

# FORT CARSON BARRACKS MANAGEMENT PROGRAM HANDBOOK



A guide to property management and operations  
of Army barracks on Fort Carson.

*Unaccompanied Housing Management Office  
Directorate of Public Works  
United States Army Garrison Fort Carson  
Fort Carson, Colorado 80913*

*Dated: 10 January 2025*

## **Foreword**

This handbook defines processes and procedures for unaccompanied housing (barracks) management. A Soldier's living environment is an important component of individual Soldier readiness. Soldiers deserve a clean, healthy, and safe living environment that fosters our Army values. Soldiers will have privacy and comfort, as well as acceptable living standards. The chain of command has an inherent responsibility to make sure proper living conditions are maintained. To ensure good order and discipline, leadership must take an active role in knowing how Soldiers live and are responsible for the oversight of facility management. The Chain of Command has the authority and responsibility to conduct barracks checks and inspections in accordance with the 4ID and Fort Carson Green Book – Standards.

For more information about the Fort Carson Barracks Management Program, contact Mr. Cesar Bueno, Unaccompanied Housing Manager at 719-725-4476, [cesar.bueno.civ@army.mil](mailto:cesar.bueno.civ@army.mil).

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## **1. Introduction**

1-1. Purpose: Establish procedures governing Soldiers who live in barracks, and command responsibilities.

1-2. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.
- b. AR 420-1, Army Facilities Management, 24 August 2012.
- c. HQDA EXORD 068-18 Army Barracks Management Program (ABMP), 28 January 2018.
- d. Army Barrack Management Program (ABMP) Handbook, Version 2, 12 January 2021.
- e. Department of the Army ACS-IM Memorandum: Amplifying Guidance – Fire Prevention Program in Unaccompanied Personnel Housing, 26 September 2019
- f. Fort Carson Directorate of Emergency Services Memorandum of Understanding: Unaccompanied Personnel Housing (Barracks) Fire Prevention Program, 25 September 2024

## **2. Property Management (Signing for Barracks, Furniture, and Appliances)**

2-1. The purpose of this section is to standardize the hand receipt signing procedures throughout Fort Carson for the buildings, rooms, furniture, and appliances.

2-2. The Directorate of Public Works, Master Planning Division will transfer the barracks buildings to the Brigade S4. The Brigade S4 will assign all barracks buildings down to the Battalions or lower units' Supply Representatives/Facility managers.

2-3. All Company Commanders will sign for their assigned barracks rooms from their respective Brigade or Battalion S4s / Supply Representatives/Facility Managers.

2-4. All Company Commanders are responsible for assigning a hand receipt of the barracks rooms and furniture to the individual Soldiers. Any excess rooms will be assigned to the appointed unit barracks manager.

2-5. All Company Commanders will sign for all property (furniture and appliances) within the barracks, to include day rooms, laundry rooms, and individual rooms. It is the outgoing Company Commanders' responsibility to transfer the property to the incoming

Company Commanders' hand receipt. Common area furniture and appliances (e.g. Common area furniture, washers, and dryers, etc.) will be on all Company Commanders' hand receipts.

2-6. All Command teams are responsible for inventorying the furniture and appliances annually. (It is recommended that Commanders include barracks furniture and appliances to cyclic inventories.) Please refer to the inspections section for more information.

### **3. Enterprise Military Housing (eMH)**

3-1. The intent of this section is to outline unit requirements for the use of eMH to allow necessary individuals access to information regarding enlisted barracks rooms. eMH is the Army's single information management system for day-to-day management, asset management, and associated metrics reports and dashboards. All other forms of property management software are prohibited by the United States Army. The eMH POC is the Garrison Housing Managers, located at Building 1354, room 101, Government phone number 719-725-4476.

3-2. The eMH system contains personally identifiable information (PII) and connects to the Defense Enrollment Eligibility Reporting System (DEERS). Every Company/Troop/Battery and Brigade must have a representative designated by the Commander and approved by the Garrison Housing Manager to access and use the eMH system.

