



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMP-H

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Command Policy #42, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management, 17 February 2008 (Rapid Action Revision, 24 August 2021).
- b. Department of the Army Pamphlet (DA PAM) 420-1-1, Facilities Engineering, 2 April 2009.
- c. Army Barracks Management Program (ABMP) Handbook, 12 January 2021.
- d. Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Vol. 8, October 2021

2. The proponent for this policy is the Directorate of Public Works, Family Housing Division.

3. This Policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose. To prescribe policies and procedures for all unaccompanied military and civilian personnel eligible to reside in Senior Leader Quarters (SLQ) and Unaccompanied Housing (UH) on United States Army Garrison (USAG) Humphreys.

5. The Commander, USAG Humphreys, or their designated representative is required to provide adequate housing facilities and services to operate and manage the UH program.

6. Policy.

- a. Centralized management of the UH program is under the direction of the Chief, Housing Division.

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #<sup>12</sup>, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

b. Establish assignment priorities and categories IAW AR 420-1, Table 3-5 and ensure the minimum space adequacy and privacy standards are met IAW AR 420-1, Table 3-7.

c. Assignment and termination of UH quarters.

d. Ensure maximum utilization of adequate UH space.

e. Establish and enforce the Army Barracks Management Program (ABMP).

f. Provide counseling to members on entitlements and responsibilities as a resident of UH.

#### 7. Categories of UH.

a. SLQ are designated for Service-members (SM) in the grades of E7 and above.

b. UH (permanent party (PP) barracks) are designated for SM in the pay grades of E-6 and below. Foreign Military or DoD civilians are not authorized to occupy barracks. KATUSA Soldiers are authorized to be integrated with US Military Soldiers.

8. Priority of Assignment to UH. The Garrison Commander will **mandatorily** assign all unaccompanied personnel assigned to USAG Humphrey's UH to maintain optimum occupancy rate of 95% IAW AR 420-1. SM will be informed of UH availability and mandatory assignments before or on application of housing. Priorities for assignment to UH will follow AR 420-1, Table 3-5.

9. Assignment Procedures. UH office shall provide adequate living accommodations for all eligible DoD military and civilian personnel. UH counselors shall provide prompt, courteous service for the entire military community. It is the resident's responsibility to notify the UH office or unit ABMP of any changes in personnel status (i.e., rank, unit, DEROS, marital status, phone number) and other pertinent information. Assignment to UH, is mandatory when quarters are available. Exceptions to policy for E-7 and above will be considered on a case-by-case basis, if the justification is unique and/or an extraordinary situation not experienced by other SM in similar or equal grade. Upon arrival, E-7 and above must report to the Housing Office within 48 hours of arrival. If SM arrives after duty hours/holidays, they must report the following duty day.

a. Incoming UH personnel in the grade of E-6 and below will be assigned to their respective barracks and managed by their units. E-6 in a promotable status will not be authorized to transition to SLQs until they pin the rank of SFC (E-7).

b. Incoming UH personnel in the grades of E-7 and above will be assigned to Senior Enlisted Quarters (SEQs) or Senior Officer Quarters (SOQs) managed by the Housing Office. Unaccompanied SM bringing a pet, shipping over 25% of Household

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #42, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

Goods (HHG), or shipping large furniture items is not a justifiable reason to reside off the installation. Pets are not authorized in SLQs. Coordinate necessary arrangements for your pets prior to departing your previous assignment and arriving to Korea.

c. Service-members who choose to bring their pets or ship excess Household Goods (HHG) to Korea and request to reside off-post will submit an Exception to Policy (ETP) packet for processing. ETP must explain extenuating circumstances why they elected to bring their pet/ship excess HHGs. The memorandum must be endorsed by the first General Officer within their chain of command. A paragraph explaining the units Sponsorship Program addressing sponsor's discussions with the SM concerning pets (not authorized) and HHG (25% and no large items) must be included for inbound personnel from CONUS. Upon arrival, SM must complete necessary NEO (Non-Combatant Evacuation Operations) for their pet.

