



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

02 FEB 2022

AMIM-DAG-ZA (420-1d2)

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY
GARRISON (USAG) DAEGU AND AREA IV INSTALLATIONS

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-29,
Procedures for Assignment to Unaccompanied Housing

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008.
- b. Army Barracks Management Program Handbook (ABMP).

2. Purpose: To prescribe procedures for all unaccompanied military personnel residing in Government housing at USAG Daegu.

3. Proponent for this policy is the Directorate of Public Works (DPW), Housing Division.

4. The Commander, USAG Daegu or his designated representative is required to provide adequate housing facilities and services to operate and manage the Unaccompanied Housing program.

5. Assignment Procedures. Assignment to Unaccompanied Housing is mandatory for all ranks when housing is available and occupancy is below 95 percent. Exceptions to policy will be granted on a case-by-case basis. Upon arrival, service member must report to the Housing Office within 48 hours; if after duty hours or holidays report the next duty day.

a. Unaccompanied Housing service members in the grades of E6 and below will be assigned to their respective barracks and managed by their units.

b. Unaccompanied Housing service members in the grades of E7 and above will be assigned to Government housing managed by the Housing Office.

c. Service members who are housed in Unaccompanied Housing considered to be adequately housed until their DEROS. Service members who attain promotable status while occupying Unaccompanied Housing quarters are authorized to go on the waiting list for their promotable grade. However, quarters cannot be assigned until **rank becomes official**. All costs associated with the move will be borne by the service member.

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d. Unaccompanied Housing assignments are permanent and relocation will not be authorized except in the case of health and safety as directed by the Garrison Commander.

e. Senior Leaders Quarters (SLQ) assignments are permanent and relocation will not be authorized except in the case of health or safety and/or as directed by the Garrison Commander.

f. During assignment to SLQ, a joint check-in inspection will be performed with the service member and housing inspector. The condition of the room and the Government owned furniture and appliances will be inventoried and recorded.

g. Excess furniture does not constitute a valid reason for an Exceptions to Policy or any other privileges due to excess furniture (i.e. moving to a larger room).

6. Termination Procedures.

a. Unaccompanied Housing service members in the grades of E6 and below will report to their Building Manager for termination procedures in accordance with ABMP. Building Managers will sign off on clearance papers for service members residing in the barracks.

b. Unaccompanied Housing service members in the grades of E7 and above will report to the Housing Office for termination procedures.

c. Service members residing in the SLQ must contact the Housing Office at least 30 days prior to their departure date. A pre-inspection will be performed with the housing inspector to inform the resident of the cleaning requirements, check for any damages to government property to include furniture and appliances, and annotate any maintenance needed prior to the final out inspection.

d. Personal furniture, personal items, and trash must be removed prior to final inspection.

e. If service member fails the inspection, a re-inspection will be conducted the next working day. If the room fails the second inspection, charges will be assessed for cleaning the room.

7. Maintenance/Self-Help.

a. Service members are responsible for minor maintenance and repair of their rooms. As a minimum, service members are expected to replace light bulbs, cracked/

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broken switch plates/covers, unclog minor drain stoppages, clean, replace air conditioning filters, clean ranges and exhaust fan filters, and replace torn window screens through the Self Help Store.

b. Service members must submit a Demand Maintenance Order through the Army Maintenance Application at www.armymaintenance.com. The application can be downloaded on your cellphone or desktop computer. If you require an emergency Demand Maintenance Order related to life, health, or safety, call the DPW work order reception desk at 763-4824/4825(Commercial 0503-363-4824/4825) for immediate support.

c. Service members are required to be present when DPW maintenance repair work is being performed. The Housing Office will not issue a room key to DPW to perform maintenance unless it is an emergency. Housing personnel will not stand by in place of the service member while maintenance is being performed unless it is an emergency.

8. Mold and Mildew.

a. Service members who do not take a pro-active approach in self-help maintenance of mold and mildew may incur charges for neglect of Government property.

b. During the months of May ~ September, mold and mildew grow rapidly if left untreated. Keep blinds open to allow sunlight into the room. Service members must perform maintenance on their AC unit (i.e., wipe down unit, change filter, drain line).

9. Smoking.

a. Smoking is prohibited in individual rooms in all Unaccompanied Housing facilities. Smoking in common areas such as laundry facilities, dayrooms, hallways and within 50 feet of buildings is prohibited.

b. Smoking electronic cigarettes (e-cigarettes) is not permitted in any location where smoking of traditional tobacco products is prohibited.

c. Building coordinators will ensure that outdoor designated smoking areas are at least 50 feet from common points of ingress/egress and will not be located in areas that are commonly used by non-smokers. These smoking areas will have appropriate trash receptacles available and will be properly policed.

10. Pets are **not allowed** in Unaccompanied Housing.

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11. This policy is effective immediately and will remain in effect until rescinded or superseded.

12. The point of contact for this memorandum is the Chief of Housing at 763-4570.

A handwritten signature in black ink, appearing to read 'B. Schoellhorn', with a long horizontal flourish extending to the right.

BRIAN P. SCHOELLHORN
COL, AR
Commanding