3-3. The eMH Furnishing module is designed for bar-coding individual furniture items. All Unaccompanied Housing 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 furnishing requirements; and to cross-level inventories and collect for missing or damaged items. The Unaccompanied Housing Furnishing Office will develop procedures for processing the bar-coding of furnishings as a special printer and barcode scanners are required.

3-4. The Unaccompanied Housing Office is the Subject Matter Expert (SME) and proponent for training personnel to use the eMH system. The eMH training modules, available on the eMH website, are also an excellent resource to allow users to quickly learn the functions, operations, and reporting tools eMH offers. The online training modules 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 Unaccompanied Housing Office will determine the need for and frequency of training.

#### **4. Room Assignment and Inspections**

4-1. All Soldiers will have a barracks room assigned and inspected within 24 hours of arriving to the unit. Inspections will be conducted at assignment, termination, and bi-annually. The inspector is responsible for assessing the condition of all components and furniture of the room. The eMH will produce an individual Hand Receipt which will assign accountability to the Soldier for all furniture within their assigned room.

4-2. The inspection checklist is provided in eMH (Appendix E). This is the only inspection checklist authorized by the Garrison Commander. To standardize inspections and simplify reporting and tracking, all Soldiers and leaders should use the familiar "Green-Amber-Red" system to define the condition, as used in eMH.

Green – Outstanding

Amber – Satisfactory

Red – Unsatisfactory

4-3. All inspection checklists must go to the Brigade Facility Manager for tracking and uploading into eMH for validation.

4-4. When performing the termination inspection, the inspector will use the standard inspection form to determine if damages exist or furniture is 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 from the previous inspections. The hand receipt will be given back to the Soldier. The inspector will ensure that the room is cleaned and ready for the next occupant.

4-5. If the room needs work, the unit will contact Department of Public Work (DPW), T&H Services located in building 1225 to submit work orders and or use the ArMA app to submit a work order to address maintenance issues identified during the inspection. Based on the work needed and the time it will take for DPW to respond, the unit will update the room status in eMH. If the repairs are expected to take longer than 10 business days, the room will be listed as "unavailable".

4-6. The Furnishings Inventory Form (DA 2062) and the hand receipt generated by eMH will be completed at the time of room assignment and inspection. The eMH inventory report lists the nomenclature, stock number, quantities, condition, and replacement cost of each item for which the Soldier is responsible.

## **5. Fire Safety & Prevention**

5-1. Tampering with, disabling, or damaging fire detection, smoke detection, or fire suppression systems, or components thereof, is a threat to life, health, and safety. Similarly, knowingly transmitting a false alarm or causing a false alarm to be transmitted is a threat to life, health, and safety. Malicious actions or horseplay with fire alarm, smoke detectors, or fire extinguishers are subject to punishment under the Uniform Code of Military Justice (UCMJ) as adverse administrative action. Residents should be familiar with exit routes in their building in case of fire or any type of emergency situation.

5-2. Fire extinguishers will be maintained in all UH facilities and properly inspected by the responsible unit, DPW, and fire inspectors. Certification of approved fire extinguishers will be done by trained Soldiers or civilians.

a. The training for ADSO (Soldiers) or CDSO (Civilians) must be completed online prior to appointing them on orders.

b. Training can be found at: <https://safety.army.mil/TRAINING-COURSES>

c. Required items/training courses are listed below.

- Appointment letter ADSO (Soldiers) or CDSO (civilians)
- Risk Management Course\_ ADSO or CDSO
- Additional Duty Safety Course\_ ADSO & CDSO
- Leader's Safety Course (if SM has an older version that is acceptable)

d. Building/Facility managers can coordinate with the Fort Carson Fire Department wardens to receive proper training on how to effectively handle and employ fire extinguishers.

