UNACCOMPANIED PERSONEL HOUSING (UPH) OFFICE
PROCEDURES FOR CLEARING THE BARRACKS

1.	Outgoing Commander conducts inventory of all hand receipt (furnishing) items not later than 30 days prior to departure or start of leave
-	Contact the Furnishings Management Office (FMO) to reconcile missing or damaged furnishings
2.	Incoming Commander inventories all hand receipt (furnishing) items
3.	Report to FMO not later than 7 days prior to departure or start of leave / assumption of command
-	Outgoing Commander receives FMO stamp on out-processing paperwork
-	Incoming Commander signs hand receipt for barracks furnishings

If you have any questions, Please Contact the DPW UPH Office at 808-655-7699