanent Party, IMT, Post-IMT, and Collective Training)
- Processing and managing CNAs
- Continuing to reduce excess payments of Basic Allowance for Housing (BAH)/Overseas Housing Allowances (OHA)
- Managing Exception-to-Policy (ETP) for unaccompanied personnel with dependents to reside in UH
- Processing requests for Temporary Lodging Allowance (TLA) for Outside the Continental United States (OCONUS)
- Training units on UH program, policies, and eMH database system
- Analyzing and validating Barracks Quarterly Reporting (BQR) at eMH-deployed installations
- Providing comments and validating the Installation Status Report–Services (ISR-S) evaluation

- Organizing the quarterly partnering sessions on behalf of the Garrison CSM with military leadership
- Providing a Contracting Officer/Quality Assurance Representative for furnishings, appliances, and drayage
- Conducting furnishings management—requisition, issue, turn-in, repair, disposal, warehousing, and accountability of UH furnishings
- Conducting 100% annual inventory of UH furnishings (warehouse, hand receipts)
- Preparing Whole Barracks Replacement furnishings packages
- Replacing furnishings
- Budgeting for furnishings and future programs
- Assisting in consolidating UHs when units deploy

Property Management:

- Providing UH management for Senior Noncommissioned Officers (NCOs) and Officers
- Serving 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
- Assisting units with ISR-I inspections
- Submitting and validating Inventory Change Request and Inventory & Utilization Reports in eMH

Building Management Planning:

- Providing input to the UH Master Plan for incorporation into the Annual and Long-Range Work Plans
- Monitoring service call records for cost/timely completion

Building Management Administration:

- Analyzing and reviewing diversion/conversion requests
- Reviewing and submitting ABMP Quarterly Reports

Housing Program Management:

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

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

The DPW is responsible for the planning, programming, Military Construction (MILCON), sustainment, Maintenance and Repair (M&R), restoration and modernization of UH. Facilities sustainment provides resources for M&R activities necessary to keep a typical inventory of facilities in good working order over its expected service life according to the Unified Facilities Criteria (UFC) 3-701-01. 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, plumbing, 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). Between Occupancy Maintenance is included in the DPW's responsibilities, funded through the Sustainment, Restoration, and Modernization (SRM) funding allocation. The DPW's primary responsibilities in UH include:

Building Management Planning:

- Preparing annual & long-range work plans
- Preparing barracks major project management (DA Form 4283 and DD Form 1391) and MILCON projects
- Planning and programming for UH buildings that requires revitalization IAW the Army's Barracks Master Plan
- Providing training or conduct ISR-I Inspections (as needed)
- Providing input to SAG 132 Budget

Building Management Administration (separate from Housing Division Administration):

- Providing inspections oversight
- Issuing IMT, Post-IMT and Collective Training UH building hand receipts with DPTMS or designated garrison agency
- Facilitating leasing execution with Headquarters, U.S. Army Corps of Engineers (HQ USACE)
- Processing facility diversion/conversion
- Processing collections for UH building damages
- Managing re-key or master door key replacement
- Executing Energy Audits
- Implementing and enforcing energy and water conservation efforts
- Consolidating UHs when units deploy

Building Management Inspections/M&R:

- Executing DMO's
- Executing and/or overseeing projects
- Funding supplies for maintenance SHIPs
- Coordinating renovation and/or repair actions with brigade/battalion S4 or representative

Property Management:

- Providing common area custodial support of Soldier Recovery (SR) barracks
- Conducting grounds maintenance (more than 50' from UH buildings)

1.3.4. Soldiers' Roles and Responsibilities.

Soldiers are responsible for assisting and supporting the military unit in executing the custodial tasks associated with the unit's footprint. Soldiers are responsible for the housekeeping and maintenance of their module/sleeping room/space. Housekeeping includes the general cleaning and up-keep of the barracks room, protecting the Army's facilities investment by ensuring maintenance deficiencies are identified and reported, and promptly reporting incidents of vandalism and neglect of facilities, furnishings and equipment to the Chain of Command. Soldiers will take an active role in promoting energy conservation within their assigned module/sleeping room/space by turning off all lights and electronics in their room when not in use or occupied. The resident Soldier's primary responsibilities in the UH with leadership engagement include:

- Following established rules of conduct and joint occupancy of living in module/sleeping room/space
- Regularly cleaning the latrine (including shower/tub, commode, sink, floors, windows)
- Regularly cleaning the kitchenette and all appliances (inside and out)
- Keeping the kitchenette free of debris and/or trash
- Regularly cleaning the floors
- Regularly maintaining a clean and organized living space
- Reporting any required DMOs to the Unit Property Manager or the Soldier's first line supervisor
- Following all garrison energy, water, and waste (including recycling) policies
- Regularly inspecting the walls and ceiling to identify mold buildup; report mold growth to DPW
- Ensure Heating, Venting, and Air Conditioning (HVAC) vents are regularly cleaned and free of debris (if safely accessible)
- Coordinate with first line supervisor or facility manager to conduct joint assignment and termination room inspection
- Keeping common areas free of debris and/or trash

2. General Property Management Practices and Business Rules.

2.1. Trying to Stay Together (Unit Integrity).

Unit integrity is important to ensure good order, discipline, and health and welfare of the Soldier. Room assignments will be managed at the company/battery/detachment level, whenever possible, or at the next higher echelon with available space.

Units must avoid swapping rooms and arbitrarily moving Soldier's to maintain unit integrity as this affects a Soldier's QOL, causes unnecessary wear and tear on UH buildings, increases management workload, and potentially impacts utilization reporting. Soldiers cannot be required to pay for moves that are identified as "for the convenience of the Government," which would include costs such as:

- Cost to relocate/reconnect 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

However, if it is prudent for a unit to reassign a Soldier to a different UH building or module/sleeping room/space for the purpose of maintaining unit integrity, the military unit will be responsible for the associated moving costs. If the garrison is requesting the Soldier to move, the garrison 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.

In conclusion, although maintaining unit integrity is important, it should not be an impediment to achieving the overarching Army goal of maintaining 95% barracks utilization at every garrison.

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 may also need to look for modules/sleeping rooms/spaces outside their UH footprint. If a unit's footprint is nearing capacity, it is the responsibility of the unit commander to coordinate with their higher military echelon prior to seeking available UH assets from the Garrison Housing Office.

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 UH. The Housing Office must regularly review units' footprints in order to maximize UH utilization and minimize negative impact to Soldiers and units.

2.2. A Tool to Make Things Easier-enterprise Military Housing (eMH).

The eMH is the Army's single information management system for day-to-day management, asset management, and associated metrics reports and dashboards. Military units responsible for UH management shall use all applicable eMH modules. All other forms of property management software are prohibited. The Garrison Housing Office is the POC for eMH training and implementation. After deployment of eMH, the eMH 24-hour help desk (1-800-877-8503 or emhsupport@aemcorp.com), in addition to the Garrison Housing Office, can answer questions or provide further assistance.

The eMH system contains personally identifiable information (PII), and connects to the Defense Enrollment Eligibility Reporting System (DEERS), which also contains PII. Therefore, unit personnel designated by the unit leader (and approved by the Garrison Housing Manager) to access and use the eMH system must be responsible and trustworthy, and have completed the Information Security Awareness Training and PII Training and the eMH designated training clips based on permission level. All approved eMH users must have a Department of Defense (DoD) Common Access Card (CAC); the eMH system can only be accessed through a DoD computer.

The eMH Furnishing module is designed for bar-coding individual items. All UH furnishings and appliances will be individually bar-coded (serialized), which will provide the Army the information and control functions needed for furnishings accountability. It will also provide the details necessary to program for additional, replacement, and future furnishings requirements; and to 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.

The Garrison Housing Office staff is the Subject Matter Expert (SME) and proponent for training personnel to use the eMH system. The eMH training clips, 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 online training clips are only available to those with access to eMH. In some cases, on-site training classes may be available from the eMH support team. The Garrison Housing Office will determine the need for and frequency of training.

3. Modules/Sleeping Rooms/Spaces Eligibility.

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

Permanent Party UH is intended for Soldiers either (a) without dependents, (b) with dependents, but without custody, or (c) with dependents but on an unaccompanied tour. Unaccompanied Soldiers married to another Service member on separate tours will be assigned to housing on the same basis as unmarried personnel. Unaccompanied Soldiers in pay grade E-5 or below if stationed in the U.S. and in pay grade E-6 or below if stationed Outside of the U.S will reside in permanent party UH. In certain locations, Outside the U.S., the requirement to live in UH may be higher than E-6.

An application for housing will be used during in-processing at the unit. 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 installation 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 housing application is completed by a trained Unit Representative (UR). The type of information requested is similar to that of the DD Form 1746, Application for Assignment to Housing, located in Appendix D. An example of an unofficial housing application, which should incorporate an appropriate Privacy Act Statement, is also located in Appendix D – Sample Forms.

3.1.1. Exceptions (Unaccompanied Personnel with Dependents).

Generally, unaccompanied personnel eligible for, or receiving, BAH at the "with dependents" rate require an approved ETP by the Garrison Commander, to reside in permanent party UH. If approved, such Soldiers are housed on a "space available" basis and minimum adequacy standards do not apply. Also, such Soldiers will not be assigned a room which results in a single Soldier having less than the minimum authorized space, refer to AR 420-1 Table 3-7, or in a CNA being issued to a single Soldier who would otherwise be required to reside in UH. These exceptions do not apply to Soldiers with dependents who are identified as Key and Essential (K&E) personnel as designated by the GC in coordination with the SC. Soldier's identified as K&E must request an ETP to reside in UH. If there are questions about housing unaccompanied personnel with dependents, contact the garrison housing staff. The provisions of the Department of Defense Financial Management Regulation (FMR) must be met in order to prevent Soldiers from losing their housing allowances.

A CNA is not required to reside off-post (except where mandatory housing policy is enforced) when Service members enrolled in the Married Army Couples Program are assigned to the same installation within 120 days of each other in order to establish a common household or joint domicile. 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 accordance with installation policy:

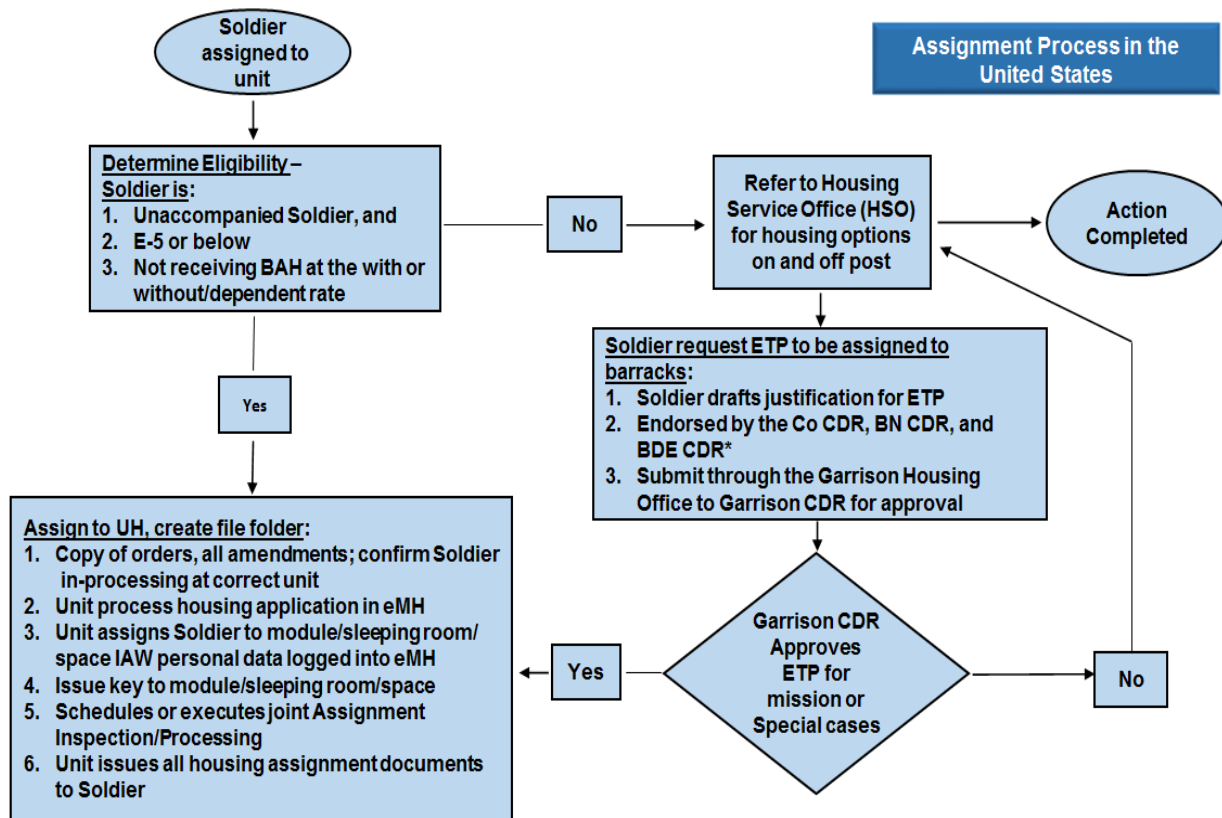
- DA Form 5960, Request for Authorization to Start, Stop, or Change BAH (or Overseas Housing Allowance (OHA) for assignments Outside the U.S.)
- A copy of the marriage license
- A copy of each Service member's orders

Soldiers 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 Soldier's eligibility to receive a housing allowance.

3.1.2. Rank Requirements in the United States (U.S.).

When assigned to a duty station in the U.S., 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 below outlines the processes in determining the appropriate steps to assign Soldiers to modules/sleeping rooms/spaces when in the U.S.



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

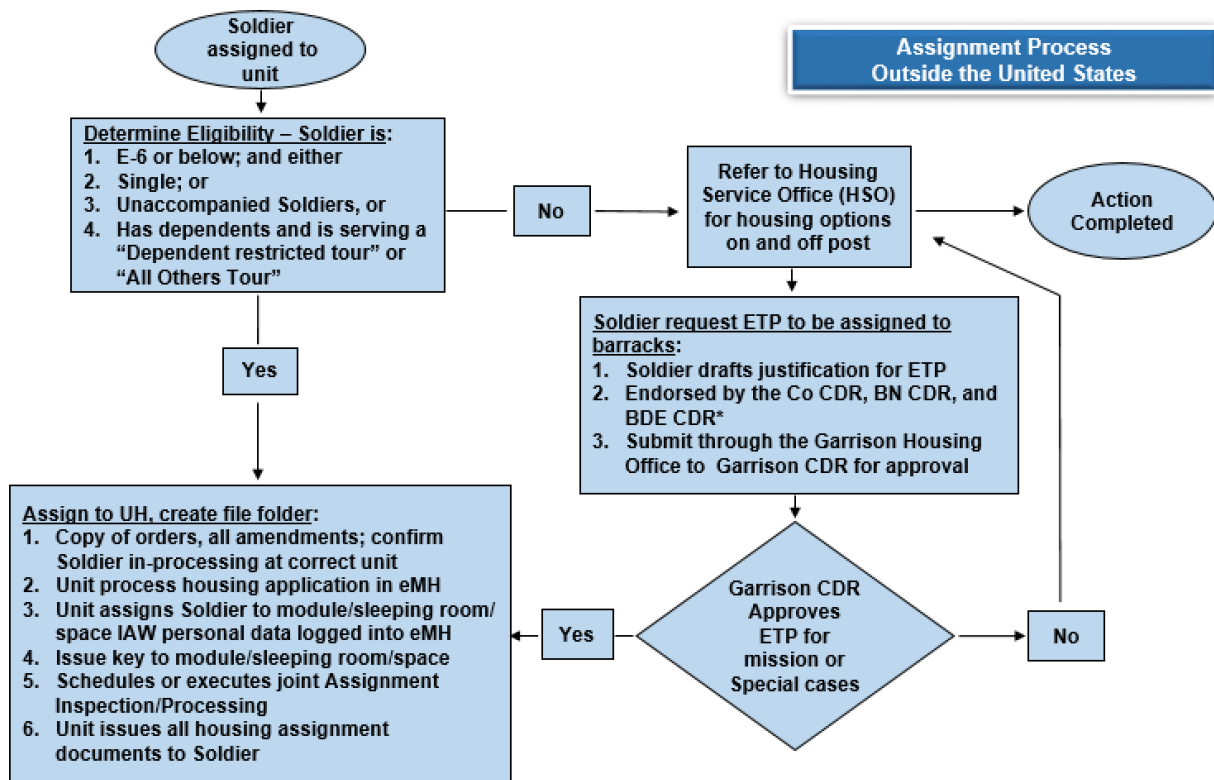
3.1.3. Rank Requirements Outside the U.S.

When assigned to a duty station Outside of the U.S., Soldiers in the ranks of private (E-1) through staff sergeant (E-6) who are single or unaccompanied by dependents and serving a Dependent Restricted tour (Families are not authorized to accompany the Soldier), or All Others Tour, are required to live in UH.

Another category is the “Non-Command Sponsored,” where Soldiers have their Families live off-post and collect OHA; this category is not required to reside in UH (except in Korea). For Soldiers stationed in Korea, all unaccompanied Soldiers, regardless of rank, are required to reside in UH.

Soldiers with dependents who are serving a Dependent Restricted or All Others 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 their assigned UH while serving their tour because the housing allowance is for their dependents.

The flow chart below outlines the processes in determining the appropriate steps to assign Soldiers to modules/sleeping rooms/spaces when Outside the U.S.



*Or first Colonel (O-6) in Soldier’s chain of command if brigade is not co-located.

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 a company or battalion footprint is preferable, the brigade-level unit footprint is acceptable.

Unaccompanied Housing adequacy criteria in AR 420-1 prescribes the size and privacy standards for assigning modules/sleeping rooms/spaces to Soldiers, and requires decent, safe, sanitary, and habitable accommodations in good repair. These standards apply worldwide.

3.3. How Do I House Soldiers? (Assigning Modules/Sleeping Rooms/Spaces).

A general step-by-step guide assigning a Soldier to modules/sleeping rooms/spaces includes:

- Identifying available space
- Entering the Soldier's information into the eMH database within 24 hours of the assignment to modules/sleeping rooms/space or no later than three (3) business days of the check-in date
- Ensuring Soldiers are assigned modules/sleeping rooms/spaces facilities associated with the Soldier's gender marker recorded in DEERS
- Generating an "Assignment to Modules/Sleeping Rooms/Spaces Letter"
- Scheduling a joint move-in inspection in eMH. Generally, the inspection should be conducted by the supply sergeant and/or squad leader or others authorized by unit commander to perform this function. The inspector and the Soldier will jointly review the condition of the modules/sleeping rooms/spaces and furnishings and validate the inventory count with the hand receipt using an "Inspection Report" (recommend to be completed with three (3) business days of room assignment)
- Obtaining Soldier's signature on the hand receipt for the furnishings
- Obtaining Soldier's signature on the condition report acknowledging the condition of the modules/sleeping rooms/spaces as acceptable and noting existing damages
- Obtaining Soldier's signature on the liability statement acknowledging their responsibility for loss and damages

Note: The Department of Defense Identification (DoDI) number is a required field when adding a new person record into eMH. Users are highly discouraged to enter a fictitious DoDI number as they are associated with various financial records (e.g., Certificate of Non-Availability, Statement of Charges) and may cause a delay of payment/deduction to the Soldiers pay record.

Provide the Soldier a package containing relevant documents, some of which require written acknowledgement of receipt. The packet will include at a minimum:

- Assignment to modules/sleeping rooms/spaces letter
- Barracks rules/regulations
- New Soldier's briefing form
- Copy of signed furnishings inventory hand receipt (recommend to add key to inventory list)
- Room condition report
- Liability Statement (Liability for Damage to Assigned Housing)
- Inventory Hand Receipt

The following samples can be located in Appendix D – Sample Forms at the corresponding pages:

- Soldier in-brief
- Check-In Form (eMH-generated form)
- Two sample Assignment to Modules/Sleeping Rooms/Spaces Letters; one is generated electronically via eMH and the other would be completed manually (in case eMH system is unavailable)

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

If space is not available within the brigade/battalion footprint, military units will coordinate with other units to locate modules/sleeping rooms/spaces for the Soldier's in question. Assignment to modules/sleeping rooms/spaces outside a Soldier's unit footprint does not justify requesting 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 module/sleeping room/space assignment and inspection. The eMH inventory report lists the nomenclature, stock number, quantities, condition, and replacement of each item for which the Soldier bears financial responsibility. This informs the Soldier of the costs of their furnishings and their potential liability up-front.

3.5. How do I Clear Soldiers from Modules/Sleeping Rooms/Spaces? (Termination and Final Clearance).

Unit level or equivalent leadership must ensure modules/sleeping rooms/spaces are properly cleared in their unit foot print. Terminating modules/sleeping rooms/spaces includes: inspection scheduling, cleaning and maintenance inspection protocols, assessing for damages, document control, and coordination for financial transactions to be processed with the local finance office. Soldiers are responsible for cleaning their own modules/sleeping rooms/spaces and will leave their modules/sleeping rooms/spaces in a condition suitable for immediate reassignment to the next resident. Exceptions exist for personnel assigned to a Soldier Recovery (SR). Basic procedures for modules/sleeping rooms/spaces termination are as follows:

- Schedule a joint move-out inspection in eMH by using the scheduler component in the Unaccompanied Housing Module (UHM).
- 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. Generally, the inspection should be conducted by the supply sergeant and/or squad leader, or others authorized by unit commander to perform this function. The inspector and the Soldier will jointly inspect the condition, of the modules/sleeping rooms/spaces, and furnishings inventory and condition using an "Inspection Report", and comparing the current condition and inventory to the baseline assessment identified on the Inspection Report used at move-in. If the modules/sleeping rooms/spaces 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 Modules/Sleeping Rooms/Spaces Termination Form.
- Initiate collections process if there are charges for damages or losses to the facility or furnishings.
- Provide the Soldier with a copy of the barracks clearance form and Modules/Sleeping Rooms/Spaces Termination Letter, which will allow the Soldier to proceed to DMPO to determine housing allowance entitlements.
- Termination date must be entered into eMH on the day the Soldier has cleared modules/sleeping rooms/spaces; data may be corrected in eMH up to three (3) business days from the check-out date.