5-3. Light duty cooking is permitted in permanent party UPH meeting the 1+1 Enhanced or equivalent design (two individual bedrooms with shared kitchenette and bathroom) and those with 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 (excluding broilers, fryers and rotisserie type appliances). Small cooking appliances with a closable lid, like George Foreman grills, may be used in the kitchen areas. These cooking areas are not designed for open grilling or deep-frying. Use of Fri-Daddies, deep fryers, indoor or outdoor grills or broilers, including hibachis, turkey fryers, charcoal or wood fueled barbeques/grills, and similar type cooking appliances, will only be used outside of Army facilities, may not be located under a facility overhang or balcony, and must be a minimum of 2 feet from the side of the facility. Deep fryers and other devices requiring

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grease or oil must be on a flat, stable surface and will not be used under balconies, overhangs or within any enclosure. Unattended cooking, regardless of the location, is prohibited.

a. Approved Indoor Cooking Appliances. The following is a list of those light duty cooking appliances permitted for use in the barracks. (All appliances shall be plugged directly into an electrical outlet. No extension cords or power strips are to be utilized and at no time shall cooking be left unattended):

- Blender
- Rice Cooker/Slow Cooker
- Instant Pot
- Microwave/Convection Oven
- George Forman Style Grill/Panini Presses
- Coffee Makers

b. The following types of pan frying are not allowed:

- Pan frying chicken with large amounts of grease/oil
- Pan frying French fries or potatoes with large amounts of grease/oil
- Any pan frying that would need the use of oil or grease
- The only allowable oil is cooking spray

5-4. Open flames are prohibited in UPH, including lit decorative candles, oil warmers, lamps, and incense.

### **6. Roles and Responsibilities**

6-1. 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. All residents living in the barracks will have an Army Maintenance Activity (ArMA) account. The Army Maintenance Activity (ArMA) is an interface that allows users to submit maintenance requests and track their status for Army-owned facilities around the world. ArMA can be accessed through the website (<https://www.armymaintenance.com/arma>) or app, and users can submit requests 24/7. The resident Soldier's primary responsibilities in UH with leadership engagement include:



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- 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 energy, water, and waste (including recycling) policies
- Ensuring Heating, Venting, and Air Conditioning (HVAC) vents are regularly cleaned and free of debris (if safely accessible)
- Coordinating with first line supervisor or facility manager to conduct joint assignment and termination room inspection
- Keeping common areas free of debris and/or trash

6-2. The Directorate of Public Works (DPW) is responsible for the planning, programming, military construction (MILCON), sustainment, M&R activities necessary to keep a typical inventory of facilities in good working order. This includes regularly scheduled adjustments and inspections, preventative maintenance tasks, and emergency response and service call for minor repairs.

6-3. Facility Managers.

- Conducting preventive maintenance building inspections
- Overseeing building management procedures
- Ensuring UH furnishings hand receipts are established with Furnishings Management Office (FMO)
- Ensuring furnishings inventories are conducted annually or when a change or assumption of command occurs
- Reviewing and tracking Demand Maintenance or Work Orders
- Processing and tracking collections for damages to barracks buildings and/or damages or loss of barracks furnishings
- Ensuring grounds maintenance are conducted (less than 50' from building or extended an additional 10' to meet hard/gravel pavement/roadway)
- Performing inspections for Installation Status Report-Infrastructure (ISR-I)
- Conducting annual inspections of Barracks Physical Security Plan
- Coordinating renovation and/or repair actions with DPW

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6-4. Commanders. Commanders are responsible for the cleanliness, serviceability, safety, control, and quality of their respective barracks. Commanders retain the authority to conduct health and welfare inspections.

