



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VIRGINIA 23801-1818

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FEB 20 2019

MEMORANDUM FOR RECORD

SUBJECT: Fort Lee Policy on Assignment of Bachelor Enlisted Quarters (BEQs), Building 8133

1. Purpose. To provide policy and criteria governing the eligibility for, assignment to, and termination of occupancy of building 8133. This building is coded as Bachelor Enlisted Quarters (BEQs), therefore, senior enlisted will be given priority. On-post residency is required to facilitate responsive leadership by having a constant physical presence in close proximity to on-post units and organizations.

2. Policy. Apartment assignments are primarily designated for unaccompanied Centralized Selected List (CSL) CSMs/SGMs and equivalent senior enlisted ranks of other services performing similar or key functions on the installation.

a. A total of **eight** furnished apartments are available for **long-term** assignment, and **three** furnished apartments are available for **short-term** use of key personnel **transitioning**. Personnel assigned to Building 8133 will incur a monthly charge for rent and a one-time move-out fee based on the type of apartment as follows:

(1) One room suites (Rooms 201 and 202) will be charged \$400.00 per month and a \$200.00 move-out fee. These rooms will be used for key leadership transitioning into or off the installation or for exigent circumstances as determined by the command team, and will only be occupied for a maximum of 30 days. All extensions beyond 30 days must be approved by the Garrison Command Sergeant Major (GCSM) or Garrison Commander (GC) in writing.

(2) Two room suite occupants will be charged \$500.00 per month and a \$250.00 move-out fee. These rooms will be used for long-term occupancies exceeding 4 months. All exceptions must be approved by the GCSM or GC in writing.

(3) Suite 101, if assigned, will be charged \$700.00 per month and a \$350.00 move-out fee. This room will be kept vacant and will only be assigned for emergencies and/or exigent circumstances to accommodate personnel or families as determined by the GCSM or GC.

(4) Move-out fees will be paid directly to Housing and may be increased based on any damage assessed after the room is vacated. This move-out fee will be used to clean and reset the room for the next resident.

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(5) Payroll deduction will be the primary method of rent payment in all circumstances. Pricing shall remain in effect until expressly superseded or rescinded. A 30-day notice of any changes in rent or fees will be given to residents in order to afford them an opportunity to comply with the changes/increase or vacate their room.

(6) Telephone services, Internet services, Cable television, and all additional services are the occupant's responsibility.

(7) Limited laundry appliances are provided in the basement at no cost.

b. All requests for assignment will be processed through the GCSM. A brief description of your supervisory role at Fort Lee, your anticipated arrival and departure dates as well as your assigned unit must be provided to be considered for unaccompanied occupancy and placement on the waiting list. The GCSM will manage the waiting list and serve as the approval authority for all senior enlisted assignment of quarters. Applicants that do not meet this policy criteria, to include officers, regardless of whether or not they are Key and Essential (K&E) personnel, will be placed on the waiting list, but the GC will serve as the approval authority for these Exceptions to Policy (ETPs).

c. Priority of assignments and order of placement on the waiting list will go to senior enlisted performing leadership roles on the installation. Officers should only be assigned to these BEQs after all senior enlisted on the waiting list have been exhausted; and if they will be performing key leadership roles that require their presence on the installation, or under exigent circumstances. Priority of assignment is in the following order:

- CAT 1: Senior Enlisted in CSL billet (7C positions followed by 6C positions then by date placed on the waiting list)
- CAT 2: SGMs or equivalent rank in other services (by date placed on list)
- CAT 3: Senior Enlisted (1SGs have priority followed by MSGs/SFCs by date placed on the waiting list)
- CAT 4: Warrant Officers (key positions and then by date placed on the waiting list)
- CAT 5: Officers (CSL first followed by key positions and then by date placed on the waiting list regardless of rank)

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d. Unaccompanied Housing is provided to you solely as a single occupant residence unless otherwise directed. Any overnight guests staying longer than 96 hours will only be permitted with written consent from the GCSM or GC.

e. Occupants are responsible for maintaining their room in good repair and habitable condition at all times. All maintenance requests can be submitted by calling (804) 451-1914. Any damage must be reported to the Housing Division immediately. If you or your guest(s) willfully or negligently destroys, defaces, damages or removes any part of the premises (including fixtures, furniture and appliances) you will be held financially responsible for the damages.

f. No pets of any kind are permitted in unaccompanied housing quarters without written permission from the GCSM or GC. Additional pet cleaning fees, and other fees will be charged to occupants whose pets cause damage to assigned rooms.

g. Mail boxes are available to occupants upon request. Requestors will sign for a key and be issued a mail box for their use.

h. All occupants will meet with Housing personnel at the barracks office, building 8401, between 1100 and 1300 to inspect their assigned rooms and make note of any discrepancies prior to moving in. An appointment must be made outside of the hours listed. After the inspection, all deficiencies must be reported to the Housing Division within three working days after which you will assume full responsibility for the condition of your assigned room. A copy of your room inspection form will be placed in your housing file.

i. In accordance with Fort Lee Regulation 190-5, parking is limited to 72 hours for all moving trailers in the adjacent lot. You must contact the Fort Lee MWR if you wish to park your trailer elsewhere on post for an annual fee. Absolutely no trailers of any kind are permitted to be parked at Building 8133 past 72 hours for any reason. Further, occupants are ONLY authorized to park a maximum of two vehicles in the adjacent parking lot.

3. Any violation of this policy or conduct that is disruptive to good order and discipline and/or other residents are grounds for termination of occupancy.

4. This policy is effective immediately. The point of contact for this policy is the Housing Division Chief, Albert Williams at (804) 765-1976.


HOLLIE J. MARTIN
COL, LG
Commanding