

## Unaccompanied Personnel Housing (UPH)

### Army Barracks Management Program (ABMP)

- Barracks are owned and maintained by US Army garrison, but managed by tenant commands in accordance with the ABMP Handbook
- Barracks are for Single Unaccompanied E6 & Below Personnel (Inbound & Future Occupants)
- Unit integrity will be managed at the lowest level possible; however, units & residents should avoid swapping rooms and arbitrarily moving, which causes unnecessary wear & tear on facilities to include losing Chain of Custody

### Single Soldier Housing Office

- Caserma Ederle, Center Processing Facility (Bldg 393)
- Del Din, Bldg 10

### - Staffed by the Military Units

- Assignment & Termination, barracks utilization is monitored monthly through centralized database
- Barracks Managers track Work Orders for Maintenance & Furniture Repairs
- Report Damages & Maintenance issues to the Barracks Manager
- Maintain/Update your hand receipt for proper Chain of Custody if any furniture is removed or changed

### Unit Leadership Responsibilities

- Performing Health & Welfare Inspections
- Enforces "Living Standards" in the Barracks
- Quiet Time (2300hrs until 0700hrs)
- Keep the volume of TVs & stereos at an acceptable level

### - Cleanliness & Upkeep

- Soldiers are Responsible for Maintaining their Individual Rooms & All Common Areas such as: Hallways, Laundry Rooms, Dayrooms, Latrines, Stairwells, & Surrounding Grounds
- Soldiers Residing in Barracks are Held Responsible for All Damages Causes by Them & Guest
- Maintain proper Chain-of-Custody by Clearing with Barracks Manager

Afterhours emergency maintenance issues contact the Barrack Manager before calling 0444-239149

Coordinate any additional (follow-ups) repairs with your Barracks Manager.

## *Caserma Ederle Housing Office Contact & Hours of Operation*

- Calling from Non-DSN for a 634 line (0444-71-XXXX)
- Calling from Non-DSN for a 637 line (0444-61-XXXX)

### Front Desk Representative (Reception)

Appointments or 637-7950  
Referral 637-7951

### Private Rental Help

Billing or 637-7900  
Maintenance Issues 637-7902

### Central Furniture Management Office (CFMO)

Furnishings or 637-7810/7811  
Appliances 637-7812/7813

### Maintenance Service Calls for Family Quarters

Villaggio 637-8100  
Leased 634-8888  
Afterhours (emergency) 0444-239149

### Emergency

Military Police Desk SGT 634-7626  
Off Post (i.e. Italian Fire Dept) 112

	<u>Open</u>	<u>Until</u>	<u>Reopens</u>	<u>Closed</u>
<b>Mon</b>	0830hrs	1200hrs	1300hrs	1630hrs
<b>Tues</b>	0830hrs	1200hrs	1300hrs	1630hrs
<b>Wed</b>	0830hrs	1200hrs	1300hrs	1630hrs
<b>Thurs</b>	1000hrs	1200hrs	1300hrs	1630hrs
<b>Fri</b>	0830hrs	1200hrs	1300hrs	1630hrs

Closed on Weekends & Italian Rest-Days & Holidays, but open on Training Holiday Days.

\* Must be wearing appropriate civilian attire



**Email:** [usarmy.usag-italy.id-europe.mbx.housing-division@mail.mil](mailto:usarmy.usag-italy.id-europe.mbx.housing-division@mail.mil)

<https://www.housing.army.mil/>

*The housing email address is changed periodically. The Email address is automatically updated at the Italy contact us page on the Army Housing Online User Services (AHOUS) website*

Military  
In-processing  
Briefing Handout

*Caserma Ederle  
Housing Office*

# ARMY GARRISON



# VICENZA



**Main Office (Off Post, Gate 4)  
Via Casermette 107  
See Inside for more Information**

**Satellite Office (Ederle)  
CPF, Bldg. 393  
DSN 637-7950/51 (Housing Reception)**

# CONUS & OCONUS Housing is different

## CONUS Privatized Housing

- Military Housing Privatization Initiative (MHPI) is a partnership and funded directly by "Tenant Waterfall" BHA/rent payments
- The Army is a minor stakeholder and oversees the partner's finances, maintenance, & operations
- Lodging & BHA allowances are automatically authorized for accompanied and unaccompanied E6 & above
- AR 420-1, Chap 3-111, Residential Communities Initiative (Covers RCI), but the partner adheres to the Ground Lease in the legal documents to include federal & state rental laws
- No Mandatory Housing Policy

## OCONUS Army Housing

- Renovations & MILCON are Congressional Appropriated Funding
- Army Housing manages and operates
  1. Government Quarters
  2. Government Leased Quarters
  3. Private Rental Contracts
  4. Centralized Furnishings Management Office (CFMO)
- The Army Housing is the approval authority for all lodging & housing allowances
- Army Housing adheres to federal, DoD directive & guidance along with the AR 420-1, Chap 3 to include Army Europe Supplemental & Directives
- Maintain/Update/Clear your hand receipted items for your own protection
- Mandated (Mandatory Housing Policy)



# Housing Standard Policies For Military Personnel

## Accompanied Personnel

- Assignment orders
  - ⇒ A records requirement for the file folder
- Accompanied personnel E6 & below on deferred or concurrent travel will be billeted as a Single Soldier until their family members accompany the Service Member
  - ⇒ TLA will not be authorized and must provide flight itinerary to housing
- Mandatory Housing Policy
  - ⇒ Families with children should be housed in quarters on Villaggio if available
  - ⇒ Families without children should be housed in government lease facility off post if available

## Unaccompanied Personnel

- Assignment orders
  - ⇒ A records requirement for the file folder
- Unaccompanied E6 & below are mandated to reside in the barracks
  - ⇒ Unless, an Certificate of Non-Availability (CNA) is approved by the Garrison Commander
  - ⇒ Per AR 420-1 and AE Supplement 1 to AR 420-1 requires that E6 and below to reside on post until installation utilization is above 95%
  - ⇒ CNA requires DA-4187 signed by your battalion commander
  - ⇒ CNA request should be submitted on a Staff Action Summary (AE Req 1-10)
  - ⇒ If the installation falls below 95% utilization or if a situation warrants, you can be recalled back to the installation to reside in the barracks
- E7 & above personnel are housed in private rentals
  - ⇒ E7 & Junior Officers are Restricted to 2-bedrooms



# Housing Allowances For Military Personnel

## Temporary Lodging Allowance (TLA)

- TLA can only be approved by the Housing Office
- TLA may be authorized when adequate quarters are not available upon arrival. The goal is to be housed within 30-days, but regardless not to exceed 60-days for accompanied personnel with family members traveling on PCS orders
  - ⇒ Once adequate quarters are available, TLA WILL CEASE to include delaying occupancy for personal reasons or electing not to move in
  - ⇒ Reimbursement IS NOT authorized for quests who are not on your orders nor fees for pets or phone charges
- TLA IS NOT authorized while in a TDY or Leave status
- Obtain Statement of Non-Availability (SNA) from the Ederle Inn before seeking lodging off post.
- TLA claims are processed every ten days
  - ⇒ Utilize Government Travel Card for payments
  - ⇒ You need a copy of your orders
  - ⇒ Signed TLA claim form
  - ⇒ Lodging Bill, along with SNA if required
- Unaccompanied E6 & below personnel shall be assigned to the barrack upon arrival

## Oversea Housing Allowance (OHA)

- OHA will be authorized when government quarters are not available
- TLA & OHA shall not overlap
- Pay bills through the bank on time & Maintain Your Record to include utility bills

## *Enjoy Your Tour in Italy (Europe)*