6-5. Leaders. The Chain of Command and the NCO Support Channel are responsible to set and maintain standards and discipline.

a. Leadership Presence. Leaders will check their Soldier's room regularly to identify deficiencies, functionality, cleanliness, security, and overall safety of all rooms. Team Leaders will check their Soldier's room daily, Squad Leaders will check their Soldier's room twice a week, Platoon Sergeants & Platoon Leaders will check their Soldier's room weekly, and First Sergeants & Company Commanders will check their Soldier's rooms twice a month.

b. Utilize eMH for Barracks Management.

c. Initiate CNA Requests.

d. Assign and Terminate Modules/Sleeping Rooms/Spaces, including Move-in/Move-out Inspections in eMH.

e. Initiate/validate collections FLIPL's for damages to UH buildings and/or damages or loss of UH furnishings.

f. Submit furnishing replacement requests.

g. Sign for UH building(s) and UH furnishings hand receipt with DPW/FMO.

h. Issue room furnishings hand receipt (at the user level).

i. Conduct annual property and equipment inventory.

j. Manage moving and handling of one-for-one barracks furnishings replacement.

k. Maintain key control and manage building/room lockouts.

l. Provide monthly utilization report to the brigade/battalion S4/representative.

m. Furnishings one-for-one replacement moving and handling.

n. Coordinate room assignment outside of unit footprint.

o. Ensure common area custodial responsibilities are conducted.

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6-6. Battalion Facility Manager / Command Sergeant Major / First Sergeant.

- a. Conduct routine walkthrough of barracks.
- b. Enforce grounds maintenance standards. (less than 50' from building or extended an additional 10' to meet hard/gravel pavement/roadway)
- c. Oversee building management procedures.
- d. Conduct preventive maintenance building inspections.
- e. Conduct a weekly meeting with the company representatives to address any issues that cannot be resolved at their level.
- f. Update eMH bi-weekly to reflect proper housing status.
- g. Ensure UH furnishings hand receipts are established with FMO.
- h. Ensure furnishings inventories are conducted annually/or when a change or assumption of command occurs.
- i. Review and track Demand Maintenance and Work Orders.
- j. Process/track FLIPLs for damages to barracks buildings, and/or damages or loss of barracks furnishings.

6-7. Brigade Facility Manager / Command Sergeant Major.

- a. Routinely review eMH Utilization Occupancy Report (UOR).
- b. Enforce building management procedures.
- c. Lead and participate in quarterly stakeholder meetings.
- d. Validate requests for CNA.
- e. Coordinate assignments outside of brigade/battalion footprint.
- f. Ensure key control programs are established in brigade/battalion footprint.
- g. Meet with Battalion Facility managers monthly to verify all information in eMH is up to date and address known gains and losses.

## **7. General**

7-1. Standards. Soldiers may arrange and decorate their rooms within the limits of good taste and IAW with Army Values. Any display that threatens good order and discipline is not authorized (i.e. displays of nudity, alcohol glorification, racist, extremist, violent gangs, etc.) Rooms must comply with health and safety regulations. Soldiers may use civilian furniture. Barracks residents are responsible for maintaining common-use areas.

7-2. Grounds Maintenance. Units are responsible for the ground's maintenance within 50 feet of the UH building and all ancillary structures, such as picnic areas, outdoor grills, tables, benches, sidewalks, green space, and parking areas. Common tasks include:

- Sweeping paved areas
- Mowing and trimming green space
- Removing snow and ice from sidewalks, entry steps, stoops, and driveways
- Picking up trash and litter, and emptying building trash containers

7-3. Visitation. Visitors are not allowed to spend the night, live in the barracks, or abuse the visitation privileges. With authorization by the unit leadership, Soldiers residing in the barracks may have visitors of either gender. When more than one Soldier resides in the room, roommates must jointly agree to visitation prior to the visit. The right to privacy always takes precedence over visitation.

Hours of visitation and quiet time – the following restrictions apply:

### DUTY DAYS:

Visitation: Mondays through Fridays (1700-2200)

Quiet time: Mondays through Fridays (2200-0500)

### NON-DUTY DAYS:

Visitation: Saturdays through Sundays including Holiday's (1200-0000)

Quiet time: Saturdays through Sundays including Holiday's (0000-0800)

7-4. Alcohol. Soldiers over the age of 21 who live in the barracks are authorized to possess no more than 144 oz. of beer equal to a standard 12 pack, 1,500 ml of wine equal to two standard bottles, or 750 ml of spirits equal to a metric fifth of liquor. Soldiers are not permitted to store alcohol for any other person. Soldiers under the age of 21 are prohibited from possessing any amount of alcohol.