d. Unaccompanied Senior leaders, E-7 and above, with mandatory assignment to SLQs may be authorized to reside off the installation if occupancy rate is above 95% at time of arrival. For Geographical bachelors, occupancy rate must be 100% at time of arrival. For Geographical bachelors – if SM has dependents residing elsewhere collecting "with" dependent rate OHA/or BAH, the SM must decide where he/she wants to continue to collect "with" dependent rate OHA or BAH as the Service member is only entitled to one "with" dependent OHA/BAH entitlement, not both.

e. Service-members who are housed in UH are adequately housed until their DEROS. Military personnel in the pay grades of E-4 through E-6 who are in or attain promotable status while occupying UH quarters may be assigned to the category of housing based upon the rank which they will be promoted to and unit guidance.

f. UH assignments are permanent, and relocation at the cost of the government will not be authorized except in the case of life/health/safety (LHS) and/or as directed by the Garrison Commander.

g. At assignment to SLQs a joint check-in inspection will be performed with the resident and housing inspector. The condition of the room and the government owned furnishings and appliances will be inventoried and recorded. If you do not attend the joint inspection, it (in or out-processing) will be considered that you accept the room in an "As Is" condition. Upon PCS or separation, you will be responsible for all furnishings and room damages identified at the time of inspection.

h. Personnel that are E-7 and above may elect to reside off-post at personal expense when the SLQ occupancy is below 95%. They must terminate their SLQ and will **NOT** receive Overseas Housing Allowance (OHA), Temporary Lodging Allowance (TLA), furnishings/appliances and/or support from the Housing Office. A signed, local Form 1058-R (Off-Post Housing Authorization) must be signed by the SM's Commander (O5 and above) and returned to the Housing Office immediately.

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #412, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

i. Exception to Policy (ETP) memorandums for personnel in the ranks of E-7 and above who request to reside off-post, TLA will not be issued or processed while ETP is being processed. SM will reside in SLQs upon arrival. Outbound personnel residing in SLQs may be authorized three (3) days of TLA (to include weekends).

j. Military to Military Service-member on "Unaccompanied orders" will be assigned to their respective government quarters. SM married to another military member may request to reside off-post together, provided their unit leadership approves each SMs housing local form 1058. Local form 1058 is a counseling form for unit leadership to review the request and orders for each member. The form must be signed by a unit commander, O5 or above for each member. If approved OHA without dependent rate is the only entitlement granted. No certificate of non-availability (CNA) is issued. No incoming/outgoing TLA is granted. No government furniture entitlement is granted. No OHA will be authorized if SM is receiving BAH or OHA for another area unless a CNA is issued from the Housing Office. When signing for the lease, both SMs name must be on the lease at the time of signing for each member to receive their OHA entitlements. If only one name is on the lease, the other member will fall under the spouse's entitlements until the lease is resigned or renegotiated.

10. Termination procedures.

a. For termination of UH, residents are expected to contact the Housing Office at least 30 – 45 days prior to their DEROS. A pre-inspection will be performed with the Housing inspector to inform the resident of cleaning requirements, any damages to government property, to include the furnishings/appliances inventory and annotate any maintenance/repairs required prior to clearing the quarters in preparation to assignment of the next occupant.

b. During peak season (May-September), it is your responsibility to ensure a termination inspection is scheduled at least 45 days prior to your DEROS/Flight. An appointment will not be guaranteed one weeks prior to your departure. Your out-processing paperwork will not be signed until the room is inspected, and you are cleared from housing.

c. All personal items and trash must be removed prior to final inspection. Personal items will not be allowed in government quarters for the next resident.

d. Service-member may elect to hire a private cleaner or perform the required cleaning prior to their final inspection at your own cost.

e. The SM is required to be present at the final inspection. The housing inspector will provide the Termination letter once the room has passed the final inspection. A 3-days TLA memorandum will be provided, if eligible.

f. If a SM fails the inspection, charges for damages and cleaning will be assessed. Charges will be assessed for cleaning charges and may go up after the initial

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #412, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

assessment for damages of the structure, furniture, appliances, and throwing trash from the room. The SM will be required to pay any charges prior to clearing housing and the installation. If charges are not paid in full, SM will not clear housing and clearing papers will not be signed, and violations will be recorded in the SMs housing record.