Soldiers will be given a package containing relevant documents; some of which require written acknowledgement of receipt. The packet will include at a minimum:

- Modules/Sleeping Rooms/Spaces Termination Letter
- Copy of signed furnishings inventory hand receipt
- Copy of room condition report
- Financial collection form, if applicable

A sample of a Modules/Sleeping Rooms/Spaces Termination Form, if 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.

All Inspections, to include assignment and termination of Soldiers modules/sleeping rooms/spaces, will be scheduled through eMH by using the scheduler component in the UHM. The inspector is responsible for assessing the condition of all components of the modules/sleeping rooms/spaces 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 modules/sleeping rooms/spaces inspections, making inspections quick and fair. The relationships between the color and condition are:

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

The inspector will assess all components of the room and the condition of each area, 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 Modules/Sleeping Rooms/Spaces Checklists in Appendix D, to be filled out manually. All samples can be altered to meet the needs and reporting requirements established by 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, identify if an item needs repair or replacement, and provide a description of the maintenance required in the “Description of Maintenance Condition” column. The inspector and resident will sign the joint inspection report; inspector will maintain original on file and provide a copy to the Soldier. The sample inspection reports in Appendix D can be modified to meet the unit’s needs. Units are responsible for submitting and tracking DMO requests generated from these joint inspections.

The Furnishings Inventory Form lists the nomenclature, stock number, quantities, condition, and replacement cost for each item for which the Soldier bears financial responsibility. The inventory list must match the items identified in eMH. 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 the Soldier’s UH file that contains copies of the documents generated during the assignment process and any additional documentation generated during the Soldier’s occupancy. These documents will be compared to the condition and inventory during the checkout. 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. The room will have all personal items removed, cleaned, and ready for the next occupant.

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

The unit will contact the DPW to submit DMO’s to address maintenance issues identified during the inspection. The DPW will determine if BOM is required to address multiple DMOs for the same modules/sleeping rooms/spaces. Based on the work needed and the time it will take for the DPW to respond, the unit will update the room’s status in eMH. If modules/sleeping rooms/spaces require work that will take more than ten (10) business days, the status of the modules/sleeping rooms/spaces 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 of 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 commanders to reduce space allocation standards in preparation for deployment or redeployment. Use minimum adequacy standards, particularly for UH bed space, sparingly but as necessary. For mission necessity, commanders may reduce the 72 square feet/6.7 square meters’ standard to 54 square feet/5.0 square meters to meet mission requirements. This maybe further reduced to 40 square feet (3.7 square meters) with the approval

of the senior medical officer. Units must coordinate with garrison housing division staff in developing plans for deployment and redeployment of Soldiers to ensure a smooth transition, adherence to Army policy, and property accountability.

If deploying Soldiers are to secure their personal household goods in their modules/sleeping rooms/spaces for the duration of their deployment, coordination with the Transportation Office and termination procedures will not be conducted. Units will develop proper accountability and security measures to safeguard Soldiers' personal belongings in their modules/sleeping rooms/spaces, and furnishings.

3.7.2. Mass Assignments for Redeploying Units.

Generally 120 days prior to redeployment, the forward deployed unit should provide the rear detachment commander with a prioritized list of Soldiers who will be moving into the barracks upon their return. This will allow the rear detachment sufficient time to pre-assign Soldiers to modules/sleeping rooms/spaces based on established priorities and availability of rooms. The following mass assignment and termination steps are available in eMH to expedite assignments or terminations and furnishings hand receipts.

- Send the forward deployed unit an outline of the available modules/sleeping rooms/spaces on each floor so they can determine where individual Soldiers should be assigned.
- Ensure each Soldier requiring module/sleeping room/space has an application for housing on file in eMH. Blank copies of the application can be sent to the forward deployed units for each Soldier to complete and return to the rear detachment.
- Two weeks prior to the Soldiers' projected arrival date, the rear detachment should assemble a team of personnel to assist with the assignment process and create move-in packets for each Soldier. The packets should include:
 - A move-in inspection sheet
 - Hand receipt
 - Liability statement
 - Resident regulations and policies
 - Room key
- Additional spaces should be identified and prepared to accommodate Soldiers that may unexpectedly need modules/sleeping rooms/spaces.
- Approximately 10-12 days before the unit returns, the rear detachment should perform a walk-through of all modules/sleeping rooms/spaces to ensure they are ready for occupancy and confirm the modules/sleeping rooms/spaces are vacant, keys work, modules/sleeping rooms/spaces 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 make every attempt to arrange a joint inspection of modules/sleeping rooms/spaces with each returning Soldier within a reasonable amount of time after the Soldiers have settled into their modules/sleeping rooms/spaces, generally within 5-10 days after arrival.
- Units have the flexibility to allow unaccompanied personnel with dependents, personnel above the grade of sergeant (E-5) when in the U.S. or staff sergeant (E-6) when Outside the U.S., to temporarily reside in the barracks upon redeployment to allow the Soldier

time to coordinate with the Housing Services Office (HSO) to locate permanent housing. Minimum space assignment standards do not apply for these temporary situations.

3.7.3. Modules/Sleeping Rooms/Spaces Inspections for Mass Assignments and Terminations.

The unit should conduct joint inspections with the Soldiers at their modules/sleeping rooms/spaces. 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.

When units deploy, emphasis should be placed on inspecting vacant rooms on a re-occurring bases. Rear detachment personnel should identify the need for furnishings replacement, DMO repairs, entomology services and mold prevention or remediation.

3.7.4. eMH Simplifies 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. Assignment to Soldier Recovery (SR) UH.

The Army is committed to providing modules/sleeping rooms/spaces for the SR population commensurate with their service and the duration of their recovery. In addition to AR 420-1, Army Facilities Management, AR 40-58, Army Recovery Care Program, provides guidance regarding UH assignment and termination, facility maintenance standards, responsibility for corrective actions, reporting responsibilities, inspection standards, and inventory utilization of lodging facilities for Soldiers in SR UH.

The regulations are applicable to SR Commanders to ensure Government-owned and leased lodging facilities housing SR Soldiers are adequately assigned, safe, clean, and well maintained in order to provide a QOL that facilitates recovery and rehabilitation. Because of the fluid nature of the SR population, their needs, dependency status at their duty location, and possibility for Non-Medical Attendant (NMA) requirements, the SR Chain of Command requires flexibility in housing unaccompanied Soldiers assigned to the SRU. All Soldiers assigned/attached may reside in SR UH, regardless of marital status or grade. At locations where the Garrison Housing Office maintains responsibility for SR assignments and termination, the SR is to be proactive and work in partnership with the housing office to identify appropriate room assignments for SR Soldiers and authorized caregivers. Information on Soldiers assigned/attached and NMA who are authorized to reside in SR UH must be entered in the eMH database.

The SR Commander will ensure Soldiers assigned/attached residing in SR UH and other government-owned or leased lodging facilities are in accordance with (IAW) the Headquarters Department of the Army (HQDA) Executive (EXORD) 068-18, Army Barracks Management Program and subsequent Fragmentary Orders (FRAGORDs). The Army will provide UH specifically designed or adapted for the SR. The SR UH is considered permanent party barracks and will meet the DoD housing inspection standards. The facility condition will be the best available at the installation.

3.8.1. Cleaning & Common Area Maintenance in SR UH.

Soldier Recovery Commanders shall coordinate with the Garrison Housing Office or Garrison DPW if custodial cleaning and care in the common areas of the UH and all ancillary structures, such as common area latrines, dayrooms, Soldier community buildings, hallways, stairwells, laundry rooms, and balconies are required. United States Army Medical Command (MEDCOM) is responsible for reimbursement to the garrison if such services are required.

When the SR Commander validates, in writing, that module/sleeping rooms/spaces cleaning will assist in the recuperation of a specific Soldier in Transition (ST), or that the ST is unable to perform cleaning requirements, the garrison will provide for standard room cleaning of the individual ST room. MEDCOM will be responsible for providing cleaning in the event an ST requires a hospital grade/infectious level cleaning or when requirements exceed the cost for standard room cleaning.

The SR barracks will be given the highest priority for M&R and the associated DMO will have priority within each of the M&R Work Classification Categories, which are outlined later in this handbook.

3.8.2. Converting and Diverting SR UH Spaces.

Underutilized SR modules/sleeping rooms/spaces that are considered adequate UH for permanent party personnel may be assigned to other personnel eligible for UH when not required by the SRU. The need for and utilization of these facilities must be coordinated with MEDCOM, SRU leadership, DPW, and the Garrison Housing Office. The DCS, G-9, has delegated the approval authority to divert or convert category code 72112 to 72111 to HQ Installation Management Command (IMCOM). Other requests for conversion or diversion of SR facilities must be coordinated with MEDCOM at installations with an inactivated SR, prior to submission for approval. Garrisons will process requests for conversion or diversion of all SR facilities. Diversion of an SR UH is limited to permanent party barracks, facility category code 72111. No other category code is authorized to convert or divert without written justification and approval. Non-ST Soldiers living in SR facilities will be notified, in writing, that they may be required to relocate on short notice to accommodate a ST in the event a housing requirement exists and there are no alternative modules/sleeping rooms/spaces available that would meet the needs of the ST.

Units must employ strong risk mitigation measures when non-ST Soldiers are unavoidably assigned to SR barracks “Addressing” command and control of ST Soldiers is paramount in maintaining the safety of the ST population. Non-ST Soldiers consuming alcohol in designated SR UH alcohol free zones pose a threat to ST Soldiers, their wellbeing and recovery. Recommend commanders utilize discretion in granting alcohol privileges to non-ST Soldiers in SR barracks.

3.8.3. Service Animals in SR or Other UH Buildings.

A service dog is a dog individually trained to perform specific tasks for the benefit of an individual with a disability (including a physical sensory, psychiatric, intellectual, or other mental disability). Generally, Soldiers requiring a service dog are expected to require the dog for an extended period of time, often for life. The Army will recognize only those service dogs obtained by eligible Soldiers from a source accredited by an organization recognized by the Veterans Administration according to Army Directive 2013-01 (Guidance on the Acquisition and Use of Service Dogs by

Soldiers, dated 28 January 2013 and departed of Defense Instruction 1300.27 (Guidance on the Use of Service Dogs by Service Members), dated January 7, 2016. Emotional support dogs and other privately-owned animals not meeting the requirements for a service dog will be subject to installation pet policies and rules.

Service dogs and Service-dogs-in-training may reside in the SR barracks with Soldiers assigned to the SRU at the discretion of the Garrison commander on a case-by-case basis in order to facilitate goal-oriented therapy for Soldiers anticipating discharge IAW AR 40-58, Warrior Care and Transition Program, Chapter 6-6. Soldiers assigned to SRUs must have prior written approval from their Interdisciplinary Team, SRU Commander, DPW, and the Housing Manager before Service dogs or Service dogs-in training are allowed in SR facilities. Soldiers will be responsible for any damages of facilities and UH furnishings caused by their Service dog. Refer to Chapter 8, Property Loss and Damages, for more details. Service dogs and service-dogs-in training are not permitted to reside in any other UH facilities.

4. Certificates of Non-Availability (CNAs).

4.1. When can a CNA be issued? (Determining Eligibility for CNAs).

There are two types of CNAs, Temporary and Permanent, that a Garrison Commander can authorize for Soldiers who would normally be required to reside in the barracks. Garrison Commanders are the approving authority for issuance and control of CNAs for BAH at the “without dependent rate.” IAW AR 420-1, Garrison Commanders may further delegate to the Garrison Housing Manager, with HQ IMCOM approval.

An approved CNA, issued by the Housing Manager, is required prior to authorization to start BAH or OHA without dependent rate. Unit leaders cannot direct a Soldier to move off post with the promise of obtaining a housing allowance. Soldiers shall contact the HSO to obtain assistance in procuring housing before entering into a lease agreement.

4.1.1. What is a Temporary CNA?

A temporary CNA has a specified duration, not to exceed 365 days (a start and end date) and can be issued when:

- Adequate housing is not available on post but is expected to be available at a later date
- Soldier is pregnant; Soldier must submit appropriate documents to Defense Finance Accounting Service (DFAS) after birth of child to start BAH with dependent rate
- Soldier has a pre-existing lease for off-post housing and barracks space is available - the Soldier is allowed to reside in their 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 unit 90 days prior to the expiration date of the CNA to make arrangements for assignment to UH or submit for a new CNA. The Garrison Housing Office will ensure that the housing allowance 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 permanent party UH utilization rate is below 95%. The Housing Office will monitor all CNAs and coordinate with DFAS for cessation of housing allowances. The unit has the inherent responsibility to monitor temporary CNAs and manage the Soldier's move back into the barracks.

4.1.2. What is a Permanent CNA?

A permanent CNA has a specified duration (a start and end date) issued in 365 days increment during the Soldier's tour of duty 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
- Enlisted Soldiers assigned and serving as a Criminal Investigation Division Special Agent or Military Police, may be housed in Senior Leader Quarters if the unit or housing office is unable to separate by building, floor, or wing from other Soldiers
- The Soldier has purchased a home near the installation prior to notification of assignment to that installation

Note: IAW AR 420-1, Garrison Housing Office will review all approved CNAs on a quarterly basis and checked against permanent party UH availability to ensure that procedures for controlling the issuance of CNAs are effective. For tracking purposes, select "temporary" from the drop down menu in the UHM Module in eMH.

4.1.3. Well...What If...? (Exceptions and Special Cases).

Other circumstances may result when a Soldier requests an ETP for a CNA. The ETPs will be handled on a case-by-case basis through the Garrison Housing Office. The requests should include, at a minimum, a written request with the Soldiers brigade commander's endorsement, with supporting documents.

A Soldier at the pay grade of E-5 and below when in the U.S., or E-6 and below when Outside the U.S., married to another Soldier stationed at a different location, and has no other dependents, will be assigned to housing on the same basis as a single Soldier.

In the case when dual Service members residing together and are receiving BAH at the without dependent rate and one of the Service members departs on a separate tour, the other married Soldier will not be ordered to reside in UH.

4.2. Does the Occupancy Rate Affect CNAs? (CNAs and Barracks Utilization).

In order to substantiate any CNA requests for lack of adequate space, the permanent party barracks utilization must be at least 95% installation-wide. At installations where it is less than 95%, all CNAs must be substantiated by the units in their periodic reports to the Garrison Housing Office.

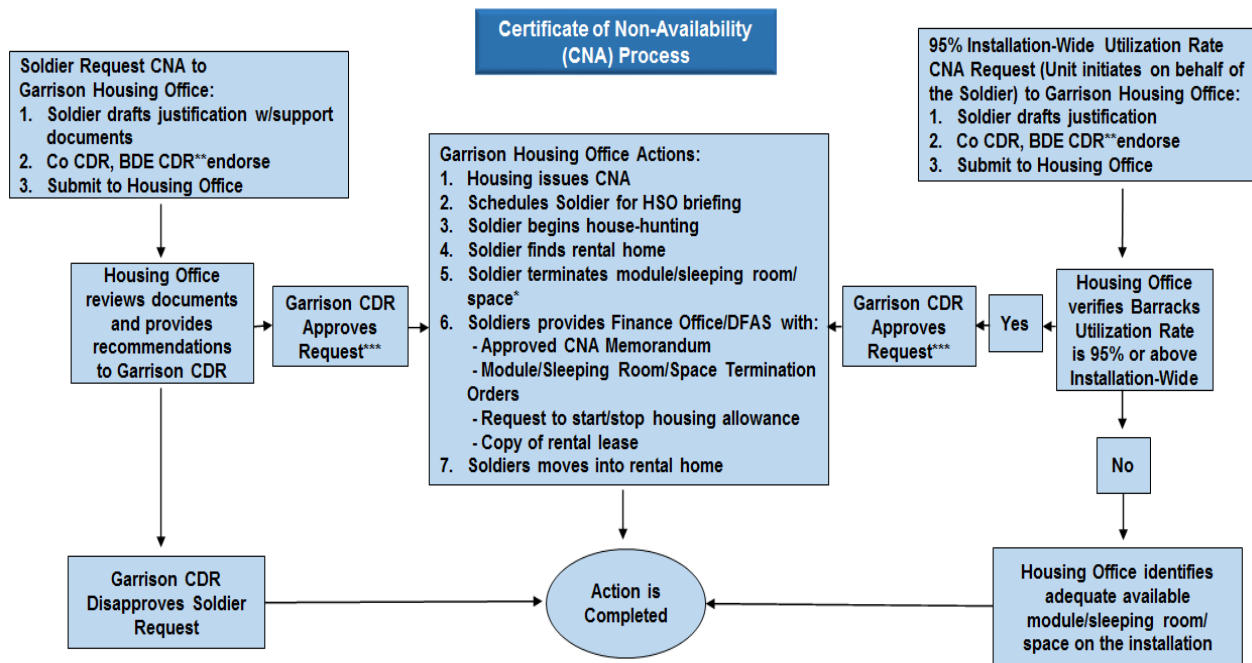
4.3. How Do I Start a CNA? What is the Process?

The Soldier requesting a CNA should contact the Garrison 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 a request for an ETP CNA prior to submitting it to the Garrison Commander for consideration. 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 through the chain of command up to 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 DA Form 5960/signed (by the Garrison Commander) to the supporting finance office and a copy furnished to the unit commander. If a CNA is not approved, a written response explaining the reasoning will be issued to the Soldier and copy furnished to the unit commander. The flow chart below illustrates the CNA process.



* Date barracks are terminated, as indicated on eMH modules/sleeping rooms/spaces Termination Letter, which is the earliest date the housing allowance at the 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 co-located.

*** Garrison Commander has authority to approve or may delegate this authority to the Garrison Housing Manager

5. Key Management and Control.

In this section the term “key” includes metal and electronic card keys (e.g. magnetic stripe, Radio Frequency Identification (RFID), smart card DoD CAC, etc.) and key card encoder equipment. Key management describes the process of issuing keys and managing 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 modules/sleeping rooms/spaces, this is a permanently-issued key and will only be re-issued/replaced in the event the Soldier loses the key. Key management will also apply to all keys and key card encoding equipment 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 will implement the following rules:

- Master keys will be strictly controlled at the command level
- Implement procedures with emergency services personnel for emergency ingress
- Appoint primary and alternate key custodians on written orders
- Conduct inventory of keys semi-annually and investigate loss or stolen keys IAW AR 735-5
- Establish key control management processes to 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 at all times. A Soldier exercises key control over his or her assigned modules/sleeping rooms/spaces. A designated brigade representative exercises key control over the barracks keys permanently issued to the brigade. Unit leaders and individual Soldiers exercise key control over keys 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, Property Accountability Policies “Government quarters and furnishings”).

Garrison staff, unit leaders, garrison provost marshal, and the fire chief need to coordinate in developing local policy for securing master keys and identifying individuals authorized to sign for or possess keys and master keys. This will give the command access to maintain security and control. The unit leaders and garrison staff must be meticulous in managing and enforcing this process. A sample of a manually completed key control form is at 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 module/sleeping room/space key, it is the unit's responsibility to provide the Soldier with access to the Soldier's module/sleeping room/space by issuing a temporary key to the Soldier or by requiring the Staff Duty NCO to provide access to the module/sleeping room/space. When loss of keys due to negligence or willful misconduct results in a requirement to repair or replace a lockset or door, the responsible individual(s) or using unit must reimburse DPW for the repair or replacement cost. Soldiers are not permitted to alter existing locks or install any additional locks.

6. UH Building 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, while others use conventional maintenance teams from the DPW shops that are not specifically dedicated to UH. Success of "maintenance" is critical for ABMP 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 additional 10 feet to meet hard pavement or gravel roadway of all ancillary structures, such as picnic areas, outdoor grills, tables, benches, sidewalks, green space, and parking areas. Common tasks include:

- Sweeping paved areas
- Caring for and maintenance of free standing lighting fixtures, signs and bulletin boards (excluding street lights)
- Mowing and trimming green space
- Removing snow and ice from sidewalks, entry steps, stoops, and driveways
- General grounds and landscaping maintenance to ensure water flows away from the building foundation
- Conducting routine entomological and pest preventive maintenance (as appropriate for exterior of footprint)
- Picking up trash and litter, and emptying building trash containers (excludes dumpsters)
- Report external structural damages to DPW (i.e., messing stair or balcony hand rails, damaged bicycles racks, severely cracked sidewalks, etc.)
- Report disabled or abandoned privately owned vehicles in unit foot print as described by local policies

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

Units are responsible for the custodial cleaning and care in the common areas of the UH and all ancillary structures, such as common area latrines, dayrooms, Soldier Community buildings, hallways, stairwells, laundry rooms, and balconies. Common tasks include:

- Conducting routine entomological and pest preventive maintenance (as appropriate for interior common areas)

- Picking up trash and litter, and emptying building trash containers/receptacles (excludes dumpsters), and sorting recyclables (if applicable)
- Ensuring lights and electronics are turned off when areas are unoccupied
- Following energy conservation measures identified in the BEM Program
- Inspecting vacant rooms, ensure exhaust fans are operational to combat mold and mildew, and report possible water leaks in common areas

6.4. Providing Access When a Soldier Is Not in Their Module/Sleeping Room/Space (Escorts).

The triggers for requiring an escort for DPW maintenance staff to access a Soldier's module/sleeping room/space to execute a DMO will be established at the garrison level. Units will be responsible for providing an escort or arranging for the Soldier to be available when maintenance is scheduled.

6.5. Small Housework Tasks? (Self-Help Issue Points (SHIPs)).

Each garrison may establish a self-help program requiring residents to perform certain basic self-help tasks and provide the opportunity for units to perform limited improvements in the barracks buildings and grounds. The basic self-help program, which is consistent with the prudent landlord concept, optimizes the use of scarce resources and gives users a sense of ownership.

6.5.1. Who Supplies and Funds SHIPs?

The DPW is responsible for the garrison's self-help improvement program and, based on available resources, determines whether to staff and supply a self-help operation.

6.5.2. Using SHIP for General Maintenance.

Soldiers and units should use the SHIP for minor repairs such as changing light bulbs, spot painting, minor mold remediation, and fixing hinges. Units should coordinate with the DPW to determine what support is available at SHIP and look for opportunities to maintain and improve facilities using the expertise of the DPW.

6.6. What is Between Occupancy Maintenance (BOM)?

Periodically, modules/sleeping rooms/spaces 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 units and DPW understand the scope of maintenance problems and assist in planning necessary maintenance.