7-5. Smoking. Smoking is strictly prohibited in the barracks. In accordance with AR 600-63, para. 7-3 and the Ban on Smoking in Federal Buildings Act, there will be NO TOBACCO USE in the rooms hallways or common areas this is to include the use of

Vaping Devices and E-cigarettes. Tobacco use (to include cigarettes, cigars, cigarillos, inhaled tobacco, and all other tobacco products designed for human consumption) is authorized only in designated areas outside of the building. Designated tobacco use areas will be outdoors and at least 10 feet away from common points of ingress and/or egress into and/or out of the DoD facility and not in front of building air intake ducts.

7-6. Unauthorized Items. Privately Owned Weapons (POW) and other prohibited items.

a. Privately owned weapons and ammunition, to include BB, pellet, Airsoft, and paintball systems will not be stored or allowed in the barracks at any time. Soldiers must register weapons with the PMO and store them in a unit arms room, Commanders must document the weapons and authorize their storage. Soldiers will not store weapons, ammunition or other prohibited items in POVs.

b. Other items that are strictly prohibited that are considered as weapons are listed as follows: metal knuckles, sling shots, sand club, generic club excluding sports equipment (a stout heavy stick, usually thicker at one end, suitable for use as a weapon), stun guns, electric shock devices, fireworks, any other pyrotechnics, knives with blades more than three (3) inches. Any type of switchblade, automatic or gravity knife, any instrument commonly used in the practice of martial arts such as nun-chucks and throwing stars, hanging-nooses or any other item not mentioned above for which its primary manufactured purpose is use as a weapon.

c. Drug-related items/Paraphernalia. The following items are considered drug related and are therefore prohibited:

- Drug paraphernalia, to include but are not limited to syringes and hypodermic needles, bongs and water bowls, hookah and other smoking pipes, surgical tubing, pipes and fittings put together and used as a smoking device, roach clips, and rolling papers, exception is prescribed hypodermic needles.
- Prescription drugs that have expired or were prescribed for another individual.
- Any decoration that encourages the use of drugs.

7-7. Pets. No pets are allowed in the barracks, including caged animals. This restriction is based on consideration for roommates, disposition, and care upon deployment, and humane care for pets.

## **8. Requirements.**

### 8-1. Inspections.

a. Initial. Squad Leaders or Platoon Sergeants will conduct a joint move-in inspection with all newly assigned Soldiers. The leader will assist the Soldier identifying

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pre-existing damage to room or appliances, explaining the work orders process, submitting work orders to repair or replace furniture/appliances, and provide a detailed "Leader's Brief" on expectation for conduct, standards, and cleanliness of room, common areas, and around the building.

b. Health and Welfare Inspections. These are scheduled inspections geared to ensure the security, military fitness, and good order and discipline of the unit.

c. Termination. Squad leader or Platoon Sergeants will conduct a joint move-out inspection with all departing Soldiers. The Goal is to ensure that all rooms are maintained within the highest level of cleanliness, security, functionality, and safety. Moreover, this process allows incoming Soldiers to be welcomed into a suitable and fully serviceable accommodation.

### 8-2. Sleeping Rooms/Spaces Eligibility.

a. Permanent party unaccompanied housing is allocated for Soldiers in the pay grade of E-5 and below that are (a) without dependents (b) with dependents, but without custody (c) dual military geographical bachelors.