#### 11. Furnishings and Appliances.

a. UH rooms are furnished prior to the joint check-in inspection; all furnishings and appliances will be inventoried and inspected.

b. Service-members are required to clean, polish, and maintain government furnishings and appliances.

c. Service-members may call Furnishing Management branch (FMB) at DSN 315-755-3561/0503-355-3561 or send an email to the furnishings office [usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil](mailto:usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil) for repair of government furnishings (to include washer/dryers) while occupying UH.

d. Upon termination, all furniture and appliances will be inventoried and cleaned. If items have been damaged or are missing, the SM will be required to reimburse the government. The SM must pay all charges prior to clearing housing and the installation. If the SM fails to out-process and damages are assessed, a Statement of Charges/Cash Collection Voucher will be initiated and sent to Finance for collections.

#### 12. Cooking in UH Facilities.

a. Cooking is not permitted in any UH facility that does not have installed kitchens. Cooking is authorized in rooms specifically designated as kitchens or designed as a kitchenette. The practice of cooking on a hot plate, electric frying pan, or other cooking appliances, etc., in areas where no kitchen exists is strictly prohibited. The only exception being a microwave.

b. Residents are responsible for all costs of repairing damages caused by the unauthorized use of cooking items or unattended cooking infractions.

c. The use of BBQ or gas grills in external stairwells, porches and patios are strictly prohibited. Grills must be a minimum of ten (10) feet from the building and fifty (50) feet from flammable material. Storage of lighter fluids or LPG tanks is prohibited. Charcoal grills will not be used inside buildings or on porches. When cooking has been completed, hot coals will be quenched with water or covered with a non-combustible cover and charcoal properly disposed of.

**AMIM-HMP-H**

**SUBJECT: United States Army Garrison Humphreys Command Policy #12, Policies and Procedures for Assignment to Unaccompanied Housing (UH)**

d. Outdoor cooking equipment not labeled with resident information will be provided a ten (10) day notice to label equipment. If not labeled by the owner, the equipment will be removed and disposed of by DPW, Fire Department and/or Safety office.

**13. Fire prevention.**

a. All UH rooms are equipped with smoke detectors. Residents are not authorized to disconnect or disable smoke detectors. If a smoke detector is malfunctioning, submit a request through the Army Maintenance Application (ArMA) <https://www.armymaintenance.com/arma> or contact the Fire Department or DPW for assessment and/or repair.

b. Fire alarms are installed for the protection of all personnel. Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers will result in adverse administrative action, bar from post, early return of dependents, or criminal prosecution under the UCMJ or other applicable laws.

c. All residents should be familiar with emergency evacuation exit routes in their building in case of fire or any type of emergency.

**14. ABMP.**

a. 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.

b. 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.

c. Military units will execute the 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 SM live and be responsible for their well-being. Leaders are responsible for always ensuring good order and discipline 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 quality of life (QOL) for all residents. The unit's primary responsibilities are outlined in reference b. paragraph 1.3.1 page 9 – 11.

d. Each unit will have a minimum of two appointed ABMP managers. The most senior person in the building will not necessarily be the ABMP manager based on several factors, such as position, time remaining on tour, etc. The Unit Commander will issue appointment orders.

**15. Maintenance/Self Help.**

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #42, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

a. Residents are responsible for minor maintenance and repair of UH rooms. At a minimum, residents are expected to replace fluorescent light bulbs, cracked/broken switch plates/covers, unclog minor drain stoppages, clean, replace, air conditioning filters, replace torn window screens through the self-help store.

b. Residents are required to create a user account and report maintenance service requests through the Army Maintenance Application (ArMA) web site <https://www.armymaintenance.com/arma>. For Furnishings, please contact FMO [usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil](mailto:usarmy.humphreys.id-pacific.list.usag-humphreys-fmb@army.mil) for exchange, or repair of furniture, washer/dryers within the barracks or SLQs.

c. Residents are required to be present when maintenance service requests repair work is being performed. DPW/DONWONG will not issue a room key to perform maintenance unless there is an emergency. Housing personnel will not stand by in place of the resident while maintenance is being performed unless it is an emergency to save the property of the U.S. Government.