The down-time estimate should be coordinated with 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. Units should 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 | Yes | No |
| # of Days Offline | Up to 5 | Up to 10 | Up to 15 |

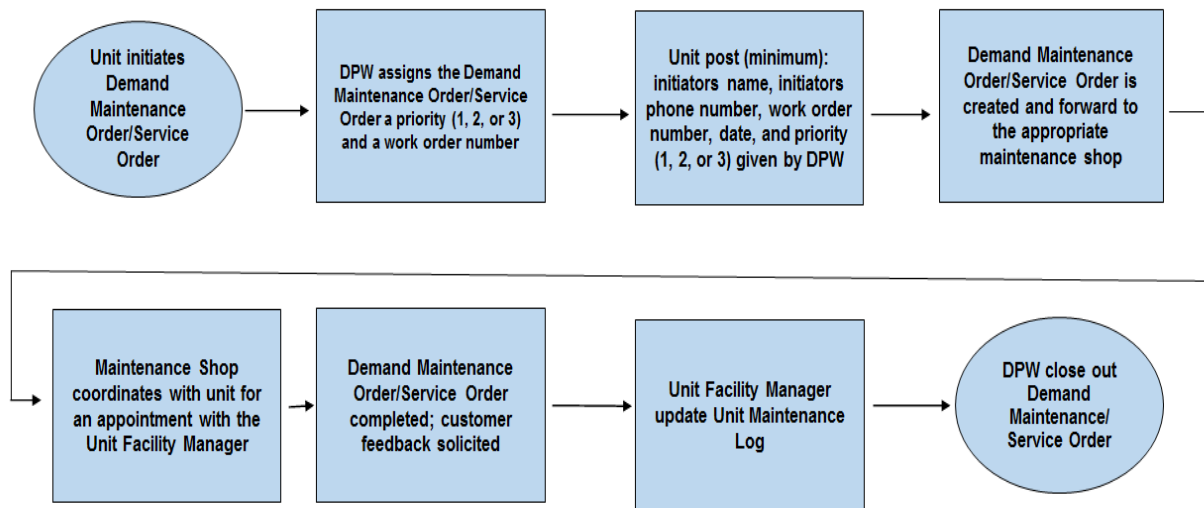
Both the unit and DPW maintenance team can benefit from the “Green – Amber – Red” system since it:

- Assists DPW in quickly understanding the magnitude of work required
- Assists 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 modules/sleeping rooms/spaces will be ready for assignment

While this may initially appear to be a major task for every move-out inspection, the unit will become increasingly familiar with the standards and will develop a working relationship with the garrison staff experts and proponents. The status of a unit should be updated in eMH as work progresses. For instance, when modules/sleeping rooms/spaces are offline for more than ten (10) business days, the status of the modules/sleeping rooms/spaces should be “unavailable” (or another comparable term as identified in eMH). A sample BOM inspection form, to be manually completed, is in Appendix D.

6.7. Minor Maintenance and Repair (Demand Maintenance Orders (DMOs)).

The DPW is responsible for providing M&R to UH. Units are 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. A DMO consists of minor maintenance repairs that would normally be accomplished by a single shop in DPW. The DPW will coordinate with units to establish processes and procedures for addressing maintenance requirements. The DPW is responsible for actually performing maintenance. The flow chart on the following page identifies the process used for DMO:



6.7.1. How Do I Start a DMO?

The DPW will work with units in establishing procedures for submitting DMOs by residents and/or units. Demand Maintenance Orders are ranked by priority: emergency, urgent, and routine.

Priority 1 (Emergency) – Consists of work required to correct a condition that, if not addressed quickly, may be detrimental to the mission; cause a reduction in operational effectiveness; becomes a hazard to human life, safety or health; will cause significant damage to a facility or infrastructure; will compromise security or safety; or negatively affect the mission or productivity for an entire operation. It includes, but is not limited to, the failure of a utility, fire protection system, security alarm system; a stopped-up sewer, and fire hazards. *Complete in one day.*

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 emergency status. *Complete in 7 days.*

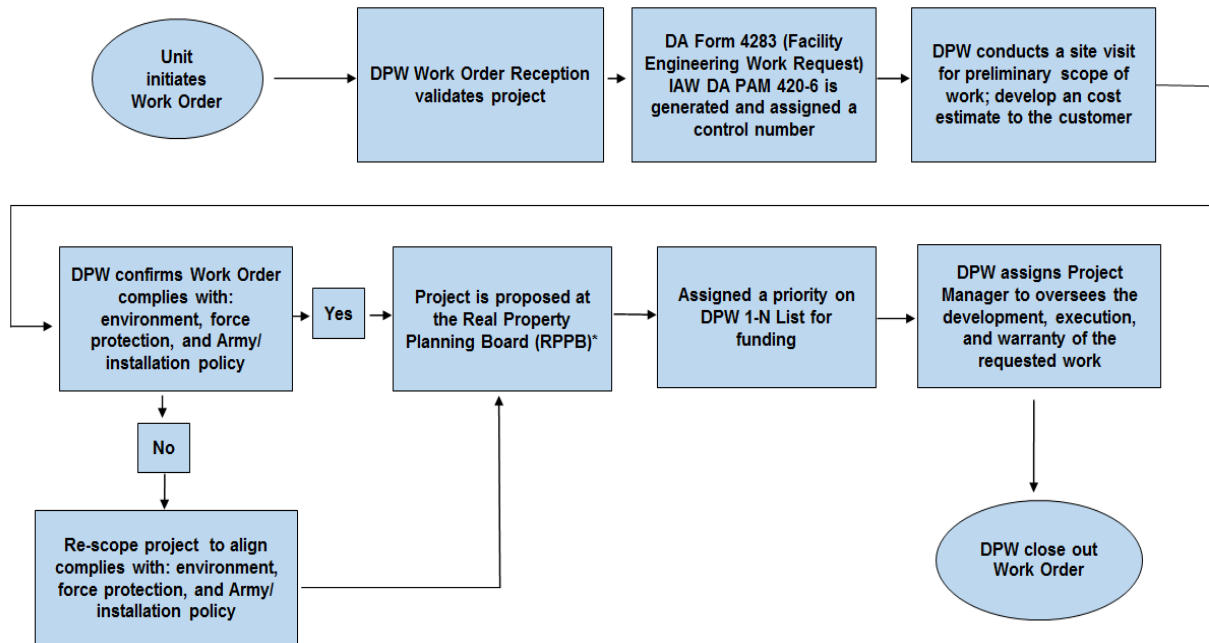
Priority 3 (Routine) – Consists of maintenance issues that are a lower priority and will be performed after higher priority service orders are completed. If left uncorrected, the service order may cause measurable discomfort or inconvenience to the customer; waste resources, or create the need for additional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

6.7.2. How do I Know the Status of a DMO? (Tracking DMO).

The unit should review maintenance records and conduct frequent spot checks to ensure the DPW is tracking the DMO and the unit is aware of the most current status. Units should continue to update the status of DMOs in eMH.

6.8. More Major Work (Work Orders (WOs)).

The DPW will initiate WOs for extensive or complex maintenance or construction projects. The flow chart below depicts a sample WO process, as the specifics may vary by installation.



*IAW AR 210-20 (Real Property Master Planning for Army Installations), Chapter 4, Real Property Planning Board (RPPB) will meet at least semi-annually

6.8.1. How do I Start a WO?

After an initial review by the DPW Service Order Reception Clerk, the requests are converted to a WO (via a submitted DA Form 4283) and processed through DPW for validation, which may include a site visit to develop a preliminary scope and cost estimate. The DPW will 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.

6.8.2. What Happens When a WO is Complete?

Upon satisfactory work completion the DPW 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 government provided furnishings in the common areas of UH and individual module/sleeping room/space to include: linens; electronics; appliances such as washers, dryers, and refrigerators; and other housing furniture not attached to the building. UH furnishings are typically should not remove from individual module/sleeping room/spaces unless it is turned in as excess or unserviceable.

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

Soldiers deserve quality furnishings and the level of satisfaction with living in the barracks parallels the quality and condition of the furnishings.

The Soldier, DPW, and the Garrison 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 Office (FMO) has responsibility for UH furnishings programming and management, which includes:

- Developing furnishings life-cycle replacement plans
- Warehousing operations
- Controlling inventory (hand receipts)
- Acquiring, disposing, transporting, setting up of initial issue and replacement of large inventory exchange
- Providing one-for-one direct exchanges

Units have responsibility for UH furnishings management, which includes:

- Managing initial and annual inventory and hand receipt updates (Company Commander)
- Issuing and managing sub-hand receipts to UH occupants
- Maintaining recurring furnishings inventory and condition reports
- Managing common area furnishings
- Identifying and managing replacement furnishings requirements
- Initiating/informing the FMO of lost or damaged furnishings
- Charging responsible parties for lost or damaged furnishings

Except in the case of "Whole Barracks Replacement," units are responsible for contacting the FMO to arrange for replacement and movement of furnishings.

All UH furnishings will be individually bar-coded (serialized) via eMH, which will provide the Army the information and control functions needed for 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. Examples on labeling UH Furnishings is located in Appendix D.

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

The Company Commander or a designated unit representative is the primary hand receipt holder for all furnishings in his or her assigned barracks, including individual rooms and common areas. Brigade Commanders will direct each Company Commander or the designated unit representative to sign and maintain their UH furnishings hand receipts with the Garrison FMO. Brigade and battalion S-4s will notify the housing managers/FMO NLT ten (10) working days prior to any company level change of command or assumption of command; ensure facilities and

UH furnishings hand receipts are current. Commanders will ensure Soldiers are held accountable for the furnishings in their modules/sleeping rooms/spaces through the issuance of individual sub hand receipts generated in eMH. Company Commanders will conduct 100% inventory of all furnishings upon assuming command from the outgoing commander.

The Garrison FMO will maintain and manage hand receipt files, ensuring appropriate adjustments are made in eMH as furnishings are turned-in, issued, and changes acknowledged by signed change documents from the hand receipt holder and FMO representative. Units are responsible to maintain hand receipts on file.

7.4. What if my Furniture needs to be repaired or replaced? (Replacement Requests).

Units will establish standard operating procedures for Soldiers to request repair or replacement furnishings. Units will coordinate replacement of furnishings requirements with the FMO. Units are responsible for transporting furnishings between the UH and the warehouse. Each garrison will determine if units are required to transport washers/dryers. The FMO is responsible for determining whether damaged furnishings and equipment are the result of fair wear and tear. Procedures for replacement furnishings are outlined in paragraph 8-1.

8. Property Loss and Damages.

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

Under 10 USC 2775, as implemented in AR 735-5, a Soldier is liable to the U.S. for damage to any assigned housing and related equipment or furnishings, if the damage is determined to be caused by the Soldier's abuse or negligence. In this handbook the term "assigned housing" means UH. Units must objectively assess the condition of both the UH facility and furnishings prior to clearing a Soldier from modules/sleeping rooms/spaces, and coordinate with the Housing Furnishings Management Officer/DPW in assessing charges for damages and loss considered non-fair wear and tear (NFWT). Units are responsible for "relief of responsibility" documents (DD Form 362 (Statement of Charges/Cash Collection Vouchers), or DD Form 200 (Financial Liability Investigation for Property Loss (FLIPL))), which are initiated for modules/sleeping rooms/spaces or, common areas of UH furnishings, when the damage is considered NFWT. If DPW, Garrison Housing Office, or FMO determines damages or losses are NFWT, the Soldier responsible may agree to pay for damages and a DD Form 362 is initiated. If the Soldier disagrees with the NFWT determination, the Garrison Housing Office/FMO will coordinate with unit commanders to request initiation of DD Form 200 and the DD Form 200 must be processed through the chain of command of the individual who is signed for the module/sleeping room/space at the time of the incident IAW AR 735-5. Units will report damaged or destruction to UH facilities to the Garrison DPW and/or damaged, loss, or destruction of UH furnishings to the Garrison Housing Office/FMO at the time of discovery. The Garrison DPW Real Property Office will process damage requests for the barracks facility; the FMO will process damage requests for furnishings. Units are responsible for initiating relief of responsibility documents. If not provided to the FMO for document number assignment to begin processing, the hand receipt holder account will be "frozen" from further transactions until documentation is received. The unit's higher chain of command will be notified of noncompliance and inactive status of the hand receipt account.

Army Regulation 735-5, details the procedures for accounting for lost, damaged, or destroyed U.S. Army property and DA Pamphlet 735-5 includes samples and step-by-step instructions for completing DD Form 362 or DD Form 200. These publications are available online at: <http://www.apd.army.mil/AdminPubs/BrowseRegulations.asp>.

If the Soldier admits liability for damaged, loss or destruction of UH buildings/UH furnishings and the amount of the loss is less than one month's base pay, the DPW Real Property Office or the Garrison Housing Office/FMO will issue a DD Form 362 to the Soldier. The Soldier will process the DD Form 362 with the DMPO for payment. Payment will be made in cash, money order, check, or deducted from the Soldiers 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 DD Form 362, or DD Form 200, 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 the units packet of information, the form should be reviewed by the installation's legal office. The sample liability statements may be found in Appendix D.

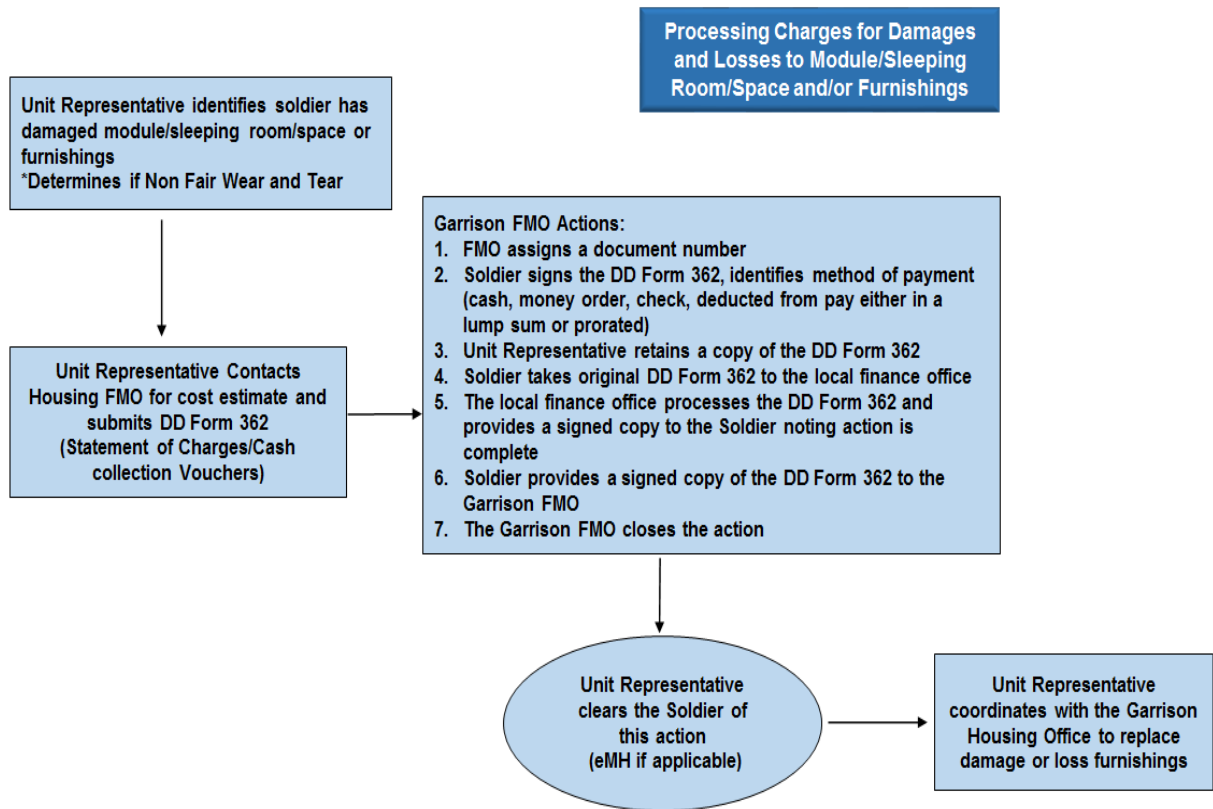
8.2. How Does the Collections Process Work?

The FMO will maintain the stamped copy of the DD Form 362 and final copy of the DD Form 200, with supporting documents. The Soldier or unit will provide a stamped copy of the DD Form 362 to the finance office, confirming payment is being processed for the damages/loss. Units should not allow Soldiers to clear their modules/sleeping rooms/spaces prior to confirming payment for damages or loss. The FMO will then make the proper adjustments to the hand receipt accountable record for lost furnishings, accept the damaged furnishings into the warehouse, process a turn-in, and issue a replacement for the damaged or lost furnishings.

If a Soldier is separating from the Army and time does not permit the processing of a DD Form 362 or DD Form 200, the unit, with Soldier concurrence, can complete a DD Form 139, Pay Adjustment Authorization. The Soldier must sign the document and provide the unit a photo copy prior to clearing from modules/sleeping rooms/spaces. The unit 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. The use of a DD Form 139, in lieu of DD Form 362, or DD Form 200, is not authorized as the day-to-day collection for lost or damaged furnishings.

IAW AR 735-5, the DD Form 200 is processed through the chain of command for the individual responsible for the property at the time of the incident. When formalized support agreements require processing through other than the above, follow the requirements in the support agreement. When real property is damaged or destroyed, an information copy of the DD Form 200 will be provided to the DPW at the conclusion of the initiation period.

The following chart identifies the steps needed to process charges for damages and losses to modules/sleeping rooms/spaces and/or furnishings:



* If a Soldier believes damage is Fair Wear and Tear (FWT), they can request 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 DPW; but there are many other inspections that take place beyond the assignment and termination inspections of modules/sleeping rooms/spaces (i.e., routine maintenance inspections, BOM, health and safety inspections). These inspections and the reports they generate, provide the best opportunity for situational awareness of the condition of barracks. All stakeholders have a role in data submission, data that is submitted, what is reported, the format of the report, 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 some of the most important types of inspections as they provide DPW an opportunity to quickly address minor maintenance issues before they become major issues. These inspections, identify what steps and precautions should be taken in order to prevent deterioration of a UH building. Units are responsible for coordinating these bi-annual Preventative Maintenance inspections with DPW.

9.2. Health and Welfare Inspections.

Commanders may authorize inspections of barracks to ensure the safety of the facility and the welfare of the Soldiers living in them. In planning a health and welfare inspection, commanders may verbally authorize the inspections, preferable written memorandum, that identifies when the inspection is scheduled, purpose for conducting the inspection, criteria used for selecting individuals whose rooms will be inspected, scope of inspection, and procedures to be followed; each Soldier must be subject to the same level of inspection.

9.3. Installation Status Report (ISR) Inspections.

The ISR has three components of review/evaluation: Services (ISR-S), Infrastructure (ISR-I), and Mission Capacity (ISR-MC). 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 units to submit the ISR data as the units have the most understanding of the condition of their UH buildings.

9.4. Energy Audits & Conservation

The purpose of the Energy Audit Program is to identify energy conservation measures which, when implemented, will reduce energy consumption while not affecting occupant's QOL. Current regulations require Army facilities to undergo an energy audit once every four years. Building Managers will be notified of any upcoming audit.

Heating: During the heating season, temperatures in occupied facilities will be maintained in the range of 72 degrees Fahrenheit plus or minus 2 degrees Fahrenheit during working hours and heating setback temperatures during extended unoccupied times shall be set not lower than 55 degrees Fahrenheit plus or minus 5 degrees Fahrenheit to prevent the pipes from freezing during winter months.

Cooling: Wherever mechanical cooling is authorized, cooling season temperatures for occupied working and living spaces shall be maintained in the range of 74 degrees Fahrenheit plus or minus 2 degrees Fahrenheit.

The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above.

Portable gas or liquid fuel space heaters are prohibited, unless approved on a case-by-case basis by the GC, and with the advice of the installation fire chief and safety officials, in order to mitigate risk or to provide temporary emergency heating.

Extension cords should only be used when necessary and only on a temporary basis. Never use a coiled or looped "daisy chained" extension cord. Outlet extensions should be frequently dusted to prevent fires during connection or disconnections.

Refrain from installing or using any equipment that will overload any structural gas, water, heating, electrical, sewage, drainage, or air conditioning systems of the modules/sleeping rooms/spaces.

The GC will establish policies for the installation and use of resident-owned equipment, appliances, and built-in improvements, which are compatible with applicable Army and IMCOM policies IAW AR 420-1, Chapter 3-54(g).

9.5. Fire Prevention & Protection.

Fire protection is one of the most essential operating services due to the destructive potential of fire to both life and property.

Open flames are prohibited in UH facilities, including lit decorative candles, oil warmers, lamps, and incense. Birthday cake candles are allowed on birthday cakes, but only if the lighter or match used to light candles is properly extinguished.

9.5.1. Cooking in UH Buildings.

Cooking, of any type in IMT UH buildings (i.e., Basic Combat Training, One Unit Station Training, and Advanced Individual Training) is prohibited. At the commander's discretion, cadre rooms at such UH buildings may choose to have one Underwriter's Laboratory (UL) approved, small microwave oven (1000 watts or less), and one refrigerator for use. Use of these microwave ovens is restricted to foods intended for cooking in microwave appliances (i.e., soups, frozen meals, microwavable food, popcorn, etc.)

Light duty cooking is permitted in permanent party UH buildings meeting the 1+1 enhanced or equivalent design (two individual bedrooms with shared kitchenette and shared bathroom) and those kitchens located in common areas, which may have a built-in microwave and cooktops with vent hoods. "Light duty cooking" is defined as boiling water, pan-frying, and use of enclosed, small indoor appliances with a closable lid (i.e., electric grills such as George Foreman Grills). These cooking areas are not designed for open grilling or deep-frying.

At the GC's discretion, Soldiers assigned to permanent party UH may have one each UL approved (or appropriate host nation electrical safety certification), small microwave oven (1250 watts or less), coffee pot, toaster and a refrigerator for use in their room. Use of these microwave ovens is restricted to foods intended for cooking in microwave appliances (i.e., soups, frozen meals, microwavable food, popcorn, etc.).

Portable microwave ovens located in any UH or cadre rooms meeting the minimum standards must be positioned a minimum of 36 inches horizontally from smoke detectors and or sprinkler heads, and must be plugged directly into a wall receptacle. Use of extension cords, multi-plug adaptors and power strips used to provide power to microwave ovens are strictly prohibited due to the fire hazard they create. Unattended cooking, regardless of the location, is prohibited.