### 8-3. Certificates of Non-Availability (CNAs).

a. 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.

b. A temporary CNA has a specified duration and can be issued when:

- Upon approval of an ETP specifying that the CNA will be permitted
- Soldiers in job specialties, such as Criminal Investigation Division (CID)
- The Soldier has a pre-existing agreement prior to an eligibility change

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

d. CNA Procedures. The Soldier requesting a CNA should contact the Army Housing Office for the installation's form(s), other identified documents, and follow installation steps. The Army Housing Office 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 by the Chain of Command including the Brigade Commander or the first Colonel (O-6) in the Soldier's Chain of Command
- Garrison Army Housing Office Manager's recommendation to the Garrison Commander for decision
- Completed Fort Carson ETP Memo
- Completed CNA/ETP support form with documents if needed

## **9. Key Management and Control**

9-1. Key management is the issuing and record keeping of keys given to Soldiers. Typically done when initially assigned a room or living space, this is a permanently issued key and will only be re-issued/replaced in the event the Soldier loses the key. The unit key manager will have a copy of every key to ensure the ability to access any room/living space if needed.

- a. Do not issue master keys for extended periods of time.
- b. Make provisions for fire and police emergency access to be part of the key control and management process.
- c. Establish key control management processes to address lockouts, and lost keys for both, during and after duty hour operations.

9-2. Key Control. Army Regulation 190-13, The Army Physical Security Program, governs key control. A Fundamental principle of key control is leadership. Keys must always be secured and accounted for. Units Leadership will assign a Key Control Officer and NCO to be accountable for all spare keys.

9-3. Lock Out Procedures. Units are responsible for lockouts and temporary issuance of keys. When a Soldier loses control of his or her room/sleeping space key, it is the unit's responsibility to provide the Soldier with access to the Soldier's room/sleeping space by issuing a temporary key or require the unit key controller to provide access. Soldiers are not permitted to alter existing locks or install any additional locks.

9-4. Key replacement procedures. When there is a loss of key(s) due to negligence or willful misconduct resulting in a requirement to repair or replace a lockset or door, the responsible individual(s) may be held responsible for the cost of replacing the lost key, replacing the locking device or replacing the door. Replacement costs include both the costs of the parts and the cost of labor to install (reference AR 735-5, Property Accountability Policies, Chapter 14, Section 3, Paragraph 14-22).

## **10. Maintenance.**

- 10-1. Work orders will be placed through <https://www.armymaintenance.com/arma>.
- 10-2. Emergency Service Calls will be placed by calling (719) 526-5345.

## **11. Furnishings Management.**

- 11-1. The term "Furnishings" refers to UH housing furniture found in the common areas and individual sleeping room/space not attached to the building.
- 11-2. Individual rooms will be furnished with the following: Bedframe (Single), Mattress (Single), Nightstand, Chest (5 Drawer), Lamp (Table), Desk (w/ Carrel), Chair (Desk)
- 11-3. Common areas will be furnished with Couches, Tables, Washers, Dryers
- 11-4. Replacement. Units are responsible for contacting the Furniture Management Office (FMO) to arrange for replacement and movement of furnishings.

## **12. Physical Security.**

- 12-1. Entry and exit doors will remain locked; they will not be jammed, taped, or locked open. All individual rooms will be locked. All easily pilfered items will be secured properly prior to the Soldier departing their room.
- 12-2. Keep all windows closed when absent from the room.
- 12-3. Keep all fire escape doors secure. These doors will not be secured with any additional measures that may inhibit the evacuation in case of a fire.
- 12-4. Report any suspected crimes and suspicious activities or individuals immediately to CQ during non-duty hours.
- 12-5. CQs will ensure building and rooms are secure no less than hourly and log the checks on a Daily Staff Journal or Duty Officer's Log (DA Form 1594).
- 12-6. Any theft, vehicle vandalism, or suspicious activity will be reported to the Chain of Command and the Military Police at the earliest opportunity.
- 12-7. Any easily pilfered item a Soldier owns and possesses valued over \$200.00 (cell phone, computer, etc.) will be documented on the Personal Property Record (DA Form 4986) at the earliest opportunity after purchase. One copy of the list will be maintained inside the room and the other will be given to the Soldier's first line supervisor.