#### 16. Environmental Growth (mold and mildew).

a. Residents who do not take a pro-active approach in self-help maintenance of environmental growth and mildew may incur charges for neglect of government property. Service members are responsible for cleaning and maintaining their module, living space, or rooms to prevent mildew. Units will initiate Statement of Charges/Cash Collection Voucher for Barracks personnel who are found negligent.

b. During the months of May – September environmental growth/mildew spreads rapidly if left untreated. Keep blinds and curtains open to allow sunlight into the room and set air conditioner at 78 degrees. Residents must monitor performance of their AC unit and report any anomalies/deficiencies through the ArMA web site <https://www.armymaintenance.com/arma>.

#### 17. Pets. Pets are **prohibited** in all UH facilities, including SLQs. Exceptions can be made for small aquariums (not to exceed twenty (20) gallons in size). Violations may be subject to UCMJ.

a. Per DoD Directive 1300.27 (Guidance on the Use of Service Dogs by Soldiers), 28 January 2013, AR 40-58, Warrior Care and Transition Program, 23 March 2015 and AR 420-1, Army Facilities Management, 6 March 2019. Only authorized pet for Service Members is a service dog. The service dog is a dog individually trained to do work or perform specific tasks for the benefit of an individual with a disability (including a physical sensory, psychiatric, intellectual, or other mental disability). Generally, Service Members requiring a service dog are expected to require the dog for an extended period, often for life.

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #12, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

b. To be recognized by the Army, service dogs, obtained after 28 January 2013 by eligible SMs, must come from a source accredited by an organization recognized by the Veterans Administration (VA). 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. SMs who submit an Exceptions to Policy to reside off-post due to their emotional support dog is not a guarantee the ETP will be approved.

#### 18. Private Cleaning Services.

a. Private cleaning services are not advocated by the Housing office. Service Members are responsible for the cleaning of their SLQ/barracks room. A resident who elects to hire a cleaning service does so at their own risk and cost. The resident must complete all necessary paperwork associated with providing the cleaning service with the paper pass for the installation. The resident is responsible to ensure that the cleaning service's pass is terminated prior to their departure from USAG Humphreys. Cleaning Services are prohibited from using government appliances, equipment, and services in performance of their duties. Cleaning Services, who improperly utilize government resources, may be barred from the installation.

#### 19. Smoking.

a. Smoking of any kind is prohibited (i.e., cigarettes, pipes, cigars, dip, vape and/or e-cigarettes, etc.) in individual rooms in all UH facilities, including SLQs. SMs will not spit their dip down the drains. Service Members caught violating this policy will be subject to UCMJ.

b. By Army directive smoking of cigarettes, pipes, cigars, vape and/or e-cigarettes, dip, etc. in common areas such as laundry facilities, common areas, hallways, and within fifty (50) feet of buildings is prohibited (AR 600-63 Army Health Promotion Chapter 7, Section 7-3) and (PAM 420-1, para 2-4). SMs will not spit their dip down the drains.

c. Service-members violating this policy will receive two violation notices. First violation, SMs chain of command will be notified. Second violation, Garrison CDR will be informed of the violation. SM will be charged for any tobacco related damages. Garrison CDR will in turn recommend UCMJ action or eviction without OHA entitlements.

#### 20. Pregnant while residing in UH.

a. A single Pregnant Service member on unaccompanied orders can move off post and collect "without" dependent rate OHA at 28 weeks (i.e., 12 weeks from due date). Service member must present proper medical documentation (i.e., pregnancy profile) and 1SG/Company Commander's approval prior to moving off post. Once the child is born, it is the single Service member's responsibility to provide the birth certificate to the Housing Office to change OHA rate from the "without" dependent rate, to the "with"



AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #42, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

b. To be recognized by the Army, service dogs, obtained after 28 January 2013 by eligible SMs, must come from a source accredited by an organization recognized by the Veterans Administration (VA). 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. SMs who submit an Exceptions to Policy to reside off-post due to their emotional support dog is not a guarantee the ETP will be approved.

#### 18. Private Cleaning Services.

a. Private cleaning services are not advocated by the Housing office. Service Members are responsible for the cleaning of their SLQ/barracks room. A resident who elects to hire a cleaning service does so at their own risk and cost. The resident must complete all necessary paperwork associated with providing the cleaning service with the paper pass for the installation. The resident is responsible to ensure that the cleaning service's pass is terminated prior to their departure from USAG Humphreys. Cleaning Services are prohibited from using government appliances, equipment, and services in performance of their duties. Cleaning Services, who improperly utilize government resources, may be barred from the installation.