Electric deep fryers, indoor or outdoor grills or broilers, including hibachis, turkey fryers, charcoal or wood fueled barbecues/grills, and similar type cooking appliances, will only be used outside of Army facilities, may not be located under a UH building overhang or balcony, and must be a minimum of two (2) feet from the side of the facility. Deep fryers and other devices requiring grease or oil must be on a flat, stable surface and will not be used under balconies, overhangs or within any enclosure.

9.5.2. Smoke Detectors & Fire Extinguishers.

Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers are subject to punishment under the Uniform Code of Military Justice (UCMJ) as adverse administrative action.

Residents are not authorized to disconnect or disable the modules/sleeping rooms/spaces smoke detectors. Residents should be familiar with exit routes in their building in case of fire or any type of emergency situation. Tampering with, disabling, or damaging fire detection, smoke detection, or fire suppression systems, or components thereof, is a threat to life, health, and safety.

All fire extinguishers will be UL listed or Factory Mutual approved. The facilities engineer or user will furnish the initial purchase and installation of fire extinguishers in newly constructed facilities and their replacement in existing facilities, per National Fire Protection Association (NFPA) 101, Life Safety Code. The fire department will inspect and determine the type, size, and location of extinguishers per NFPA 10, Portable Fire Extinguishers.

Fire extinguishers will be maintained in all UH buildings and properly inspected by the responsible unit, DPW, and fire inspectors. Fire exits and doors will remain clear at all times. General housekeeping reduces the risks of fire and provides safe exit of UH buildings in cases of emergency.

Building Managers or appointee (in writing) will serve as the Evacuations Coordinator. This individual will be trained by the Fire & Emergency Service and will execute fire prevention measures in the assigned UH:

- Ensure fire exit doors remain clear and panic bars are operational
- Provide written reports to the fire chief
- Post fire emergency and evacuation plans
- Brief residences on fire safety

10. Alcohol & Tobacco Use in UH Buildings.

10.1. Is Alcohol Allowed in UH Buildings?

The Senior Commander, IAW AR 215-1, Chapter 10-1, and 600-85, Chapter 3-2, retains authority for setting rules for alcohol consumption and storage in Permanent Party, IMT, Post-IMT, and Collective Training Barracks.

Alcoholic beverages may not be consumed in Basic Combat Training and Advance Individual Training Barracks IAW AR 215-1, Chapter 10-2.

10.2. What is the Policy for Tobacco use in UH Buildings?

Tobacco products refer to any product made or derived from tobacco that is intended for human consumption, including cigarettes, cigars, cigarillos, smokeless tobacco and/or electronic cigarettes, and inhaled tobacco.

Per AR 600-63, Army Health Promotion, smoking is not permitted in UH modules/sleeping rooms/spaces that share a common heating, ventilating, and air conditioning system unless air

quality survey can establish that the indoor air quality protects nonsmokers from environmental tobacco smoke. The American Society of Heating, Refrigeration, and Air Conditioning Engineers have established that 20 cubic feet per minute per person of outside fresh air is required. The carbon dioxide level should not exceed 1000 parts per million.

When individual living quarters are not required or are not available and two or more individuals are assigned to one room, smoking preferences will be a determining factor during the assignment of rooms. The SC will provide affirmative procedures to reassign nonsmokers to living space that is not occupied by a smoker.

Smoking is not permitted in common spaces of multiple housing areas such as Family housing apartments, permanent party UH, Army lodging, and other Army-operated hotels and recreational lodging. Common space is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and latrines.

If possible, units should designate outdoor smoking areas at least 50 feet from common points of entry/exit and will not be located in areas that are commonly used by nonsmokers. Ensure cigarette butts are disposed in an authorized fire resistant containers or stripped and placed in trash receptacles (except dumpsters).

IAW Training and Doctrine Command (TRADOC) Regulation 350-6, Enlisted Initial Entry Training Policies and Administration, trainees in the first three phases of Initial Entry Training (IET), Basic Combat Training (BCT) and One Station Unit Training (OSUT), are prohibited from using any tobacco products. All cadre and phase IV and V Trainees/Soldiers (including MOS-T Soldiers) are also prohibited from using tobacco products in areas where IET Trainees/Soldiers are likely to observe use (for example, in the brigade, battalion, company, or any training area).

11. Privately Owned Weapons and Ammunition in UH Buildings.

The SC has clear authority and responsibility to regulate privately owned weapons on Army installations IAW AR 190-11, Physical Security of Arms, Ammunition, and Explosives. Firearms brought onto post or purchased on post will be registered in the Army Law Enforcement Reporting System (ALERTS) IAW AR 190-45, or locally produced form if ALERTS is not available within 24 hours (for on post storage or other authorized use purposes). All personnel residing on an installation will register their firearms.

The SC will establish procedures and publicize punitive policies that regulate privately owned weapons, explosives, and ammunition on the installation. Such as policies and procedures for:

- Registration of firearms belonging to personnel living on the installation and registration of firearms by personnel who bring a firearm onto the installation for the purpose of engaging in authorized activities such as hunting, dog training activities, or marksmanship events
- Identification of prohibited weapons such as crossbows, nun-chucks, swords, and throwing stars

- The requirement for all Soldiers and Family members to comply with federal, state, and local laws and regulations on ownership, possession, registration, off-post transport, and use of firearms
- Ensure firearms and ammunition belonging to Soldiers living in UH are secured in the installation armory or unit arms room in approved locked containers separate from military arms, ammunition, and explosives (AA&E)

Unit commanders will enforce SC policies and procedures that regulate privately owned weapons, explosives, and ammunition on the installation to include:

- Ensure Soldiers residing on the installation register their privately owned firearms and ammunition
- Verify proof of legal ownership of firearms and that the individual is not prohibited from owning a firearm
- Account for and inventory privately owned firearms and ammunition secured in unit arms rooms, based upon availability of space and safety considerations
- Ensure that inspections are conducted per AR 190-13 and AR 190-11 to ensure proper storage and control
- Post applicable local regulations and state and local law information on ownership, registration, and possession of weapons and ammunition on unit bulletin boards

Soldiers must submit a written request to the unit commander to register privately owned firearms. Upon approval, Soldiers must:

- Comply with federal, state, and local laws and regulations on ownership, possession, registration, off-post transport, and use
- Store both firearms and ammunition in the unit arms room or other locations authorized by the SC
- Follow local security and safety regulations
- Withdraw privately owned firearms and ammunition from the unit arms room only upon approval of the unit commander or authorized representative

At no time will privately owned weapons will be stored or maintenance performed in common areas or in Soldiers modules/sleeping rooms/spaces in the barracks.

12. Initial Military Training (IMT) and Post-IMT UH.

12.1. What is “IMT and Post-IMT UH”?

IMT UH are facilities used to house trainees attending Basic Combat Training (BCT), Advanced Individual Training (AIT), One Station Unit Training (OSUT), and any other form of proficiency training accomplished prior to commencing movement to the Service member’s first permanent duty assignment.

Soldiers attending Advanced Skills Training (AST) are housed in Post-IMT UH. These facilities are used to house personnel attending schools of instruction such as the NCO Academies, Advanced Officer’s Courses, Airborne School, Air Assault Course, the Defense Language Institute, Drill Sergeant School, Recruiter School, and Military Occupation Specialties (MOS) reclassification

and selected functional training (Additional Skill Identifier (ASI)/Special Qualification Identifier (SQI)).

12.2. Who Does What in IMT and Post-IMT UH? (Roles and Responsibilities).

The U.S. Army Training and Doctrine Command (TRADOC) and Army Institutional Schools will execute the day-to-day operations of IMT and Post-IMT 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 ABMP is a partnership between the garrison and military units.

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 superintendence is of the utmost importance at all times.

13. Collective Training (CT) UH.

13.1. What is "CT UH"?

Collective Training UH is defined as the facilities used to house personnel conducting collective (unit) training at a location other than their assigned home station, such as 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. Additionally, it can be used for UH to support expeditionary and rotational forces.

13.2. Who Does What in CT UH? (Roles and Responsibilities).

The DPTMS, or garrison agency designated by the GC or military units designated by the SC with temporary or permanent ownership of non-permanent party barracks, is responsible for the day-to-day operations of CT 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 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 superintendence is of the utmost importance at all times.

If modules/sleeping rooms/spaces or buildings are assigned in an unsatisfactory condition, the customer user will immediately report the inadequacy of the conditions to DPTMS, designated garrison agency or military unit. The signer is, upon acceptance by signature, liable and responsible for returning the module/sleeping room/space or building in an acceptable condition regardless of the condition upon receipt.

13.3. 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.

14. Senior Leader Modules/Sleeping Rooms/Spaces

The Garrison Housing Office manages the day-to-day operations for permanent party Senior NCO UH and Unaccompanied Officers Quarters IAW AR 420-1.

15. Army Barracks Management Program (ABMP) Reporting.

In order for the Army to program for future MILCON barracks projects, maintain serviceable barracks furnishings, and identify excess barracks facilities, unit leaders must accurately track barracks utilization, manage issuance of CNAs, and account for barracks furnishings.

15.1. ABMP Certification Reports.

There are two types of certification reports required for submission to the Office of Deputy Chief of Staff (DCS), G-9, (DAIN-ISH): Initial Operating Capability (IOC) and Full Operating Capability (FOC). The installation IOC and FOC reports can be downloaded from the following locations:

- 1.) HQ IMCOM website at <https://home.army.mil/imcom/index.php/about/organization/g4-facilities-and-logistics>. Select “Army Barracks Management Program” located under G4 Pages.
- 2.) The eMH website at <https://www.emh.housing.navy.mil>. Select “Policy and Guidance” module on the home page. Documents are located under the InfoCenter tab.
- 3.) Manual forms are located in Appendix D. Installations, camps, posts, or stations must achieve IOC within six (6) months of when eMH is deployed to the location. IOC consist of the following:

- Designate brigade/battalion footprint
- Identify building management procedures
- Establish eMH training program
- Establish eMH accounts
- Ensure barracks furnishings hand receipts are bar-coded
- Barracks furnishings inventory established
- Establish key control program
- Establish physical security plan

Installations, camps, posts, or stations must achieve FOC within one year when eMH is deployed to the location. FOC consist of the following:

- Enforce building management procedures
- Schedule and conduct routine room inspections
- Perform key control duties IAW AR 190-11
- Sign physical security plan
- Bar-code and label barracks furnishings
- Sign barracks furnishings hand receipt(s)
- Conduct eMH training
- Schedule, conduct, and participate in quarterly stakeholder meetings

*Refer to the FRAGO 1 to HQDA EXORD 068-18, ABMP for required submission dates for IOC and FOC Reports.

The Garrison Housing Office will consolidate the installation IOC and FOC reports and forward to their respective Land Holding Command or IMCOM Directorates the status of compliance in implementing and executing ABMP. Installations, who have not reached FOC IAW Annex E in the ABMP EXORD, will continue to submit reports every 30 days, until FOC has been achieved installation-wide.

Brigade or brigade equivalent commanders with administrative authority will be responsible for oversight and submission of IOC and FOC reports for units geographically separated from their parent brigade.

15.2. ABMP Quarterly Reports.

The recurring reports from the UHM in eMH will be reviewed/validated quarterly by the Garrison and SC that include the following:

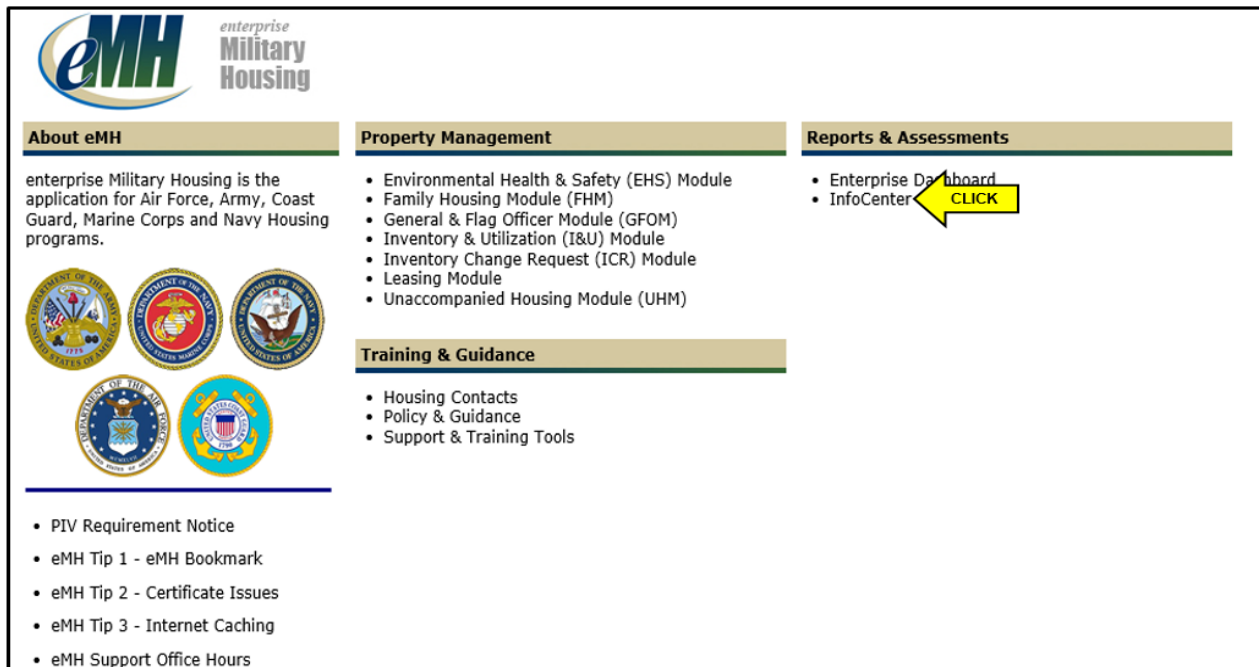
- Barracks Quarterly Report (BQR)
- Accountability of UH Furnishings
- Issuance of CNAs

Military units’ designated directorate will reconcile, validate, and provide their permanent barracks BQR data (computed on an “as configured” basis) through the InfoCenter (Reports Module) in eMH to their brigade level or equivalent chain of command. Brigade or brigade equivalent commanders with administrative authority will be responsible for oversight and submission of quarterly reports for units geographically separated from their parent brigade.

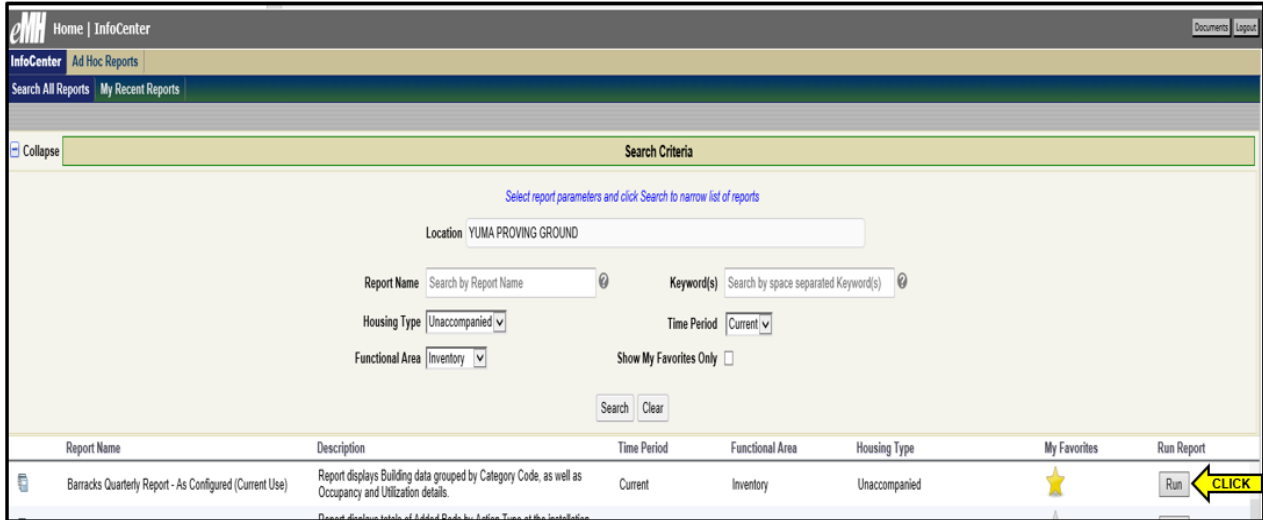
Below is a step-by-step process for units to review and validate the BQR:

Log into the eMH Portal:

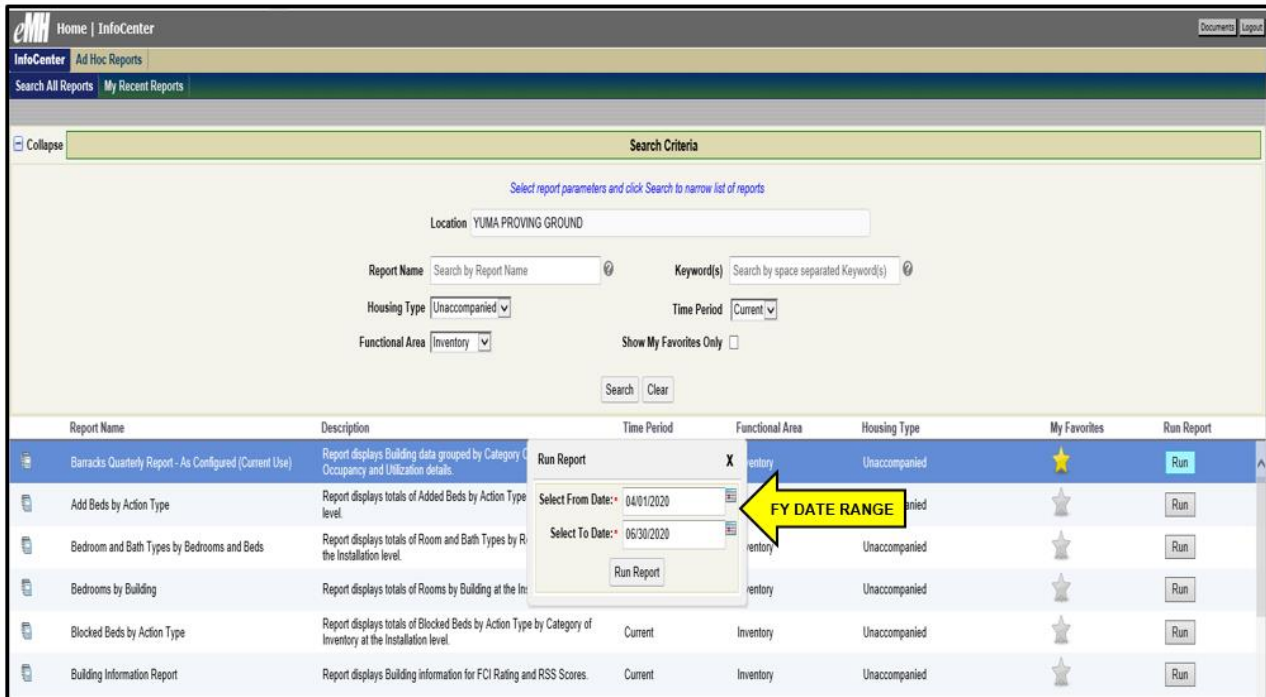
1. Home Page
2. Click – Info Center



3. Search Criteria Location “Fort Anywhere”
4. Housing Type “Unaccompanied” or Report Name “Barracks Quarterly Report”
5. Functional Area “Inventory or Keywords(s) “Barracks”
6. Click “Run”



7. Select “From and To Date”
8. Click “Run” Report



Below is a sample rollup report at the HQ DA level for UH Furnishings Items – Percent Labeled Report:



**Army Unaccompanied Housing Furnishings
Items Percent Labeled (HQDA Level)
ABMP Quarterly Report**

As of Date: 30 June 2020

Report Date: 31 July 2020

| Installation | Total Furnishings | Furnishings Labeled | Furnishings Not Labeled | % of Furnishings Labeled |
|----------------------------|-------------------|---------------------|-------------------------|--------------------------|
| ID - Europe | 39,284 | 39,232 | 52 | 99.8% |
| USAG Anywhere | 37,192 | 37,192 | 0 | 100.0% |
| USAG Best Site | 2,092 | 2,040 | 52 | 97.5% |
| ID - Pacific | 9,903 | 9,873 | 30 | 99.6% |
| Camp Army | 9,160 | 9,130 | 30 | 99.6% |
| Fort Bear | 743 | 743 | 0 | 100.0% |
| ID - Readiness | 284,719 | 263,317 | 21,402 | 92.4% |
| Fort East | 119,765 | 98,363 | 21,402 | 82.1% |
| Fort South | 164,954 | 164,954 | 0 | 100.0% |
| ID - Sustainment | 10,540 | 10,434 | 96 | 98.9% |
| Fort Nearby | 10,002 | 9,942 | 60 | 99.4% |
| Fort West | 538 | 492 | 36 | 91.4% |
| ID -Training | 22,672 | 21,550 | 1,122 | 95.0% |
| Fort Barracks | 438 | 435 | 3 | 99.3% |
| Fort West | 22,234 | 21,115 | 1,119 | 94.9% |
| | | | | |
| HQ Furnishing Total | 367,118 | 344,406 | 22,702 | 93.8% |

Below are the steps the garrison housing office may use to review and validate the quarterly CNA Reports IAW AR 420-1:

Log into the eMH Portal:

1. Home Page
2. Click – Unaccompanied Housing Module (UHM)

eMH enterprise Military Housing

About eMH

enterprise Military Housing is the application for Air Force, Army, Coast Guard, Marine Corps and Navy Housing programs.

