



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

AMIM-KNP-H (100)

14 July 2023

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 21 -Fort Knox Permanent Party Barracks
Emergency/Temporary Procedures

1. Reference.

a. Army Regulation (AR) 420-1, Army Facilities Management, 12 Feb 08, (RAR 24 Aug 12).

b. Army Barracks Management Program Handbook (ABMP), 9 Jan 18.

2. This memorandum establishes Fort Knox Garrison policy concerning assigning permanent party Barracks Emergency/Temporary procedures.

3. Purpose. The purpose of this memorandum is to establish the standards, policies, procedures, and responsibilities for the process of housing within the Permanent Party Barracks for new Soldiers or Soldiers with emergency situations. Unit
Emergency/Temporary Rooms:

a. Units can use rooms within their footprint case of an emergency to house Soldiers receiving BAH.

b. Soldiers requiring rooms for less than 72 hours will be controlled by the unit.

(1) The Soldier will be housed in the rooms by Unit ABMP representatives.

(2) The unit is required to notify ABMP office of the Soldiers name and time/date the Soldier first occupied the room.

(3) The ABMP representatives will place the Soldier's name and date of the last day the Soldier is to be in the room on the unit footprint.

c. Process that must be followed for units that require Soldiers to stay over 72 hours (E-6 and above, Soldiers collecting BAH) follows:

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(1) Exception To Policy (ETP) must be submitted to FSBP and approved by Garrison Commander (IAW AR 420-1, 3-20.b.1) in order for Soldier to stay in the barrack without losing their Basic Allowance for Housing if there is no space available..

(2) Soldiers receiving BAH (IAW 420-1, Table 3-5, Priority III, note 2) for support of family members due to divorce or separation (court ordered decree or OSJA separation agreement) or individuals with legally supported family members, for example children or parents. Can be assigned rooms in the barracks on a space-available basis from the Garrison Commander.

(3) The unit's Commander (O-5) has to submit a memorandum stating why and how long the Soldier needs to stay in the room. If the unit has space available within their footprint, the memorandum will state what percent of room's occupancy rate is below 95% and which room the Soldier will be assigned. The memorandum shall be turned in to ABMP Manager's office for approval by Garrison Commander. Soldiers assigned rooms under space available basic (IAW 420-1, Table 3-5, Priority III, note 2) will be advised in writing they may be required to vacate the barrack for personnel in priorities I and II upon a 30-day notice by the unit.

(4) Once approval is granted by Garrison Commander, ABMP representatives will place the Soldier's name and termination date on the unit footprint.

(5) The Soldier will be added to the enterprise Military Housing (eMH) and follow the same policies for assignment and termination of rooms.

(6) ABMP is responsible to notify the unit within a week of the Soldier's termination date approved by Garrison Commander.

d. When a new single Soldier arrives at the unit after duty hours, the Soldier is to be placed in one of the unit's temporary rooms until the first duty day.

(1) Soldiers will be escorted to the unit's ABMP representatives to be assigned a room on their first duty day.

(2) ABMP representative will conduct an in-processing briefing, assign a room within the Soldier's unit's footprint, and conduct a room inspection.

e. At no time will a ABMP representative assign a room to a Soldier who is getting BAH With or Without Dependents unless approved by the Garrison Commander.

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4. Point of Contact is Mr. Roger Haga, Army Barracks Management Program (ABMP)
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Commanding