



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

IMKN-ZA

JUL 26 2019

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. 20 - Fort Knox Permanent Party Barracks
Deployment Procedures

1. Reference: Army Barracks Management Program (ABMP) Handbook, 9 January 2018.
2. This memorandum establishes Fort Knox policy concerning Permanent Party Barracks deployment procedures.
3. Purpose. The purpose of this memorandum is to establish the standards, policies, procedures, and responsibilities for the process to be followed when Soldiers within the unit's Permanent Party Barracks deploy.
 - a. Unit's and Soldier's responsibilities prior to deploying.
 - (1) Secure Soldier's personnel property and barracks in accordance with (IAW) the unit's standard operating procedure (SOP).
 - (2) Reporting maintenance issues and cleaning the rooms.
 - (3) All items will be removed from refrigerators, drawers, desks, and cabinets in the common areas and rooms.
 - (4) Unit ABMP representatives will check rooms for cleanliness, maintenance issues and accountability of furnishings before the unit deploys and during deployment process.
 - b. Rooms issued to returning Soldiers from deployment
 - (1) Single Soldiers will be issued rooms within the unit's footprint. Trained ABMP representatives on rear detachment will have rooms pre-assigned based on list of single Soldiers supplied by the returning unit (ABMP Handbook, 7 Feb 17).

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(2) ABMP representatives will have a station within the unit's Soldier Readiness Processing (SRP) site to provide room assignment packages and room keys available for Soldiers signature.

(3) ABMP representatives will conduct a room inspection with each Soldier within a reasonable amount of time.

c. Rooms issued to Soldiers returning from deployment who are receiving basic allowance for housing (BAH) or have the rank of SGT or above.

(1) Units will have the flexibility to allow unaccompanied Soldiers with dependents and Soldiers above the rank of Sergeant to reside in the barracks if space is available (ABMP Handbook, 7 Feb 17). The rooms will be assigned in the same manner as a single Soldier room.

(2) These temporary accommodations will be in the duration of no greater than 30 days. Soldiers are to use this time to work with Housing Services Office to locate other quarters or residence.

(3) The returning units will supply a list of all unaccompanied Soldiers that will need to stay in the barracks.

(4) ABMP representatives will issue pre-assigned rooms within the barracks that have been identified for occupancy by unaccompanied Soldiers.

(5) Officers will not be issued a room in the barrack without the approval of the Garrison Commander.

4. Point of Contact is Patrick Judge, Army Barracks Management Program Initiative Office, at (502) 624-4898.


CJ KING
COL, LG
Commanding