Property Management

- Environmental Health & Safety (EHS) Module
- Family Housing Module (FHM)
- General & Flag Officer Module (GFOM)
- Inventory & Utilization (I&U) Module
- Inventory Change Request (ICR) Module
- Leasing Module
- Unaccompanied Housing Module (UHM) **CLICK**

Reports & Assessments

- Enterprise Dashboard
- InfoCenter

Training & Guidance

- Housing Contacts
- Policy & Guidance
- Support & Training Tools

- PIV Requirement Notice
- eMH Tip 1 - eMH Bookmark
- eMH Tip 2 - Certificate Issues
- eMH Tip 3 - Internet Caching
- eMH Support Office Hours

3. Location Section “Fort Anywhere” and hit “Continue”

eMH enterprise Military Housing

About eMH

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Property Management

- Environmental Health & Safety (EHS) Module
- Family Housing Module (FHM)
- General & Flag Officer Module (GFOM)
- Inventory & Utilization (I&U) Module
- Inventory Change Request (ICR) Module
- Leasing Module
- Unaccompanied Housing Module (UHM)

Reports & Assessments

- Enterprise Dashboard
- InfoCenter

Location Selection: X

Unaccompanied Housing Module (UHM)

Your location is currently set to :

- DEMONSTRATION Army

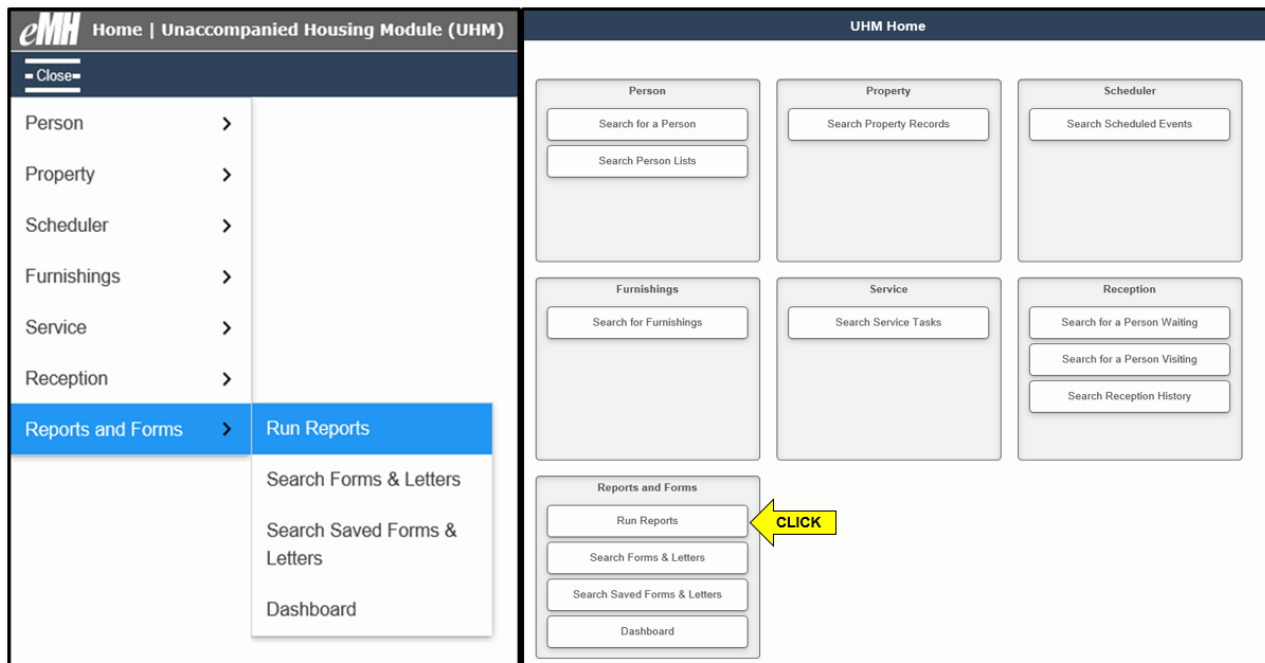
ARMY

DEMONSTRATION Army

Continue

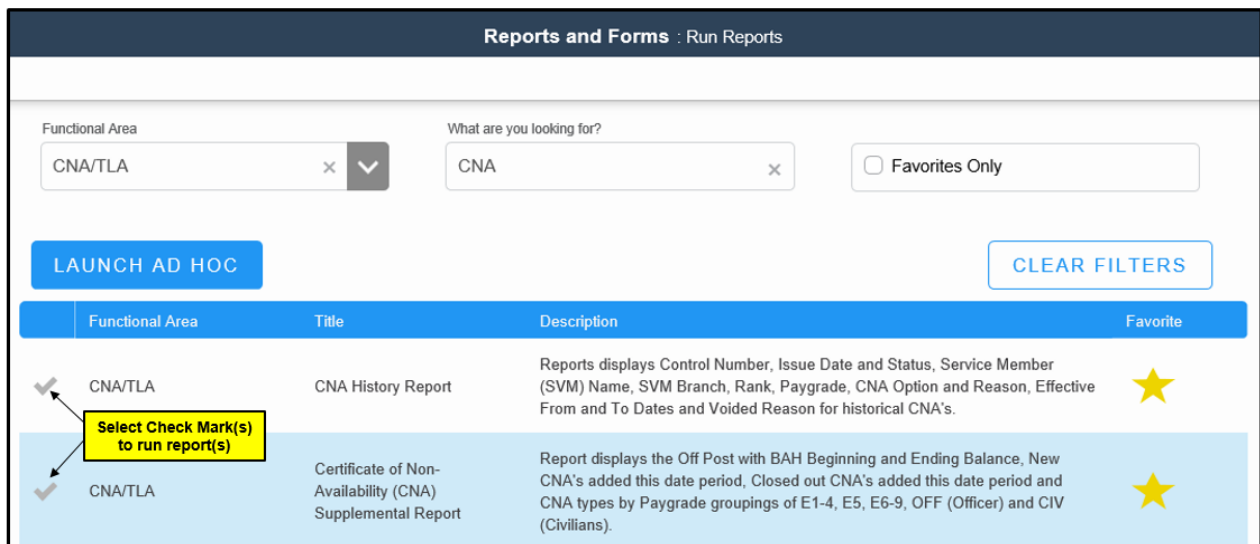
- PIV Requirement Notice
- eMH Tip 1 - eMH Bookmark
- eMH Tip 2 - Certificate Issues
- eMH Tip 3 - Internet Caching
- eMH Support Office Hours

4. Click “Menu” for Reports and Forms or “UHM Home” and Click “Run Reports”

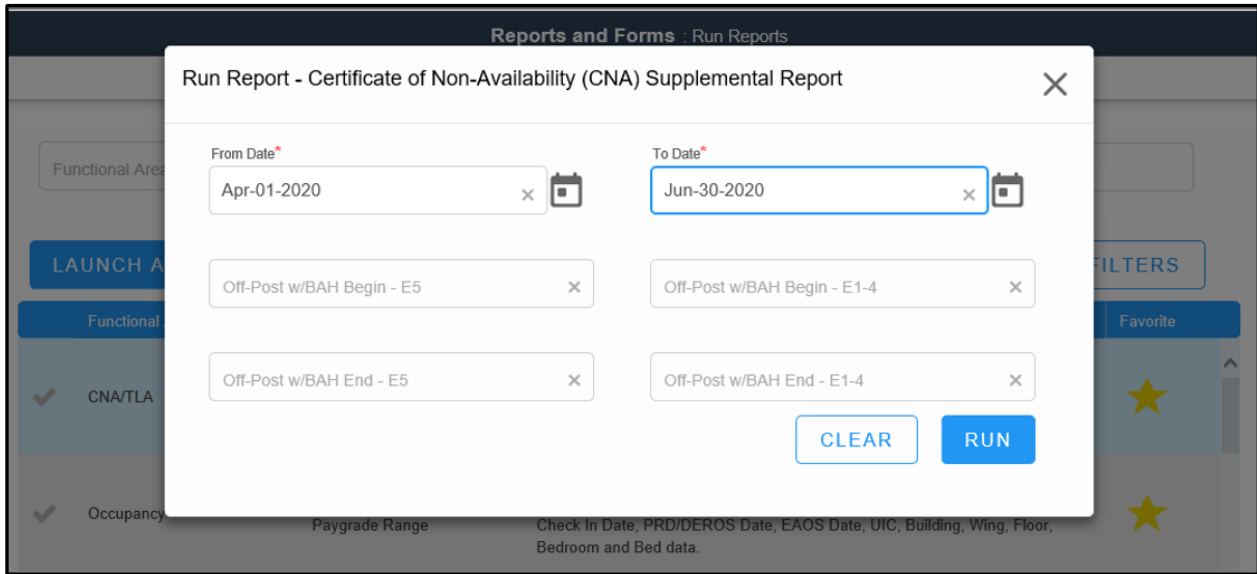


5. Functional Area “CNA/TLA” or what are you looking for? “Certificate”

6. Click the Check Mark to run report “CNA History Report” for a by name list or “Certificate of Non-Availability (CNA) Supplemental Report” numbers only



7. Run Report – CNA History Report Date Range from Date and to Date by using Fiscal Year Quarter Dates (example 3rd Quarter 1 April 2020 – 30 June 2020)
8. Click “Run” to run CNA report



Certificate of Non-Availability Types depicts the number of CNA’s issued during the quarters:

Certificate of Non-Availability (CNA) Supplemental Report

From Date: April 01, 2020 Report Date: July 30, 2020
 To Date: June 30, 2020

| | E1-4 | E5 | E6-9 | OFF | CIV |
|---|------|----|------|-----|-----|
| Off-Post w/BAH Beginning Balance from DRS Report | | | | | |
| Off-Post w/BAH Ending Balance from Previous Quarter | | | | | |
| New CNA's added this date period | 0 | 0 | | | |
| Closed out CNA's added this date period | 52 | 20 | | | |
| CNA Types: | | | | | |
| >95% UTILIZATION | 14 | 5 | 0 | 0 | 0 |
| GCDR ETP-TEMPORARY | 5 | 1 | 0 | 0 | 0 |
| LEASE | 2 | 3 | 0 | 0 | 0 |
| MP/CID/CI SM | 5 | 1 | 0 | 0 | 0 |

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.

Page 1 of 1

The Garrison Housing Office will consolidate the following quarterly reports: BQR, as configured (Current Use) by Category Code, CNAs Supplemental Report, and Furnishings Items – Percent Labeled Report.

The recurring reports will be pulled quarterly from the Unaccompanied Housing Modules (UHM) in eMH for the Garrison and Senior Commander validation. Installation Land Holding Commands will consolidate and verify the BQRs NLT 90 days after the end of each quarter IAW FRAGO 1 to HQDA EXORD 068-18, Army Barracks Management Program, dated 11 July 2019.

16. SUMMARY.

The most important keys to success of the ABMP 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 ABMP. Lessons learned on these UH management procedures will be incorporated into the handbook, which will be updated as needed with the goal of focusing on the needs of the Army and its Soldiers today and in the future.

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Appendix A - Acronyms

| | |
|--------|---|
| ABMP | Army Barracks Management Program |
| ACS | Army Community Service |
| AIT | Advanced Individual Training |
| AR | Army Regulation |
| ARNG | Army National Guard |
| AST | Advanced Skills Training |
| AWP | Annual Work Plan |
| BAH | Basic Allowance for Housing |
| BCT | Basic Combat Training |
| BEM | Building Energy Monitor |
| BOM | Between Occupancy Maintenance |
| BOSS | Better Opportunities for Single Soldiers |
| BQR | Barracks Quarterly Report |
| 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 ID | Department of Defense Identification (Number) |
| 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 |

| | |
|----------|---|
| FMR | Financial Management Regulation |
| FMO | Furnishing Management Office |
| 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-MC | Installation Status Report – Mission Capacity |
| ISR-S | Installation Status Report - Services |
| 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) | Noncommissioned Officer(s) |
| NFWT | Non-Fair Wear and Tear |
| NMA | Non-Medical Attendant |
| 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 |
| RPPB | Real Property Planning Board |
| SAG | Sub Activity Group |
| SHIP(s) | Self-Help Issue Point(s) |
| SLQ | Senior Leader Quarters |
| SME(s) | Subject Matter Expert(s) |
| SRM | Sustainment, Restoration and Modernization |
| SRU | Soldier Recovery Unit |
| 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 Modules/sleeping rooms/spaces |
| UR | Unit Representative |
| USACE | United States Army Corps of Engineers |
| USAR | United States Army Reserve |
| WO(s) | Work Order(s) |

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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 (BOM) - Includes multiple minor repairs that require a few days to major repairs requiring the modules/sleeping rooms/spaces to remain vacant for an extended period of time. This work is accomplished during the time that the modules/sleeping rooms/spaces are not occupied – after termination of the latest resident and before the assignment of a new resident.

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.

BUILDING ENERGY MONITOR (BEM) PROGRAM - The assignment and training of Building Energy Monitor is required by Army Regulation 420-1 (Chapter 22-12 (a) (2)). The intent of the program is train monitors to identify energy conservation measures (ECMs) for their assigned building(s). The BEM will be trained by the DPW's Energy Manager (or assigned designee).

CERTIFICATE OF NON-AVAILABILITY (CNA) - An authorization to begin payment of appropriate housing allowances to a Soldier not required to live in UH.

DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) – a computerized database of military sponsors, families, and others worldwide who are entitled under the law to TRICARE benefits. Active-duty and retired Service members are automatically registered in DEERS.

DEMAND MAINTENANCE ORDER (DMO) - Minor maintenance repairs, accomplished by a single shop and that does not cost the garrison more than \$2,000 in labor and material (cost depends on installation policy).

DEPENDENT RESTRICTED TOUR - A duty assignment, location, or station that does not allow dependents (Family) to accompany the Soldier.

DEPARTMENT OF DEFENSE IDENTIFICATION NUMBER - Formerly referred to as the Electronic Data Interchange Personal Identifier (EDIPI), is a

unique 10 - digit number that is associated with personnel and their Common Access Card (CAC). The DoD ID is assigned to each person registered in the Defense Enrollment and Eligibility Reporting System (DEERS).

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, and grounds maintenance.

FAIR WEAR AND TEAR - Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

FULL OPERATING CAPABILITY - The full attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics, which is manned and operated by a trained, equipped, and supported military unit or force.

FURNISHINGS - Includes Government-owned furnishings, appliances, and linens located in barracks common areas and Soldier's modules/sleeping rooms/spaces.

FURNISHINGS MANAGEMENT - The garrison's operations, programming, planning, movement and servicing of furnishings, appliances and linens in support of Family housing, private rental housing, and UH.

GARRISON HOUSING OFFICE - A division within the DPW responsible for providing housing services and operations, including the Housing Services Office (HSO) Family Housing, Unaccompanied Housing, and Residential Communities Initiative (RCI)

GENDER MARKER - The Military Departments and Services recognize a Service member's gender by the member's gender marker in the Defense Enrollment Eligibility Reporting System (DEERS). As to facilities subject to regulation by the military, the Service member will use those berthing, latrine, and shower facilities associated with the member's gender marker in DEERS.

HOUSING ALLOWANCE - Includes both the Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA). The BAH is a U.S.-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 U.S. when Government modules/sleeping rooms/spaces are not provided. A uniformed Service member stationed Outside the U.S. (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, management and maintenance of housing facilities, to 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 buildings; and health and welfare inspections.

INITIAL OPERATING CAPABILITY - The first attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics that is manned or operated by an adequately trained, equipped, and supported military unit or force.

INTERDISCIPLINARY TEAM - The following SRU personnel: Triad of Care (SRU medical provider, Nurse Case Manager, Squad Leader, or Platoon Sergeant), Licensed Clinical Social Worker, Occupational Therapist/Certified Occupational Therapist Assistant, Physical Therapist/Physical Therapist Assistant, Chaplain, Recovery Care Coordinator, Transition Coordinator and/or others as needed to support the needs of the ST Service member.

KEY AND ESSENTIAL PERSONNEL - Military and civilian personnel whose duties require their immediate availability on Army garrisons because of military necessity and/or operational requirements, as determined by the Garrison Commander in coordination with the Senior Commander.

LOCK OUT (ROOM) - UH resident requiring access to exterior or interior entrance to module/sleeping room/space due to key misplacement, damaged key, door or key malfunction, automatic door closure, or compromised keys during duty or non-duty hours.

PHYSICAL SECURITY PLAN - A comprehensive written plan that describes the critical components of a command, unit, or installation physical security program to protect personnel, activities, and critical resources from loss, damage, or destruction by espionage, sabotage, terrorism, criminal, and other threats. The physical security plan should identify key responsibilities, the critical activities and resources being protected as well as integrate all physical security measures, forces, devices, and equipment into an effective and holistic security system. The plan should include physical security threat, criticality, and vulnerability assessments, as well as risk management decisions that are updated regularly. The command or director should approve the plan and recertify it, at least annually but optimally more often.

PROPERTY MANAGEMENT - Services focusing on the daily accountability for upkeep of UH building and UH furnishings reporting using the eMH data management application to include room assignment and termination as well as space and key management.

REAL PROPERTY PLANNING BOARD - A board consisting of members of the command, operational, engineering, planning, and tenant interests of the installation or community that advises the Senior Commander regarding planning decisions.

SOLDIER RECOVERY UNIT - Provides critical support to Soldiers who have, or are anticipated to receive, a profile of more than six months duration, with duty limitations that preclude the Soldier from training or contributing to unit mission accomplishment; or the complexity of the Soldier's condition requires either clinical case management or the Soldier's psychological condition is evaluated by a qualified licensed medical or behavioral health (BH) provider as posing a substantial danger to self or others if Soldier remains in the parent unit.

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 HOUSING (UH) - Housing provided to single or unaccompanied personnel.

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.

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Appendix C - References

- a. Army Regulation (AR) 40-58 (Army Recovery Care Program), 12 May 2020.
- b. AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), 17 January 2019.
- c. AR 190-13 (The Army Physical Security Program), 27 June 2019.
- d. AR 190-51 (Security of Unclassified Army Resources (Sensitive and Nonsensitive)), 27 June 2019.
- e. AR 210-20 (Real Property Master Planning for Army Installations), 16 May 2005.
- f. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), 24 September 2010.
- g. AR 420-1 (Army Facilities Management), 12 February 2008. Rapid Action Revision, 24 August 2012.
- h. AR 600-63 (Army Health Promotion), 14 April 2015.
- i. AR 600-85 (The Army Substance Abuse Program), 23 July 2020.
- j. AR 735-5 (Property Accountability Policies), 9 November 2016.
- k. Training and Doctrine Command Regulation 350-6 (Enlisted Initial Entry Training Policies and Administration), 9 August 2019.
- l. Department of Defense (DoD) Financial Management Regulation, (FMR), Chapter 26, December 2019.
- m. DoD Instruction 1300.28 (In-Service Transition for Transgender Service Members), 30 June 2016.
- n. DoD Manual 4165-63.M, DoD Housing Management, 28 October 2010.
- o. Unified Facilities Criteria (UFC) 3-701-01 DOD Facilities Pricing Guide, 23 May 2018, Change 7, 24 September 2020.
- p. Memorandum, Secretary of the Army, subject: Army Directive 2016-30 (Army Policy on Military Service of Transgender Soldiers), 1 July 2016.
- q. Headquarters Department of the Army (HQDA) Executive Order (EXORD) 068-18 Army Barracks Management Program (ABMP), 17 January 2018.
- r. HQDA EXORD 068-18 Fragmentary Order 1 (FRAGO 1) ABMP, 11 July 2019.
- s. HQDA EXORD 068-18 (FRAGO 2) ABMP, 29 December 2020.
- t. Army Family Covenant.

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Appendix D – Sample Forms

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Duty Appointment Memorandum (Sample)

IMSE-STW-PWH

DATE

MEMORANDUM FOR SEE 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. Point of Contact for this memorandum is the undersigned

Signature Block

Key Control Register and Inventory Example
(DA Form 5513 page 1 of 3)

| KEY CONTROL REGISTER AND INVENTORY For use of this form see AR 190-11; the proponent agency is PMG. | | | |
|--|-----|----------------|-----------------|
| UNIT/ACTIVITY | | PERIOD COVERED | |
| Bravo Company, 1st Battalion, Fort Anywhere | | FROM: 1 Jan 17 | TO: 31 Dec 2017 |
| KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key) | | | |
| 1. A135921 | 27. | 53. | 79. |
| 2. A135922 | 28. | 54. | 80. |
| 3. A135923 | 29. | 55. | 81. |
| 4. A135924 | 30. | 56. | 82. |
| 5. A135925 | 31. | 57. | 83. |
| 6. | 32. | 58. | 84. |
| 7. | 33. | 59. | 85. |
| 8. | 34. | 60. | 86. |
| 9. | 35. | 61. | 87. |
| 10. | 36. | 62. | 88. |
| 11. | 37. | 63. | 89. |
| 12. | 38. | 64. | 90. |
| 13. | 39. | 65. | 91. |
| 14. | 40. | 66. | 92. |
| 15. | 41. | 67. | 93. |
| 16. | 42. | 68. | 94. |
| 17. | 43. | 69. | 95. |
| 18. | 44. | 70. | 96. |
| 19. | 45. | 71. | 97. |
| 20. | 46. | 72. | 98. |
| 21. | 47. | 73. | 99. |
| 22. | 48. | 74. | 100. |
| 23. | 49. | 75. | 101. |
| 24. | 50. | 76. | 102. |
| 25. | 51. | 77. | 103. |
| 26. | 52. | 78. | 104. |