#### 19. Smoking.

a. Smoking of any kind is prohibited (i.e., cigarettes, pipes, cigars, dip, vape and/or e-cigarettes, etc.) in individual rooms in all UH facilities, including SLQs. SMs will not spit their dip down the drains. Service Members caught violating this policy will be subject to UCMJ.

b. By Army directive smoking of cigarettes, pipes, cigars, vape and/or e-cigarettes, dip, etc. in common areas such as laundry facilities, common areas, hallways, and within fifty (50) feet of buildings is prohibited (AR 600-63 Army Health Promotion Chapter 7, Section 7-3) and (PAM 420-1, para 2-4). SMs will not spit their dip down the drains.

c. Service-members violating this policy will receive two violation notices. First violation, SMs chain of command will be notified. Second violation, Garrison CDR will be informed of the violation. SM will be charged for any tobacco related damages. Garrison CDR will in turn recommend UCMJ action or eviction without OHA entitlements.

#### 20. Pregnant while residing in UH.

a. A single Pregnant Service member on unaccompanied orders can move off post and collect "without" dependent rate OHA at 28 weeks (i.e., 12 weeks from due date). Service member must present proper medical documentation (i.e., pregnancy profile) and 1SG/Company Commander's approval prior to moving off post. Once the child is born, it is the single Service member's responsibility to provide the birth certificate to the Housing Office to change OHA rate from the "without" dependent rate, to the "with"

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #412, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

dependent rate OHA. A Certificate of Non-Availability (CNA) will not be issued, and government furniture will not be authorized as you are non-command sponsored.

b. Married Pregnant SM on unaccompanied orders can move off post at their own expense. A CNA is not authorized. If Service member has dependents residing elsewhere collecting "with" dependent rate OHA/or BAH, once the child is born, the SM must decide where she wants to continue to collect "with" dependent rate OHA or BAH as the SM is only entitled to one "with" dependent OHA/BAH entitlement.

## 21. Change of Marital Status, Entitlements, and Domestic Disputes.

a. When circumstances warrant for the sponsors to lose access to quarters, on or off-post, due to a domestic dispute, unit leadership must provide from Brigade/Division (BDE/DIV) written approval prior to moving SMs to a barracks / SLQ room. Leadership must contact the Housing office regarding the SMs entitlements. This will prevent SMs from incurring unnecessary debt.

(1) Service-members in the ranks of E-6 and below with a domestic dispute, residing on or off-post, it is the responsibility of the unit's leadership to receive an approved memorandum from their higher HQs (BDE/DIV) before the SM is placed in a cool-down facility withing their footprint (barracks).

(2) Service-members in the ranks of E-7 and above with a domestic dispute, residing on or off-post, unit leadership will request through their BDE level leadership, to the Garrison CDR, approval. Memorandum must be signed by an O6 (COL) prior to the SM being assigned a SLQ room. Quarters will be provided for 72 hours only. Once SM leadership provides the Garrison CDR with a detailed plan of action for the family (reconciliation / EROD), the Garrison CDR will consider approval for the SM to remain in the SLQs or move-out at his/her own expense. SMs collecting OHA entitlements are not authorized dual occupancy.

(3) After a 30-day period of non-occupancy, absence, separation (for domestic dispute or divorce) from the home, per AR 420-1, it is considered permanent, and SM (sponsor) needs to begin arrangements to vacate the home.

(4) Dual entitlement, dual occupancy is not authorized on or off-post. All ETPs must be addressed through the Garrison CDR.

AMIM-HMP-H

SUBJECT: United States Army Garrison Humphreys Command Policy #42, Policies and Procedures for Assignment to Unaccompanied Housing (UH)

22. Point of contact for the memorandum is the Chief, Housing Division, USAG Humphreys at DSN 315-757-2671.

A handwritten signature in black ink, appearing to read 'R. Workman', with a long horizontal stroke extending to the right.

RYAN K. WORKMAN  
COL, AR  
Commanding