Application for Assignment to Housing (DD Form 1746 Page 1 of 2)

| APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and Instructions on reverse)</small> | | | | 1. TYPE SERVICE DESIRED <small>(X one or both)</small> | |
|--|--|--|---|---|---|
| | | | | <input type="checkbox"/> a. MILITARY HOUSING | <input checked="" type="checkbox"/> b. HOUSING REFERRAL |
| SECTION I - APPLICANT INFORMATION | | | | | |
| 2. NAME OF SPONSOR <small>(Last, First, Middle Initial)</small> | | 3. PAY GRADE | 4. SSN | 5. DOD COMPONENT | |
| BIRD, BLUE T. | | E-7 | 000-00-0000 | ARMY | |
| 6. ADDRESS <small>(Street, City, State, Zip Code)</small> | | 7. TELEPHONE NUMBER | | 8. STATUS OF APPLICANT <small>(X one)</small> | |
| 123 CHERRY LANE LOST CITY, ZA 12345 | | a. HOME <small>(Area Code)</small> (000) 000-0000 | | <input checked="" type="checkbox"/> a. MILITARY MEMBER <input type="checkbox"/> c. CIVILIAN <input type="checkbox"/> b. MILITARY SPOUSE <input type="checkbox"/> d. FOREIGN NATIONAL | |
| | | | | | |
| 11. I REQUEST HOUSING FOR <small>(X one)</small> | | SECTION II - MILITARY CAREER INFORMATION <small>(Civilians skip to item 15.)</small> | | | |
| <input checked="" type="checkbox"/> a. SELF ONLY <input type="checkbox"/> b. SELF AND DEPENDENTS | | 14. DATES <small>(Enter in YYMMDD order)</small> | | MILITARY APPLICANT | MILITARY SPOUSE |
| 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM | | a. EFFECTIVE RANK/RATE DATE | | 191101 | |
| FORT SAME | | b. ACTIVE DUTY SERVICE COMPUTATION | | 091101 | |
| 13. INSTALLATION/ORGANIZATION TRANSFERRED TO | | c. TIME REMAINING ON ACTIVE DUTY | | 36 Mos. | |
| FORT ANYWHERE | | d. EFFECTIVE CHANGE IN DUTY STATION | | 200310 | |
| | | e. REPORT DATE | | 200401 | |
| | | f. ESTIMATED FAMILY ARRIVAL DATE | | 200401 | |
| SECTION III - DEPENDENT DATA | | | | | |
| 15. DEPENDENTS RESIDING WITH ME <small>(If more space is needed, continue on plain paper.)</small> | | | | | |
| a. NAME <small>(Last, First, Middle Initial)</small> | b. DATE OF BIRTH <small>(YYMMDD)</small> | c. SEX | d. RELATIONSHIP | e. REMARKS <small>(Handicap, health problems, expected additions to family, etc.)</small> | |
| BIRD, JAY S. | 880610 | F | SPOUSE | NONE | |
| | | | | | |
| | | | | | |
| | | | | | |
| SECTION IV - HOUSING DATA | | | | | |
| 16. COMMUNITY HOUSING DESIRED <small>(X as applicable)</small> | | | | | |
| <input type="checkbox"/> a. PURCHASE HOUSE | | <input checked="" type="checkbox"/> d. RENT HOUSE | | <input type="checkbox"/> g. RENT MOBILE HOME SPACE | |
| <input type="checkbox"/> b. PURCHASE CONDOMINIUM | | <input type="checkbox"/> e. RENT APARTMENT | | <input type="checkbox"/> h. SHARE | |
| <input type="checkbox"/> c. PURCHASE MOBILE HOME | | <input type="checkbox"/> f. RENT MOBILE HOME | | <input type="checkbox"/> i. RENT ROOM | |
| 17. AMENITIES DESIRED <small>(X as applicable. Write number in d. and e.)</small> | | 18. DATE HOUSING NEEDED <small>(YYMMDD)</small> | | 19. PRICE RANGE <small>(Community Housing)</small> | |
| a. FURNISHED | | 200415 | | \$1300 - \$1600 | |
| b. UNFURNISHED | | | | | |
| c. AIR CONDITIONING | | 20. LOCATION PREFERENCE <small>(Community Housing)</small> | | | |
| d. NO. BEDROOMS | | PRINCE COMMUNITY | | | |
| 21. REMARKS | | | | | |
| | | | | | |
| 22. SIGNATURE OF APPLICANT | | | | 23. DATE SUBMITTED <small>(YYMMDD)</small> | |
| | | | | | |
| SECTION V - DISPOSITION <small>(To be completed by the Housing Office.)</small> | | | | | |
| 24. MILITARY HOUSING | | | | | |
| a. APPLICATION RECEIVED <small>(YYMMDD and time)</small> | b. APPLICATION EFFECTIVE <small>(YYMMDD)</small> | c. DD FORM 1747 PROVIDED <small>(YYMMDD)</small> | d. HOUSING AVAILABILITY <small>(Boxes indicated on DD Form 1747)</small> | | |
| e. APPLICANT PLACED ON WAITING LIST | f. EFFECTIVE PLACEMENT <small>(YYMMDD)</small> | g. BEDROOMS REQUIRED | h. DATE UNIT ASSIGNED <small>(YYMMDD)</small> | | |
| 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 <small>(YYMMDD)</small> | | |
| | | | | | |

Application for Assignment to Housing (DD Form 1746 Page 2 of 2)

| 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 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>i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.</i> |
| SECTION I - APPLICANT INFORMATION 5. DOD COMPONENT Army, Navy, Air Force, etc. 6. ADDRESS Enter complete current address (<i>street number and name, apartment number, city, state/country and the 9-digit ZIP code</i>). 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 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 II - MILITARY CAREER INFORMATION 14. DATES (<i>Military Applications/Military Spouse Only</i>) Enter dates in order of YYMMDD. (<i>May 17, 1993, would be entered as 930517</i>). a. Enter the date your current rate/rank was effective. b. Enter your active duty service computation date. c. Enter the time (<i>in months</i>) 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 (<i>from your PCS orders</i>). f. Enter your estimated arrival date. | SECTION V - DISPOSITION (<i>To be completed by the Housing Office</i>) 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 (<i>Line 14d</i>) or other date that will be the effective (<i>control</i>) 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

**Application For Barracks Form
(Sample)**

**Directorate of Public Works/UH Branch (Sample)
ARMY BARRACKS MANAGEMENT PROGRAM (ABMP)
FORT UNCLE SAM, USA
APPLICATION FOR BARRACKS**

DOB: _____

DoD ID: _____

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. DoD ID used for
identification only. Disclosure is voluntary.**

*An appropriate / approved Privacy Act Statement should be used in
conjunction with this form

Assignment to Module/Sleeping Room/Space Letter Sample A
This form is generated electronically with information entered into eMH

**USAG TEST – Assignment Letter
Single Soldier Housing
Military Installation, USA**

**Control Number
Today's Date:**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assignment to UHM Housing

1. The following individual is assigned to UHM Housing:

| | |
|-------------------|--------------------------|
| DoD ID: | Name: |
| Rank: | Branch: |
| Pay Grade: | UIC/Organization: |

2. This individual is assigned to the following module/sleeping room/space:

**Address:
Building:
Wing:
Floor:
Unit:
Room:
Bed:**

3. The effective date of assignment is:

4. The module/sleeping room/space 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.

**John Smith
USAG TEST**

**DISTRIBUTION:
Unit Commander (1)
Finance (1)
Transportation (1)
Individual (1)**

Controlled Unclassified Information Only: This report contains information that a privacy and business sensitive. Army misuse of 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 5400.11R. To avoid compromise, destroy this report after use.

**Assignment to Modules/Sleeping Rooms/Spaces Letter
Sample B**

SAMPLE

IMSE-STW-PWH

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assignment to Unaccompanied Housing

1. The following individual is assigned to Unaccompanied Housing:

| | |
|------------|-----------|
| DoD ID: | 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 Unaccompanied Housing.

DISTRIBUTION:

Finance (1)
Transportation (1)
DPW (1)
Unit (1)
UH Manager (1)
Individual (1)

**Check-In & Hand Receipt Form
(Sample) Page 1 of 2**

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 | DEPARTURE DATE | SVM UIC |
| DoD ID: | GENDER | ROOM TYPE | BUILDING | FLOOR / WING | ROOM / BED |
| DUTY STATION: | | CELL PHONE | PAY GRADE | PERSON TYPE | CLERK |
| DEPARTMENT: | <p>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. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.</p> <p>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.</p> <p>-Condition of Property. Occupant has inspected the room, furnishings and agree the room is in habitable condition. Any discrepancies shall be submitted in writing to the UH Housing Office, Soldier Hall within 5 business days of occupancy.</p> <p>-Pets. With the exception of approved WT companion dogs, no animals or pets are allowed in any Unaccompanied Housing Facility.</p> <p>-Smoking. All Department of Defense facilities will restrict tobacco use to specifically designated outdoor areas, which must be at least 50 feet from building entrances and air intake ducts.</p> <p>-Facilities & Furnishings. The Unit 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.</p> <p>-Use of Facilities. The occupant shall use all fixtures, furnishings & appliances in or on the premises in a reasonable manner.</p> <p>-Occupant Conduct. Occupant or authorized guests shall conduct themselves in a manner that will not disturb other occupants in the facility.</p> <p>-Health & Safety. The occupant shall comply with all health & safety regulations imposed by local command.</p> <p>-Access to Property. The Company Commander, Barracks Management Staff or a 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 above stated individuals will leave a written notice stating the reason for entry.</p> <p>I HAVE READ, UNDERSTAND & WILL ADHERE TO THESE CONDITIONS HERIN & IN THE ARMY BARRACKS MANAGEMENT PROGRAM (ABMP) GUIDE.</p> <p>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.</p> | | | | |
| ADDRESS: | | | | | |
| CITY, STATE ZIP: | | | | | |
| UIC PHONE#: | | | | | |
| PERSON E-MAIL: | | | | | |
| ROOM PHONE#: | | | | | |
| <p>ARMY BARRACKS MANAGEMENT PROGRAM</p>  | | | | | |
| SIGNATURE / DATE: | | | | | |

I Certify that I ___ am ___ am not receiving Basic Allowance for Housing (BAH).

Signature: _____

Check-In & Hand Receipt Form (Sample)

Page 2 of 2

This form is generated electronically with information entered into eMH

| |
|-----------------------|
| Resident Name: |
|-----------------------|

ITEMS CURRENTLY ISSUED TO

| Item(s) | Barcode | Serial Number | Condition | Purchase Cost |
|----------------|----------------|----------------------|------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |

Signature: _____ **Date:** _____

2 of 2

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**ABMP New Soldier Brief
(Sample)**

(Sample)

**Directorate of Public Works/Unaccompanied Housing Branch
ARMY BARRACKS MANAGEMENT PROGRAM (ABMP)
FORT UNCLE SAM, USA
New Soldier Brief**

- **Do not** change rooms without approval from the ABMP 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 Demand Maintenance Order/Work Order called in you may do so by calling the # below, or contact the Unaccompanied Housing 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 module/sleeping room by yourself, **always** have the module/sleeping room ready (furniture: beds, mattresses, wall lockers, 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/ABMP 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#** _____

Unaccompanied Housing Resident Occupancy Agreement

(Rank/Name) _____, (DoD ID) _____ is assigned to, Bldg # _____, Room # _____, Fort XXXX, to be occupied as military Unaccompanied Housing.

1. Occupant Use. The occupant shall use the premises solely as a residence for themselves. Use of the unit for any other purpose, including the shelter of any additional number of persons is prohibited without prior written consent of the Unit Commander.
2. Good Repair. The commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant or their guests during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment and reporting to their Unaccompanied Housing Manager for resolution.
3. No Animals. Animals are not allowed in Unaccompanied Housing to include any aquarium or caged animals. Damage caused by noncompliance will be the responsibility of the tenant.
4. Condition of Property. The occupant and First Line Supervisor will jointly inspect the module/sleeping room/space and both parties will agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant shall be submitted in writing and received by the Supply Sergeant office within 72 hours (3 working days). If discrepancies are not received by the Supply Sergeant or Unit representative within the 72 hour period, the module/sleeping room/space and contents will be considered to be in acceptable condition and suitable for occupancy. Exceptions to the 72 hour limit due to valid and verifiable causes will be determined on a case-by-case basis.
5. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing, lighting, and electrical fixtures, facilities, and appliances clean and safe. At the termination of occupancy, all appliances and equipment shall be in good working order and the premises shall be in clean condition, normal wear and tear expected.
6. Use and Repair of Facilities. The occupant shall use all fixtures, facilities, and appliances in or on the premises as they were originally intended/designed. Any damage (abuse/negligence) caused by either tenant or guest(s), beyond normal wear and tear, shall be repaired at the tenant's expense.
7. Automotive Repair. Maintenance of automobile(s) at/in Unaccompanied Housing is strictly prohibited. Storage of automobile parts in/around the Unaccompanied Housing facility is also prohibited.

8. Occupant Conduct. Occupants shall conduct themselves in a manner that is considerate to and will not disturb their neighbors.

9. Health and Safety. The occupant shall comply with all health, safety, and fire regulations imposed by the Senior and Garrison Commander.

10. Smoke Detectors/Fire and Suppression Equipment. The occupant is responsible for reporting any malfunction or visible defect of smoke detectors/sprinkler in their assigned space to the First Line Supervisor. Removing, destroying, or tampering with a smoke detector, fire extinguisher, or any part of the fire suppression system in the building is a federal offense.

11. Smoking. Smoking, electronic cigarettes, and all other smoke and vapor emitting devices are prohibited in all government facilities, outside areas commonly used by non-smokers, and the immediate vicinity of supply air intakes or building entries or exits. Designated smoking areas must be at least 50 feet from the building.

12. Open Flame. Open flame containers to include; but not limited to, equipment powered by internal combustion engines, hazardous material, candles, and lighters, are strictly prohibited in Unaccompanied Housing and will not be stored within the confines of an Unaccompanied Housing facility.

13. Periods of Absence. Occupants shall notify their First Line Supervisor whenever extended absence (in excess of ten days or more) from their module/sleeping room/space is anticipated.

14. Access to Modules/Sleeping Rooms/Spaces. When possible, reasonable notice will be given to occupants, and at reasonable times, when the unit leaders will enter the premises to inspect the property; make necessary alterations, improvements or repairs; and supply necessary or agreed upon services.

15. Neglect and Costs. If at any time during the period of occupancy, repairs, or replacement is required for damaged or missing Unaccompanied Housing property or equipment caused by the abuse or negligence of the occupant or occupant's guest, the occupant understands that the repair or placement shall be made at the occupant's expense.

16. Check-out Inspection. It is the responsibility of the occupant to set up a pre-inspection with their Unaccompanied Housing manager 5-10 working days prior to check-out. A final inspection will be conducted the day of or day prior to departure if departure falls on the weekend. The occupant is responsible for the cleanliness of the room.

You can request PCS cleaning services by making individual arrangements with cleaning companies provided on the Cleaning Standard Sheet. The Unaccompanied Housing Office is in no way endorsing these services, but providing additional options for your check-out. Please see your Unaccompanied Housing manager for information on the paid cleaning process.

17. Receipt of Rules, Regulations, Responsibilities of Occupancy. The occupant acknowledges receipt of the statement of occupant's responsibilities, liabilities, and the definitive set of house rules concerning occupant conduct and assignment procedures. It is the responsibility of the occupant to familiarize himself/herself with orders and policies associated with UH to conduct his/her actions accordingly. A claim of ignorance of rules and regulations contained therein will not relieve the occupant of responsibility for compliance therewith.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY TO THE ACKNOWLEDGED REQUIREMENTS

Name (print) _____ Date _____

Signature _____

First Line Supervisor _____

Date _____

This signed page will be maintained in your Resident Check-In Packet in your Supply files.

CLEANING STANDARDS HANDOUT

Your room and the common areas you share with a roommate will be clean and suitable for occupancy by the next occupant. To successfully pass your inspection you will need the cooperation of your roommate since all areas that you share will also be inspected. All personal items, to include furniture, clothing, and trash will be removed and properly disposed of. Drawers in government owned furniture and closets will be closed. Furniture will be slightly pulled away from the walls so that baseboards, walls, and floors may be inspected.

These standards are written as guidelines for all barracks in our inventory. You may not have a kitchen, but components of the kitchen, such as the refrigerator and microwave are still your responsibility. If you have questions or concerns, bring them to the attention of the facility manager as soon as possible.

For the purpose of these cleaning standards, **the term “clean” is defined as: Free of dirt, dust, lint, stains, streaks, film, grease, mildew, food, finger prints, cleaning material, mineral deposits, and all foreign matter.** Charges will be assessed for any damages caused by the cleaning process. All items of equipment, appliances, furniture, and building materials will be cleaned as follows:

1. **WALLS, CEILINGS, DOORS, DOORLOCKS, AND BASE BOARDS** must be cleaned with care to ensure surface is clean without damaging paint or finish. Clean painted surfaces with a damp sponge and a mild cleanser. Heating/cooling vents will be clean. Plastic baseboards, switch plate covers and outlet covers will be clean with all paint spots removed. Switch plate covers and outlet covers will be removed from the wall for cleaning and reinstalled.

2. **FURNITURE**. Wooden furniture will be cleaned and a light coat of wood polish applied. Upholstered furniture will be cleaned as follows: mattress, box spring, sofa, and chair will be brushed and vacuumed. Stains will be removed as necessary.

3. **FLOORS**. Floor cleaning includes sweeping, vacuuming, and mopping. Types of floors include vinyl tile and ceramic tile. Only vinyl tile will be waxed, buffed, and stripped. Only hot water and a clean mop should be used for cleaning ceramic tile. All movable equipment, appliances, and furniture will be moved to clean floors underneath. All items moved during floor cleaning operations will be returned to original positions. Floor cleaning also includes cleaning door tracks and thresholds.

a. **Stripping**. Only bedroom floors will be stripped of old wax and cleaned. Read the label on commercial stripping solutions to ensure that they will not damage the type of floor being stripped. Floors may be stripped with a buffer, if a buffer is utilized to strip the floor, corners

and areas inaccessible by the buffer will be stripped by hand. The stripping operation will be considered satisfactory when all traces of stripping solution and old wax have been removed and the floors are clean.

b. **Waxing.** Only water emulsion liquid wax will be used on vinyl tile floors. Wax will not be applied to ceramic tile. Acrylic wax is prohibited for use on any type floor. Wax will be applied up to, but not touching, the baseboards. After the wax has been applied, the reflection will be uniform with no streaks, swirl marks, or residue. Take care when moving furniture not to mar the wax.

4. **BLINDS (if equipped), WINDOWS, SCREENS, DRAPES**

a. **Mini-Blinds** (if equipped), will be cleaned. Care will be taken to prevent staining of cords during the cleaning process. Slats will be cleaned using a neutral soap solution and rinsed.

b. **Windows.** Prior to window cleaning, remove screens (GROUND FLOOR ONLY) and blinds. Blinds and screens (GROUND FLOOR ONLY) will be replaced and readjusted, and windows secured before leaving the room. All window surfaces, inside and outside (GROUND FLOOR ONLY), and windowsills will be clean. Any paint drops or smears, however large or small, will be removed from inside and outside (GROUND FLOOR ONLY) of the window glass. Do not use steel wool on glass surfaces. Accessible glass, frames, casings, seals, ledges, and adjacent wall surfaces will be clean and dry.

5. **CLOSETS.** Closets, including floors, walls, hanger rods, shelves, built in drawers, and doors, will be cleaned. All personal locks must be removed.

6. **LIGHT FIXTURES.** Light fixtures will be cleaned and dried. Remove, clean, and replace light globes, reflectors, and similar items. All light fixtures will have functioning bulbs/florescent tubes. Notify the facility manager if your florescent tubes or unusual size light bulbs are burnt out. Occupants must purchase compact florescent bulbs (40 watt recommended); incandescent bulbs are NOT allowed on installations. If you are not sure how to remove the light cover, request instruction from the facility manager.

7. **BATHROOM.**

a. **Bathtub, shower walls, sinks.** Bathtubs, shower walls, and sinks will be cleaned. Ensure aerators are intact and installed. Fiberglass tubs, shower stalls, and sinks will not be cleaned with an abrasive cleaner. All decals and plastic adhesive-backed items will be removed. Strong abrasives will not be used to clean chromium-plated hardware. These fittings will be washed, allowed to dry, and polished using a clean, dry, soft cloth or paper towel. Caulk will be cleaned of all mildew using a bleach-water solution.

b. **Toilet and water closet.** Water closets, toilet bowls, and toilet seats will be cleaned. Contact kill time for disinfectant detergent is 30 seconds to one minute. Cleansers containing strong abrasives, acids, or alkali solutions will not be used. A scale remover will be used only when necessary. All toilet seats will be washed on both sides and under the fastener caps. If toilet seat is broken or peeling, notify the facility manager.

c. **Tile.** All tile and grout will be cleaned. A scale remover will be used only when necessary. Tile surface will be smooth to the touch with no cleanser residue.

d. **Mirrors, Medicine Cabinets, and Vanities.** Mirrors, medicine cabinets and vanities, to include interior and exterior surfaces, shelves, and tracks, will be cleaned. Mirrors will be cleaned with glass cleaner and polished with a soft cloth or paper towel.

8. KITCHEN EQUIPMENT

a. **Refrigerator and Freezer.** Proper cleaning of this appliance will require some cooperation if you have a roommate. The refrigerator will have to be unplugged to clean exterior surfaces including the coils on the back. All items must be removed during the interior cleaning process. Inner and outer surfaces of refrigerator and freezer will be cleaned. Gasket around refrigerator and freezer doors will be cleaned and dried. Freezer will be defrosted, ice trays emptied, cleaned, and dried. Cover at base of refrigerator will be removed, drip pan removed and cleaned, base and cover cleaned, and cover reinstalled. Steel wool may not be used to clean any interior or exterior surface. Food and drink may be returned to the refrigerator if it belongs to your roommate. If you have no roommate, all food will be discarded, the refrigerator will remain plugged in, turned to its lowest setting, and doors closed.

b. **Sink.** Sink and plumbing fixtures will be cleaned. Ensure aerators are intact and installed. Scale remover will be used only when necessary. Drains will be unplugged, and accessible inner and outer surfaces clean. Strong abrasives will not be used to clean chromium-plated hardware. These fittings will be washed with a mild cleanser, allowed to dry, and polished with a soft cloth or paper towel.

c. **Microwave.** Interior and exterior surfaces of microwave will be cleaned. Do not use abrasives or harsh chemicals. A mild soap and water solution is best. Putting a cup of water in the microwave on high for about one minute will help loosen dried food particles.

9. HALLWAYS, BALCONIES, EXTERIOR COMMON AREAS. Each occupant is responsible for cleaning the common hall or section of balcony that extends halfway to the room on either side and all the way across. Floor will be swept, mopped, and waxed if applicable. It will be considered satisfactory if it is free of dirt and removable stains.

BEDROOMS: *Refer to Cleaning Standards for definition of clean

- Return furniture to original location if moved.
- Clean all surfaces of furniture including inside/under furniture drawers.
- Polish wood furniture and closet drawers.
- Remove excess furniture and items not on the hand receipt from the room and barracks.
- Remove excess coaxial cables.
- Swept, mop, buff or vacuum all floors - move furniture to clean under and all corners of the room to include closet.
- Clean all walls, shelves, counters and baseboards, to include closet, of dirt, debris; and grime.
- Remove all hanging hooks, Stick-Ups, adhesive, etc. from walls and ceilings with care, to prevent removal of paint or wall.
- Remove light covers, clean and wipe light fixtures and replace cover.
- Remove, clean, and replace exhaust vent covers or diffusers.
- Disinfect and clean outlets/switch plate covers, cable jack covers, and thermostat.
- Wipe and clean all other mounted hardware and accessories.
- Wipe and clean (interior) window sills, frames, and glass.
- Report window screen if damaged or missing.
- Wipe closet and bedroom doors inside and out to include door jambs.
- Disinfect and clean closet door knob.
- Disinfect and clean interior/exterior bedroom door locks.
- Remove all padlocks.
- Turn all lights off, set thermostat at lowest setting, unplug lamps with cord wrapped around base, lock windows, open drapes halfway, closed and secured all doors.
- Dispose of all trash, hangers, cleaning utensils, excess supplies, etc. ROOM MUST BE BARE.

COMMON AREAS: *Refer to the Cleaning Standards for definition of clean.

- **(IF YOU HAVE A CURRENT ROOM MATE) Notify roommate of scheduled inspection. Coordinating with your roommate is important to ensure common area is inspection ready.**
- **Remove ALL personal items from common areas unless roommate VERBALLY agrees to take ownership of property.**
- **Placing personal items in common areas is not authorized.**

NO ROOMMATE:

- Appliances emptied. Appliances thoroughly cleaned in, out, and under. Pull out refrigerator to clean behind. Return refrigerator and set temperature to lowest setting/door closed.

- Empty cabinets and drawers and wipe inside and out. Polish drawer and cabinet facings.
- Clean counters clean and remove marks as needed.
- Clean walls of grime, cooking oil, etc.
- Remove light covers, clean and wipe light fixtures and replace covers.
- Clean tub, tub walls, and fixture surfaces of buildup, hard water, etc.
- Flush showers/tubs clean of debris.
- Remove shower curtain if in unsatisfactory condition.
- Remove toilet seat by way of screw and caps. Disinfect and clean thoroughly. Replace seat and caps.
- Disinfect and clean toilet piping, interior/exterior of bowls, seat, and base.
- Clean and flush toilets as many times needed to clear waste.
- Clean all walls, accessories and hardware, and light switch and other covers in toilet and tub area.
- Discard empty toilet tissue rolls and refill with new toilet tissue roll.
- Remove light covers, clean and wipe light fixtures, and replace covers.
- Remove, clean, and replace exhaust vents.
- Empty medicine cabinets, cabinets, and drawers and wipe inside and out. Clean drawers and cabinet facings.
- Clean counters and remove marks as needed.
- Clean walls and mirrors in sink area of toothpaste, water spots, etc.
- Clean all mounted hardware, accessories, outlets, light switches, and other covers in sink area.
- Remove light covers, clean and wipe light fixtures and replace covers.
- Ensure bathroom is completely cleared of trash, shampoos, soap, etc.
- Thoroughly mop and sweep common area floors to include all corners and grout. Scrubbing may be required to removed marks and dirt.
- Dispose of all trash, hangers, cleaning utensils, excess supplies, etc. **ROOM MUST BE EMPTY.**
- Set thermostat (if applicable) to garrison policy setting according to time of year.
- Turn off all lights.
- Close all doors and secure barracks bedrooms and main door.
- **ROOM KEY WILL BE RETURNED TO UNACCOMPANIED HOUSING MANAGER AT THE TIME YOU PASS THE INSPECTION, YOU WILL BE REQUIRED TO VACATE THE ROOM.**

REMOVAL OF TRASH, PERSONAL FURNITURE, AND EFFECTS SHOULD NOT BE INCLUDED IN THE ESTIMATE. YOU ARE RESPONSIBLE FOR DISPOSING ALL THESE ITEMS.

Any resident who fails to conduct a check-out inspection and/or turn in their key to their Unaccompanied Housing Manager, will be charged the cost to clean their room and/or lost key.

SM Signature

Date

UH Manager Signature

Date

**Liability Statement
(Sample A)**

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 pecuniary 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 acts 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 configured 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: _____

Liability for Damage to Assigned Module/Sleeping Room/Space (Sample B)

**Directorate of Public Works / Single Soldier Housing Branch
Army Barracks Management Program (ABMP)
Application for Barracks**

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. Damages include lack of clearing or failure to clean when resident clears/moves out of assigned room. This notice explains the rules, which apply to Permanent Party Unaccompanied Housing. You should read it carefully.

a. First, you can be held pecuniary liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your Family Members, or those you allow on the premises, are likely to act carelessly and 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 an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct, in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your Family Members or persons you allow on the premises 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 Family Members or 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.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than Family Members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

3. The Soldiers assigned to each living area are responsible for damages or destruction to the appliances and furniture located in the shared common area. These appliances include but are not limited to convectional microwaves, refrigerators, washer, dryers, oven ranges, and kitchen table. In the event damages to appliances occur, all Soldiers will share the cost in repair or replacement of the property. If a Soldier is the sole occupant of a living space, that Soldier assumes sole responsibility for loss and damages.


I have read and understand the policy contained herein.

Name: _____


Signature: _____ **Date:** _____

Privacy Act Statement: This information is requested to provide barracks accommodations. Providing this information is voluntary; however, failure to provide required information, may result in an incomplete application. DoD ID is used for identification purposes only. Authority 5 USC 552a


Module/Sleeping Room/Space Condition Rating Guidelines (Sample)

| ARMY BARRACKS MANAGEMENT PROGRAM | | DEPARTMENT OF THE ARMY <i>(Installation Name) Street Address</i> <i>City/State</i> | |  |
|--|--|---|---|---|
| K I T C H E N / B E D R O O M | AREA | Outstanding (Green) | Satisfactory (Amber) | Unsatisfactory (Red) |
| | CEILING | Not gouged, stained, or broken; No missing pieces. | Need 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 stains requiring minor patches; Only spot/touch-up painting; Conduits exposed. | Needs major repairs; Large hole need patching/repairs; Walls need painting. |
| | FLOOR | Floors are in good conditions; No stains, missing or cracked/chipped tiles. | Floors have minor gouges, chips, cracks or stains; No tiles missing/need replacement. | Floors need major repairs; Tiles missing, loose, curling/cupping, have major cracks, or impose a tripping hazard. |
| | LIGHT FIXTURE | 90% of overhead and task lighting works. | 75%-95% 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 FI-grounded where water may be present; Some outlets do not work/shock user. |
| | CABINETS | Cabinets are in good conditions 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 (Inc. 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 no hot water; More than 25% of faucets leak; Water is not clear/clear. |
| | COUNTERTOP | Countertops are in good conditions 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 grill; 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 missing. | |
| DOORS/ WINDOWS | Fully functional w/level handles and push/kick plates; Less than 10% damage w/dents, gouges or stains; Hardware operates smoothly w/o difficult; Glass, weather stripping & vapor seal between panes are intact and in good shape. | Level 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. | Levered 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. | |

Module/Sleeping Room/Space Condition Rating Guidelines (Sample) Continued

| SAMPLE MODULE/SLEEPING ROOM/SPACE CONDITION RATING GUIDELINES (<i>Continues</i>) | | | | |
|--|-------------------------------------|---|---|--|
| ARMY BARRACKS MANAGEMENT PROGRAM | | DEPARTMENT OF THE ARMY <i>(Installation Name)</i> Street Address City/State | |  |
| | AREA | Outstanding (Green) | Satisfactory (Amber) | Unsatisfactory (Red) |
| B A T H R O O M | SHOWER/TUB (<i>Inc. Fixtures</i>) | 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 of low and "hot" water is lukewarm. | Shower/tub surround has missing, cracked on shower tiles; Drain does not close or stay open; Water pressure is very low and there is no hot water. |
| | MIRRORS | Mirrors are in good condition with no cracks. Stains, or distorted area; Mirrors are secured to the wall. | Minor mirror distorted or small crack in corner; Adequately secured to the wall. | Mirror has crack in piece other than corner and/or large area of distortion; Not adequately secure to the wall. |
| | LAV/CABINETS | Bathroom accessories for soap, toilet paper and towels are present, in good condition, and accessible; Less than 110% 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. |
| | COMMODOE | 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 systems shows evidence of seepage or backup; Commode has major cracks/stains and continues to run for more than 30 seconds after flushing. |
| | SINK (<i>Inc. Fixtures</i>) | 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. | More 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. |
| INSPECTION'S SIGNATURE | | | | DATE OF INSPECTION |
| X: | | | | |

Module/Sleeping Room/Space Inspection Checklist (Sample)

| SAMPLE Room Inspection | | | | | | | | |
|---|--|--------------------------|-------------------------|-------------------------|------------------------------|---|--|--|
| ARMY BARRACKS MANAGEMENT PROGRAM | DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i> | | | | |  | | |
| Soldier's Name & Grade: _____ | | Inspected By: _____ | | | Bldg/Room #: _____ | | | |
| K I T C H E N | AREA | Outstanding (Green) | Satisfactory (Amber) | Unsatisfactory (Red) | Condition Code (See Note) | Needs Repair | Description of Maintenance Required | |
| | | CEILING | | | | | | |
| | | WALLS | | | | | | |
| | | FLOOR | | | | | | |
| | | LIGHT FIXTURE | | | | | | |
| | | SWITCHES/ OUTLETS | | | | | | |
| | | CABINETS | | | | | | |
| | | SINK (Inc. Fixtures) | | | | | | |
| | | COUNTERTOP | | | | | | |
| | | VENTALTION/ EXHAUST FANS | | | | | | |
| | APPLIANCES | | | | | | | |
| B A T H R O O M | CEILING | | | | | | | |
| | WALLS | | | | | | | |
| | FLOOR | | | | | | | |
| | DOOR | | | | | | | |
| | TRIM | | | | | | | |
| | EXHAUST FAN | | | | | | | |
| | HARDWARE(Towel bar, soap) | | | | | | | |
| | SHOWER/TUB (Incl. Fixtures) | | | | | | | |
| | MIRRORS | | | | | | | |
| | LAV/CABINETS | | | | | | | |
| | COMMODE | | | | | | | |
| | LIGHT FIXTURE | | | | | | | |
| SINK (Incl. Fixtures) | | | | | | | | |
| SWITCHES/OUTLETS | | | | | | | | |
| B E D R O O M | CEILING | | | | | | | |
| | WALLS | | | | | | | |
| | FLOOR | | | | | | | |
| | DOOR (Incl. locks) | | | | | | | |
| | TRIM | | | | | | | |
| | WINDOW | | | | | | | |
| | SCREENS | | | | | | | |
| | LIGHT FIXTURE | | | | | | | |
| | SWITCHES/OUTLETS | | | | | | | |
| | CURTAINS/ BLINDS | | | | | | | |
| | BASEBOARDS/ WOODWORK | | | | | | | |
| | CLOSET SHELVING | | | | | | | |
| COMMUNICATION OUTLETS | | | | | | | | |
| SMOKE DETECTOR | | | | | | | | |
| CEILING FANS | | | | | | | | |
| NOTE: 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 = Tom; WA = Warped THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND BUILDING MANAGER | | | | | | | | |
| OCCUPANT'S SIGNATURE | | | DATE OF INSPECTION | | FACILITY MANAGER'S SIGNATURE | | | |

Suggestion: include columns for both the Service member and Inspector to reconcile any differences on condition codes

**Termination of Module/Sleeping Room/Space Checklist,
Sample A, Page 1**

**Fort Uncle Sam ABMP Office
Module/Sleeping Room/Space 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 re-inspection 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 turnover 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 and dust free. Ensure remote control is present. (Applicable to WT Barracks only)
- Remove hangers from closets. Wipe clean all lockers.
- Clean light fixtures*.
- Clean windows, blinds, and windowsills*.
- Clean doors, trims, baseboards, walls and mirrors*. Remove all marks, tape, grease and fingerprints etc.
- Ensure air condition vents and filter are dusted, cleaned* and turned off.
- Ensure floor rug, if applicable, are 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.

**Termination of Module/Sleeping Room/Space Checklist,
Sample A, Page 2**

**Fort Uncle Sam ABMP Office
Module/Sleeping Room/Space 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 ABMP Office at: **(123) 777-6668**
Hours: Monday – Friday, 0730 -1600 Location: George Hall - 2nd Floor - Room: A1-23

Termination of Module/Sleeping Room/Space Checklist,(Sample B Page 1 of 2)

| Minimum Cleaning Standard for Barracks Room Per AR 420-1 | | |
|---|-----------------|--------------------|
| ITEMS | Resident | Pass / Fail |
| Floor, Rugs, and Installed Carpets | | |
| Sweep or Vacuum | | |
| Remove stains, wax and dirt sediments | | |
| Damp mop floors | | |
| Clean area rugs and installed carpeting to remove dirt and spots | | |
| Walls and Ceilings | | |
| Remove all dirt, cobwebs, pencil marks, food, and so forth from walls | | |
| Remove all nails and hooks | | |
| Remove all dirt, smudges, and other spots | | |
| Windows | | |
| Clean inside and outside surfaces, all windows, and window frames so that they are free of spots streaks or film | | |
| Clean window sills, curtain rods, blinds | | |
| Remove screens, brush and wash to remove lint and dust, reinstall | | |
| Doors | | |
| Remove all paper, tape, nails, gum, pencil marks, ink marks, dirt, and heavy stains on both sides | | |
| Clean interior and exterior doors and frames so that they are free of dust and stains on both sides | | |
| Lighting Fixtures | | |
| Ensure all fixtures have operating light bulbs | | |
| Clean all components, including incandescent bulbs, to ensure that they are no insects, dirt, lint, film, and streaks | | |
| Remove, clean, and replace globes, and lamp shades | | |
| Cabinets, Closets, Drawers, and Shades | | |
| Remove all shelf paper, tape, staples, and tacks | | |
| Remove all food particles, trash, and personal items | | |
| Clear and wash all surfaces so that they are free of dirt and stains | | |
| Mirrors | | |
| Clean to shine with no streaks | | |
| Radiators, Pipes, and Heating Vents | | |
| Wash radiators, pipes, and vent registers | | |
| Remove dirt, sediments, and stains | | |
| Refrigerators and Freezers | | |
| Defrost and wipe doors | | |
| Remove all food particles, trash, and personal items | | |
| Unplug and leave door open | | |
| Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils | | |
| Clean and replace drain pan | | |
| Clean surface beneath, above, and behind appliance | | |
| Move appliance away from wall for cleaning and move back after cleaning | | |

**Termination of Module/Sleeping Room/Space Checklist,
(Sample B Page 2 of 2)**

| Minimum Cleaning Standard for Barracks Room Per AR 420-1 (Cont.) | | |
|--|-----------------|--------------------|
| ITEMS | Resident | Pass / Fail |
| Range | | |
| Remove all burned/crusted-on-food from accessible surfaces | | |
| Wipe down range | | |
| Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks | | |
| Move Range for cleaning areas under, above, behind, and on either side | | |
| Ventilation, Air Vents, and Range Hoods | | |
| Wipe down range hood | | |
| Wipe down air vent grills, and replace filters as necessary | | |
| Remove completely grease, stains, and dirt sediments inside and outside | | |
| Clean or replace permanent filters | | |
| Common Area, Bathroom, and Toilets | | |
| Remove stains, lime, and mineral deposits, and excessive soap residue from all equipment | | |
| Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen, sinks, and related hardware | | |
| Clean wall and floor tile | | |
| Polish all equipment, fixtures, and wall tiles to a streak-free shine | | |
| Trash Cans | | |
| Empty and remove any crusted on garbage | | |
| Empty and clean | | |
| Upholstered Furniture | | |
| Wipe down and remove stains | | |
| Clean to remove lint, dust, and dirt | | |
| Remove spots and stains to the maximum extent possible | | |
| Wooden Furniture | | |
| Wipe down and remove stains | | |
| Clean to remove dust, dirt, food particles, and streaks | | |
| Lightly wax outside surfaces and polish to a shine | | |
| Clean doors and drawers to be free of dust, dirt, or other foreign matter | | |
| Remove drawers completely so that frames and rollers can be cleaned of dust and other particles | | |
| Bedsprings, Box Springs, and Mattress | | |
| Wipe down and remove stains | | |
| Clean to remove dirt, dust, and other loose matter | | |
| Occupant Signature: _____ | | |
| Inspector Signature: _____ | | Date: _____ |

**Termination Module/Sleeping Room/Space Form & Checklist
(Sample C)**

Module/Sleeping Room/Space 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 of all contents, cabinet doors wiped down
Closet empty all contents, shelves and racks wiped down
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 of all contents, items not original to room removed
Light Fixtures/Fan free of dirt and dust (including covers), bulbs working
Microwave clean inside, outside and underneath, left plugged in
Mirrors clean, streak free
Refrigerator clean inside, outside and underneath, clean drain pan, trays, door bars and seals, empty of all contents, left 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, trim, outlet covers and light switches wiped down
Washer/Dryer clean, empty, wiped down outside, clean lint trap, left plugged in
Windows clean, streak free, windowsills wiped down (**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 ABMP 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.

Demand Maintenance Order / Service Order Card
(Sample)



Demand Maintenance / Service Order Card




DO NOT USE

| |
|---|
| <ul style="list-style-type: none">• Description of problem: _____ |
| _____ |
| <ul style="list-style-type: none">• Date reported (dd/mm/yyyy): _____ |
| <ul style="list-style-type: none">• POC (Name): _____ (Phone #): _____ |
| <ul style="list-style-type: none">• Work Order Number: _____ |
| <ul style="list-style-type: none">• Check One: Priority 1 (Emergency) <input type="checkbox"/> Priority 2 (Urgent) <input type="checkbox"/> Priority 3 (Routine) <input type="checkbox"/> |
| <ul style="list-style-type: none">• Follow-up date (if needed) (dd/mm/yyyy): _____ / _____ / _____ |
| ----- |
| DPW / Contractor USE |
| <ul style="list-style-type: none">• Description of work done: _____ |
| <ul style="list-style-type: none">• Work completed by: _____ Close out date (dd/mm/yyyy): _____ |

Fort Anywhere – “We Take Pride in our Home”

Check Out Form (Sample)

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 |
| DoD ID: | GENDER | 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#: | | | | | |
| ARMY BARRACKS MANAGEMENT PROGRAM  | | | | | |
| CHECK-OUT NOTES: | | | | | |
| SIGNATURE / DATE: | | | | | |

Termination Letter (Sample)

This form is generated electronically with information entered into eMH

**USAG TEST – Termination Letter
Unaccompanied Housing
Military Installation, N/A**

Control Number: UH
Today's Date:

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Termination of Assignment to UHM Housing

1. The following individual is terminated from UHM dwelling:

| | |
|------------|-----------|
| DoD ID: | Name: |
| Rank: | Branch: |
| Pay Grade: | UIC/Name: |

2. This individual was assigned to the following dwelling:

Address:
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)

Controlled Unclassified Information: This report contains information that is privacy and business sensitive. Army misuse of 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 5400.11R. To avoid compromise, destroy this report after use.

Between Occupancy Maintenance (BOM) Inspection Form

| Sample Between Occupancy Maintenance Inspection | | | |
|---|---|---|-----------------------------|
| ARMY BARRACKS MANAGEMENT PROGRAM | DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i> |  | |
| 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 Required | Complete Cleaning Required |
| FURNISHINGS: # of Pieces to Repair | None | Minimal | > 10% |
| FURNISHINGS: # of Pieces to Replace | None | Minimal | > 10% |
| APPLIANCES | Clean & Fully Operable | Working = Cosmetic Damage | Repair or Replace |
| SMOKE DETECTOR | Fully Operable | Repair or Replace | N/A |
| COMMODOE | 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 | 6 + |
| # 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 major repairs. | | | |
| INSPECTOR'S SIGNATURE | | DATE OF INSPECTION | |

ABMP Initial and Full Operating Capability

Annex A (ABMP Defining Initial and Full Operating Capability) to FRAGO 1 HQDA EXORD 068-18: Army Barracks Management Program

Initial Operating Capability NLT 31 July 2018

| Task | Operating Level | | |
|---|-----------------|--------|--------|
| | Garrison | Bde/Bn | Co/Dir |
| Designate Bde / Bn footprint | L | X | X |
| Identify facility management procedures | X | L | X |
| Establish eMH training program | L | X | |
| Establish eMH accounts | X | X | L |
| Ensure barracks furnishings on hand receipted are bar-coded | X | X | L |
| Barracks Furnishings inventory established | X | X | X |
| Establish key control program | X | X | L |
| Establish physical security plan | X | L | |

Full Operating Capability NLT 31 July 2019

| Task | Operating Level | | |
|--|-----------------|--------|--------|
| | Garrison | Bde/Bn | Co/Dir |
| Enforce Facility Management Procedures | S | S | L |
| Schedule and Conduct Routine Room Inspections | S | S | L |
| Perform Key Control Duties IAW AR 190-11 | S | S | L |
| Sign Physical Security Plan | S | S | L |
| Bar-code and Label Barracks Furnishings | L | S | S |
| Sign Barracks Furnishings Hand Receipt(s) | L | S | S |
| Conduct enterprise Military Housing (eMH) Training | L | S | S |
| Schedule, Conduct, and Participate in Quarterly Stakeholder Meetings | L | S | S |

L = Lead / S = Support
* See Annex D and E for reporting procedures

9 July 2019

ABMP Company or Equalivent Initial Operating Capability (IOC) Report

| Army Barracks Management Program (ABMP) Company / Battery / Detachment / Directorate Initial Operating Capability Certification Report Annex D | | | |
|--|---------------------------------|--------------------------------|-------------------------------------|
| Initial Operating Capability Task (Company / Battery / Detachment / Directorate Level) | Company / Directorate Yes | Company / Directorate No | If No; Projected Compliance Date |
| Company / Directorate: | | | |
| UIC: | | | |
| Designate Bde / Bn Footprint: | | | |
| Rooms identified by building / floor / wing | | | |
| Identify facility management procedures: | | | |
| Inspect building condition for preventive maintenance | | | |
| Establish access of Demand Maintenance Orders Website | | | |
| Self-Help Program familiar with process (if established) | | | |
| Grounds Maintenance Plan executed | | | |
| Establish eMH Training Program: | | | |
| Personnel scheduled for eMH training | | | |
| Establish eMH Accounts: (Lead) | | | |
| eMH request submitted (minimum two per organization) | | | |
| eMH request vetted and tracked | | | |
| Ensure eMH accounts remain active (must log in every 30 days) | | | |
| Bar-Code Barracks Furnishings: (Lead) | | | |
| All authorized rooms / common area Barracks Furnishings are labeled | | | |
| All Barracks Furnishings are scanned into eMH | | | |
| Barracks Furnishings Inventory Established: (Lead) | | | |
| 100% Barracks Furnishings Inventory conducted by Cdr / Representative | | | |
| Barracks Furnishings hand receipt signed by Cdr / Representative | | | |
| Establish Key Control Program: (Lead) | | | |
| Keys inventoried and signed | | | |
| Lockout procedures established | | | |
| Key replacement procedures are established | | | |
| Establish Physical Security Plan: | | | |
| Physical Security Plan for each barracks signed | | | |
| Physical Security Plan for each facility signed | | | |
| *Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM | | | |

**ABMP Brigade/Battalion or Equalivent
Initial Operating Capability (IOC)
Report**

| Army Barracks Management Program (ABMP) Brigade/Battalion Initial Operating Capability Certification Report Annex D | | | |
|---|-------------------------------|------------------------------|-------------------------------------|
| Initial Operating Capability Task (Brigade / Battalion Level) | Brigade / Battalion Yes | Brigade / Battalion No | If No; Projected Compliance Date |
| Brigade / Battalion | | | |
| UIC: | | | |
| Designate Bde / Bn Footprint: | | | |
| Rooms identified by building / floor / wing | | | |
| Identify facility management procedures: (Lead) | | | |
| Inspect building condition for preventive maintenance | | | |
| Establish access of Demand Maintenance Orders Website | | | |
| Self-Help Program familiar with process (if established) | | | |
| Grounds Maintenance Plan executed | | | |
| Establish eMH Training Program: | | | |
| Personnel scheduled for eMH training | | | |
| Establish eMH Accounts: | | | |
| eMH request submitted (minimum two per organization) | | | |
| eMH request tracked | | | |
| Ensure eMH accounts remain active (must log in every 30 days) | | | |
| Bar-Code Barracks Furnishings: | | | |
| All authorized rooms / common area Barracks Furnishings are labeled | | | |
| All barracks furnishings are scanned into eMH | | | |
| Barracks Furnishings Inventory Established: | | | |
| 100% Barracks furnishings Inventory conducted by Cdr / Representative | | | |
| Barracks furnishings hand receipt signed by Cdr / Representative | | | |
| Establish Key Control Program: | | | |
| Keys inventoried and signed | | | |
| Lockout procedures established | | | |
| Key replacement procedures are established | | | |
| Establish UH Physical Security Plan: (Lead) | | | |
| Physical Security Plan for each barracks signed | | | |
| *Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM | | | |

**Garrison
Initial Operating Capability (IOC)
Report**

| Army Barracks Management Program (ABMP) Garrison Initial Operating Capability Certification Report Annex D | | | |
|--|-----------------|----------------|-------------------------------------|
| Initial Operating Capability Task (Housing Office) | Garrison Yes | Garrison No | If No; Projected Compliance Date |
| IMCOM DIRECTORATE: | | | |
| INSTALLATION: | | | |
| Designate Brigade / Battalion Footprint: (Lead) | | | |
| Rooms identified by building / floor / wing | | | |
| Identify Facility Management Procedures: | | | |
| Inspect building condition for preventive maintenance | | | |
| Provide units access to Demand Maintenance Orders Website | | | |
| Self-Help Program (if established) | | | |
| Grounds Maintenance Plan executed | | | |
| Establish eMH Training Program: (Lead) | | | |
| Personnel scheduled for eMH training | | | |
| Establish eMH Accounts: | | | |
| eMH request submitted (minimum two per organization) | | | |
| eMH request tracked | | | |
| Ensure eMH accounts remain active (must log in every 30 days) | | | |
| Bar-Code Barracks Furnishings: | | | |
| All authorized rooms / common area barracks furnishings are labeled | | | |
| All barracks furnishings are scanned into eMH | | | |
| Barracks Furnishings Inventory Established: | | | |
| 100% Barracks furnishings inventory conducted by Cdr / Representative | | | |
| Barracks furnishings hand receipt signed by Cdr / Representative | | | |
| Establish Key Control Program: | | | |
| Keys inventoried and signed | | | |
| Lockout procedures established | | | |
| Key replacement procedures are established | | | |
| Establish Barracks Physical Security Plan: | | | |
| Physical Security Plan for each barracks reviewed | | | |
| *Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM | | | |

ABMP Company or Equilvant Full Operating Capability (FOC) Report

Annex E (ABMP Full Operating Capability) to FRAGO 1 HQDA EXORD 068-18: Army Barracks Management Program

| Full Operating Capability (Company / Battery / Detachment / Directorate Level) | Met FOC | | Remarks Not Achieving FOC (*Projected Date) |
|---|---------|----|--|
| | Yes | No | |
| Company: | | | |
| Unit Identification Code: | | | |
| Enforce Facility Management Procedures: (Lead) | | | |
| Inspect Barracks Common Areas and Report Damages | | | |
| Conduct Barracks Inspections (Installation Status Report-Infrastructure Booklet 31) | | | |
| Initiate and Track Demand Maintenance or Work Orders | | | |
| Perform Ground Maintenance (within 50 feet from building) | | | |
| Schedule and Conduct Routine Room Inspections: (Lead) | | | |
| Schedule and Execute Move-In and Move-Out Room Inspections | | | |
| Conduct Routine Barracks Inspections (minimum quarterly) | | | |
| Perform Key Control Duties IAW AR 190-11: (Lead) | | | |
| Appoint Key and Lock Control Custodian(s) in Writing | | | |
| Inventory Key(s) (minimum semiannually) | | | |
| Maintain and Review Key Control Register | | | |
| Sign Physical Security Plan (Lead) | | | |
| Sign and Post Physical Security Plan | | | |
| Bar-Code and Label Barracks Furnishings: | | | |
| Inspect Barracks Furnishings | | | |
| Scan and Bar-Code Barracks Furnishings into eMH | | | |
| Sign Barracks Furnishings Hand Receipts: | | | |
| Inventory Barracks Furnishings and Sign Hand Receipt(s) | | | |
| Maintain Hand Receipt(s) at Housing Furnishings Management Office (FMO) | | | |
| Conduct enterprise Military Housing (eMH) Training: | | | |
| Maintain Active eMH Account(s) | | | |
| Maintain Proficiency on Unaccompanied Housing Modules in eMH | | | |
| Schedule, Conduct and Participate in Quarterly Stakeholder Meetings: | | | |
| Attend Quarterly Stakeholder Meetings | | | |

*Projected Date YYYYMM in Remarks

9 July 2019

**ABMP Brigade/Battalion or Equalivent
Full Operating Capability (FOC)
Report**

**Annex E (ABMP Full Operating Capability) to
FRAGO 1 HQDA EXORD 068-18: Army Barracks Management Program**

| Full Operating Capability (Brigade / Battalion Rollup) | *Number of Units Met FOC | | Remarks Not Achieving FOC (*Projected Date) |
|---|-----------------------------|------|--|
| | # Yes | # No | |
| Brigade / Battalion: | | | |
| Unit Identification Code: | | | |
| Enforce Facility Management Procedures: | | | |
| Barracks Common Areas Inspected and Report Damages | | | |
| Barracks Inspections Conducted (Installation Status Report-Infrastructure Booklet 31) | | | |
| Demand Maintenance Orders Initiated and Tracked | | | |
| Ground Maintenance Performed (within 50 feet from building) | | | |
| Schedule and Conduct Routine Room Inspections: | | | |
| Move-In and Move-Out Room Inspections Scheduled and Executed | | | |
| Routine Barracks Inspections Conducted (minimum quarterly) | | | |
| Perform Key Control Duties IAW AR 190-11: | | | |
| Key and Lock Control Custodian(s) Appointed in Writing | | | |
| Key(s) Inventoried (minimum semiannually) | | | |
| Key Control Register Reviewed and Maintained | | | |
| Sign Physical Security Plan | | | |
| Physical Security Plan Signed and Posted | | | |
| Bar-Code and Label Barracks Furnishings: | | | |
| Barracks Furnishings Bar-Coded and Labeled | | | |
| Barracks Furnishings Bar-Coded in enterprise Military Housing (eMH) | | | |
| Sign Barracks Furnishings Hand Receipts: | | | |
| Barracks Furnishings Inventoried and Signed | | | |
| Hand Receipt(s) Maintained at Housing Furnishings Management Office (FMO) | | | |
| Conduct enterprise Military Housing (eMH) Training: | | | |
| eMH Account(s) Established | | | |
| eMH Training Scheduled (minimum quarterly) | | | |
| Schedule, Conduct and Participate in Quarterly Stakeholder Meetings: | | | |
| Quarterly Stakeholder Meetings Scheduled and Conducted | | | |
| Total Number of Units | 0 | 0 | |

* Number of Units Met FOC Yes or No; if No Projected Date YYYYMM

9 July 2019

**Garrison
Full Operating Capability (FOC)
Report**

**Annex E (ABMP Full Operating Capability) to
FRAGO 1 HQDA EXORD 068-18: Army Barracks Management Program**

| Full Operating Capability (Housing Level) | *Number of Units Met FOC | | Remarks Not Achieving FOC (*Projected Date) |
|---|-----------------------------|------|--|
| | % Yes | % No | |
| Installation: | | | |
| IMCOM Directorate: | | | |
| Enforce Facility Management Procedures: | | | |
| Barracks Common Areas Inspected and Report Damages | | | |
| Barracks Inspections Conducted (Installation Status Report-Infrastructure Booklet 31) | | | |
| Demand Maintenance Orders Initiated and Tracked | | | |
| Ground Maintenance Performed (within 50 feet from building) | | | |
| Schedule and Conduct Routine Room Inspections: | | | |
| Move-In and Move-Out Room Inspections Scheduled and Executed | | | |
| Routine Barracks Inspections Conducted (minimum quarterly) | | | |
| Perform Key Control Duties IAW AR 190-11: | | | |
| Key and Lock Control Custodian(s) Appointed in Writing | | | |
| Key(s) Inventoried (minimum semiannually) | | | |
| Key Control Register Reviewed and Maintained | | | |
| Sign Physical Security Plan | | | |
| Physical Security Plan Signed and Posted | | | |
| Bar Code and Label Barracks Furnishings: (Lead) | | | |
| Barracks Furnishings Bar-Coded and Labeled | | | |
| Barracks Furnishings Bar-Coded in enterprise Military Housing (eMH) | | | |
| Sign Barracks Furnishings Hand Receipts: (Lead) | | | |
| Barracks Furnishings Inventoried and Signed | | | |
| Hand Receipt(s) Maintained at Housing Furnishings Management Office (FMO) | | | |
| Conduct enterprise Military Housing (eMH) Training: (Lead) | | | |
| eMH Account(s) Established | | | |
| eMH Training Scheduled (minimum quarterly) | | | |
| Schedule, Conduct and Participate in Quarterly Stakeholder Meetings: (Lead) | | | |
| Quarterly Stakeholder Meetings Scheduled and Conducted | | | |
| | | | |
| Total Percentage of Units | 0% | 0% | |

* Percentage of Units Met FOC Yes or No; if No Projected Date YYYYMM

9 July 2019

Bar-Code Labeling UH Furnishings (Suggested Best Practices)

Purpose

This document contains instructions for users to locate standard locations for labeling their Furnishings.

Instructions

Locate the item you are planning to label in the table below. Quickly peel the label and place it on the item as noted.

| Item | Placement | Item Image | Label Image |
|-------------------|---|---|--|
| BED, DOUBLE | Opposite of headboard end, facing outward. |  |  |
| BED, SINGLE | Opposite of headboard end, facing outward. |  |  |
| BED, STACKABLE | Top right corner of bed frame facing upward |  |  |





**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|-----------------------|---|---|--|
| BOOKCASE | Back, upper left corner |  |  |
| CABINET / TV STAND | Back, upper left corner |  |  |
| CHAIR, DESK | Flat Surface under seat of chair |  |  |

**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|------------------|---------------------------------|---|--|
| CHAIR | Center of cross beam underneath |  |  |
| CHEST, 5 DRAWERS | Back, upper left corner |  |  |
| CHEST, 6 DRAWERS | Back, upper left corner |  |  |
| DESK | Back, upper left corner |  |  |

**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|--------------------|--|--|---|
| DRESSER | Back, upper left corner |  |  |
| KITCHEN CABINET | Inside upper left front inside corner |  |  |

**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|--------|---------------------------------|---|--|
| LAMP | Bottom |  |  |
| MIRROR | Back, top middle |  |  |
| SOFA | Center of cross beam underneath |  |  |




**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|------------------|------------------------------------|---|--|
| TABLE, COFFEE | Flat surface, under table |  |  |
| TABLE, DINING | Flat surface under table |  |  |
| TABLE, DINING | Flat surface under table |  |  |

**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|---------------|-------------------------|--|--|
| TABLE, NIGHT | Back, upper left corner |  |  |
| TABLE, SQUARE | |  |  |
| TABLE, END | Back side, facing wall. |  |  |

**Bar-Code Labeling UH Furnishings
(Suggested Best Practices) Continued**

| Item | Placement | Item Image | Label Image |
|------------------|--------------------------------|--|--|
| WARDROBE | Upper left front inside corner |  |  |
| ROOM TAG for UHM | Inside the door frame | 1. |  |

Request enterprise Military Housing (eMH) Account

Step 1:

eMH Account Request

Welcome to eMH Account Request

You are now entering a secure DoD site

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Step 1: CAC Reader
<https://www.emh.housing.navy.mil>
Select certificate and Click "Accept."

Step 2:

eMH Account Request

Welcome to eMH Account Request

User Information

To obtain access to eMH, please complete the eMH Account Request form below. Please note that fields marked with a red asterisk are mandatory and must be completed. Some fields, such as your name and branch of service are auto-populated from your CAC. Requests are typically processed within 24 business hours. However, it can take longer for more complex access requests to be approved by the eMH System Manager or designated authority.

First Name *

Middle Name

Last Name *

Email *

Verify Email *

Commercial Work Phone *

Contractor?

Contractor Name

Branch of Service

Click the "Select Location" button to select your location.

Location *

Please select a program office from the list below. If your program office is not in the list, select "Other", then type the name of your program office in the provided field.

Program Office *

If Other, explain

If your access request is approved, you will automatically be given access to the following default eMH modules.

Default Module(s)

Request access to additional modules by highlighting one or more module names. Access to these modules requires a business "need to know" and specific permissions from the eMH System Manager or designated authority.

Additional Module(s)

Reason for Access

Step 2: Fill out all fields marked with a red asterisk (*). First Name, Last Name and Branch of Service will automatically be populated with information from your CAC.

Request enterprise Military Housing (eMH) Account Continued

Step 3:

The screenshot shows the 'eMH Account Request' form. The 'Location' field is highlighted with a red box, and a yellow arrow points to it with the text: "Step 3: To select your Location / Installation, Click 'Select Location.'"

Form fields include: Last Name (User), Email (test_email@mail.mil), Verify Email (test_email@mail.mil), Commercial Work Phone Number (8001234567), Contractor (checkbox), Contractor Name, Branch of Service (Army), Location (with a 'Select Location' button), Program Office (dropdown), and If Other, explain. There are also sections for Default Module(s) and Additional Module(s), and a Reason for Access dropdown. Buttons for Submit, Reset, and Cancel are at the bottom.

FOR OFFICIAL USE ONLY -
Support Office: 800-877-8503 (CONUS) | 703-436-2506 (OCONUS)

Step 4:

The screenshot shows the 'eMH Account Request' form with the 'Location Selection' dialog box open. The 'Installation' radio button is selected, and a yellow arrow points to it with the text: "Step 4: Select the Location Type (Installation). Once selected, choose your specific location from the drop down menu (based on the Branch of Service associated with your CAC)."

The dialog box has a 'Location Selection' title and a 'Location Type' section with radio buttons for Headquarters, Region, and Installation (selected). Below it is an 'Installation' dropdown menu with a 'Select' button. The main form behind the dialog shows the 'User Information' section with fields for First Name (Sample), Middle Name (A), Last Name (User), Email (test_email@mail.mil), Verify Email (test_email@mail.mil), and Commercial Work Phone Number (8001234567).

Request enterprise Military Housing (eMH) Account Continued

Step 5:

eMH Account Request

Welcome to eMH Account Request

User Information

To obtain access to eMH, please complete the eMH Account Request form below. Please note that fields marked with a red asterisk are mandatory and must be completed. Some fields, such as your name and branch of service are auto-populated from your CAC. Requests are typically processed within 24 business hours, however, it can take longer for more complex access requests to be approved by the eMH System Manager or designated authority.

First Name * Sample

Middle Name A

Last Name * User

Email * test.email@mail.mil

Verify Email * test.email@mail.mil

Commercial Work Phone Number * 8001234567

Contractor ?

Contractor Name

Branch of Service Army

Click the "Select Location" button to select your location.

Location * Fort Drum

Please select a program office from the list below. If your program office is not in the list, select "Other", then type the name of your program office in the provided field.

Program Office *

If Other, explain

If your access request is approved, you will automatically be given access to the following default eMH modules:

Default Module(s)

Information Center
Policy and Guidance

100%

Step 6:

If your access request is approved, you will automatically be given access to the following default eMH modules:

Default Module(s)

Enterprise Dashboard
Housing Contacts
Information Center
Policy and Guidance
eMH Support and Training Tools

Default Modules

Request access to additional modules by highlighting one or more module names. Access to these modules requires a business 'need to know' and specific permission from the eMH System Manager or designated authority.

Additional Module(s)

Gfom
FHM
Inventory Change Request (ICR) Module
UHM
UHM FHM IU Module

Additional Modules

Reason for Access

Step 6: Once your account is active, you will have access to the listed Default Modules. If you require access to additional modules (ex: FHM, UHM), select them in the Additional Module(s) section. To select multiple modules, hold down the CTRL key and click each module. If you make a mistake and an incorrect module is selected, hold down the CTRL key and click on the module to unselect.

Request enterprise Military Housing (eMH) Account Continued

Step 7:

eMH Account Request

Welcome to eMH Account Request

User Information

To obtain access to eMH, please complete the eMH Account Request form below. Please note that fields marked with a red asterisk are mandatory and must be completed. Some fields, such as your name and branch of service are auto-populated from your CAC. Requests are typically processed within 24 business hours, however, it can take longer for more complex access requests to be approved by the eMH System Manager or designates authority.

First Name * Sample
Middle Name A
Last Name * User
Email * test.email@mail.mil
Verify Email * test.email@mail.mil
Commercial Work Phone Number * 8001234567
Contractor?
Contractor Name
Branch of Service Army
Click the "Select Location" button to select your location.
Location * Fort Drum
Please select a program office from the list below. If your program office is not in the list, select "Other", then type the name of your program office in the provided field.
Program Office: Unaccompanied Housing
If Other, explain
If your access request is approved, you will automatically be given access to the following default eMH modules:
Enterprise Dashboard
Housing Contacts
Default Module(s) Information Center
Policy and Guidance
eMH Support and Training Tools
Request access to additional modules by highlighting one or more module names. Access to these modules requires a business "need to know" and specific permission from the eMH System Manager or designated authority.
Additional Module(s) GFOM
PHM
UHM
Reason for Access

Step 7: Once all fields are completed, Click "Submit"

Step 8:

eMH Account Request

Welcome to eMH Account Request

Thank You

Thank you for requesting access to eMH. Your request has been received and is under review. You will be notified when a determination has been made about your request. If you have questions about your request, please contact the eMH Support Office at 800-877-8503(CONUS)/703-435-2508(OCONUS) or email at emhsupport@aemccorp.com.

Information you submitted:

Name: Sample A User
Email: Test.email@mail.mil
Commercial Work Phone: 8001234567
Branch of Service: Army
Location: Fort Drum
Modules: UHM, Support and Training Tools, Housing Contacts, Information Center, Enterprise Dashboard

Step 8: You will be directed to this page once the request has been submitted.

Request enterprise Military Housing (eMH) Account Continued

Step 9:

The screenshot shows a web browser window titled "eMH Account Request". The page content includes a header "Welcome to eMH Account Request", a sub-header "eMH Access Request in Review", and a message: "Your access request to eMH is currently under review. Please contact the eMH Support Office Office at 800-877-8803(CONUS)/703-435-2506(OCONUS) or email at emhsupport@aemcorp.com for an update on your request." Below this, under "Information you submitted:", the following details are listed: Name: Sample A User, Email: Test.email@mail.mil, Commercial Work Phone: 8001234567, Branch of Service: Army, Location: Fort Drum, and Modules: UHM, Support and Training Tools, Housing Contacts, Information Center, Enterprise Dashboard. A yellow box on the right side of the page contains the text: "Step 9: If you attempt to access eMH prior to your account activation, you will be directed the below page." A "Close" button is located at the bottom center of the page.

Note: You do not have access to eMH until you receive an e-mail from emhsupport@aemcorp.com stating you have received eMH access. This is dependent on review by appropriate POCs.

enterprise Military Housing (eMH) Access Roles



Enterprise Military Housing

FHM and UHM Access Roles

The Enterprise Military Housing (eMH) information technology (IT) system is an integrated joint-service (Navy, Army, USMC, Air Force) enterprise system that supports management of installation, region, and headquarters unaccompanied and family housing business processes throughout the world.

Family Housing Module (FHM)

| ROLE | DESCRIPTION |
|-----------|--|
| READ ONLY | View rights to non-Admin components |
| WAREHOUSE | View rights to Person component and applicable reports; Full access to Furnishings and Service components |
| REFERRALS | Full access to the Referrals component only |
| USER | General access to all non-Admin components |
| MANAGER | General access to all components, including Admin |

Unaccompanied Housing Module (UHM)

| ROLE | DESCRIPTION |
|---|--|
| READ ONLY | View access to non-Admin components |
| READ ONLY PERSON | View access for the Person component |
| CONTRACTOR (Army use only) | View and update Service Tasks; View access for Property and Furnishings components; View access to Service Log Reports |
| WAREHOUSE | View access to Person component and applicable reports; Full access to Furnishings and Service components; Access to Furnishings Admin, except Add Warehouse |
| CHECK-IN | Basic access to Person and Occupancy components for Check In/Out functions |
| CLERK | Basic access to all non-Admin components; Minor Repair blocking ability only (in Property component) |
| FRONT DESK | General access to all non-Admin components; Blocking ability in Property component; Limited access to Furnishings component |
| BUILDING MANAGER | General access to all non-Admin components; Access to Furnishings Admin, except add Warehouse |
| MANAGER | General access to all components, including Admin |
| SITE POC (Role for eMH Account Validators) | General access to all components, including Admin; View access to Management Reports |