

ARMY BARRACKS MANAGEMENT PROGRAM HANDBOOK

A guide to property management and
operations of Army barracks

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EXECUTIVE SUMMARY.

Army Commanders and stakeholders collaborated in developing a better way of managing Unaccompanied Housing (UH) to support the needs of unaccompanied Soldiers. The Army Barrack's Management Program (ABMP) builds upon lessons learned from past UH management programs, provides a uniform management standard, optimizes available resources, and focuses on the needs of the Army and its Soldiers now and in the future.

The ABMP represents the next stage in the evolution of the Army's UH management. It supports the Army of the future by forming adaptive partnerships between garrison staff and military unit leaders. It capitalizes on the increased presence of military leaders at installations by emphasizing the unit's responsibility for the day-to-day management of permanent party barracks to enable leaders to effectively monitor the morale, health, welfare, and discipline of their Soldiers.

This handbook serves as a tool in defining each stakeholder's roles and responsibilities pertaining to UH management at U.S. Army installations worldwide.

1. Introduction.

1.1. Why We Do What We Do (Purpose).

A Soldier's living environment is an important factor to preserve and enhance the All-Volunteer Force. Unaccompanied Housing is the home for the Army's unaccompanied Soldiers; quality facilities and services are essential elements to single and unaccompanied Soldiers.

The ABMP standardizes UH management Army-wide, optimizes available resources, continues the targeted investments of the barracks modernization program, and ensures the Army maintains its commitment to unaccompanied Soldiers. Essentially, 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.

This *ABMP Handbook* is designed to serve as a reference tool and assist military personnel who are, or will be, performing the property management functions. A secondary goal of the handbook is to provide all stakeholders a road map that will endure beyond an individual's tenure in managing, overseeing, or supporting barracks programs. Stakeholders include the Garrison Commander, Garrison Command Sergeants Major, Brigade and Battalion Commanders, Brigade and Battalion Command Sergeants Major, Brigade and Battalion S4's, Company Commanders, First Sergeants, Better Opportunities for Single Soldiers (BOSS), Army Community Service (ACS), Directorate of Public Works (DPW), Garrison Housing Office, Transportation Office, Contracting Office, Defense Military Pay Office (DMPO), Financial Management Support Center (FMSC), Military Personnel Office, Family Readiness Group (FRG), and any other organization that has an interest in unaccompanied Soldiers and facilities. The unwavering support and commitment of all stakeholders are critical to successfully delivering housing services and safeguarding the Army's investment in a holistic management program.

This document does not replace statutes or regulations pertaining to barracks, Army standards, entitlements, or other policies. In the event the handbook contains information that conflicts with regulations or statutes, the regulations and statutes take precedence. For the purposes of this handbook, the term “UH” refers to enlisted permanent party, transient, and training barracks that are intended as residences for Soldiers who would be entitled to a housing allowance at the “without dependent rate” (bona fide single Soldiers). This handbook does not apply to UH facilities for senior enlisted or officers, which are managed exclusively by the garrison housing division.

The information in this handbook upholds the basic standards for barracks as detailed in Army Regulation (AR) 420-1 (Facilities Management), dated 24 August 2012, Chapter 3 (Housing Management), which serves as the primary reference material to matters pertaining to the management and operations of all forms of UH world-wide. Army Regulation 420-1 applies to all types of Army UH facilities and property management processes and procedures, whether the UH is Active Component (AC), United States Army Reserve (USAR), or Army National Guard (ARNG).

1.2. The Army’s Goals for Unaccompanied Housing (UH).

The overarching UH goal to provide a quality living environment is the basis for what UH services should accomplish.

- Improving and maintaining the Quality of Life (QOL) and well-being of Soldiers in UH
- Improving the overall utilization and efficiency of the Army’s UH
- Managing Certificate of Non-Availability (CNAs) and reducing payments of housing allowance at the without dependent rate
- Managing vacant UH space during deployments
- Managing between occupancy maintenance (BOM) and other maintenance for the UH
- Reducing damage to real property and furnishings by holding individuals financially accountable
- Extending the life of furnishings and facilities through prudent, diligent management and oversight
- Operating UH sustainably, including conserving energy
- Fostering a working team of military leadership and garrison staff at all levels to ensure the goals of UH are realized
- Managing an UH inventory to at least 90% Quality Rating Q1/Q2

1.3. Who Does What? (Roles and Responsibilities).

Although there are multiple stakeholders when it comes to UH, there are four primary entities responsible for managing an installation’s UH program: the military unit, Garrison Housing Office, the DPW, and the Soldier. The following section will outline the roles and responsibilities that are discussed more in-depth throughout the body of this handbook. Meetings with the garrison staff and the brigade/battalion leadership should be held, at a minimum, quarterly, and be used to identify problems and develop sustainable solutions.

1.3.1. Military Unit's Roles and Responsibilities.

Military units will execute 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 Soldiers live and be responsible for their well-being. Leaders are responsible for ensuring good order and discipline are maintained at all times in UH facilities. The Chain of Command has the authority and responsibility to conduct routine inspections to ensure that conditions in UH provide the best QOL for all residents. The unit's primary responsibilities in UH include:

Property Management Services:

- Assigning and terminating modules/sleeping rooms/spaces, including move-in and move-out inspections
- Issuing room furnishings hand receipts
- Moving and handling furnishings one-for-one replacement
- Coordinating modules/sleeping rooms/spaces assignment outside of unit footprint
- Key control
- Establishing lockout procedures
- Providing custodial services for common areas
- Inspecting modules/sleeping rooms/spaces during assignment/termination
- Initiating Statement of Charges/Cash Collection Voucher
- Ensuring garrison energy conservation policies are posted/followed

Housing Program Management Administration:

- Participating in quarterly partnering sessions with garrison and unit leadership

Facility Management Inspections/Maintenance and Repair (M&R):

- Inspecting buildings for preventive maintenance
- Performing maintenance self-help (if established)
- Providing grounds maintenance (for areas within a 50 feet of building perimeter)
- Initiating and tracking DMO's
- Appointing a Building Energy Monitor (BEM)
- Performing Inspection for Installation Status Report-Infrastructure (ISR-I)

Program Management Services:

- Maintaining good order and discipline in UH
- Health & Safety Inspections
- Providing Command and Control (C2)

Property Management Administration:

- Initiating collections for facility and furnishings damages and loss
- Inspecting furnishings for condition/serviceability
- Requesting replacement furnishings
- Inventorying and signing hand receipts for common area and sleeping room furnishings
- Inventorying and signing hand receipt for the building
- Providing quarterly briefings to the Senior and Garrison Commanders

1.3.2. Housing Division's Roles and Responsibilities.

The Garrison Housing Manager serves as the primary point of contact (POC) and subject matter expert (SME) for UH. Trained and proficient in UH operations, management, budget development and execution, contract and database management, training, and regulatory guidance, the Housing Manager's expertise is critical in supporting the garrison DPW, Directorate of Plans, Training, Mobilization, and Security (DPTMS), and military unit stakeholders. The Housing Division's primary responsibilities for UH include:

Housing Program Administration:

- Ensuring compliance with housing policy (permanent party, training and transient)
- Processing and managing Temporary CNAs
- Continuing to reduce excess payments of Basic Allowance for Housing (BAH)
- Managing Exception-to-Policy (ETP) for unaccompanied personnel with dependents to reside in UH
- Processing requests for Temporary Lodging Allowance (TLA)
- Training units on UH program, policies, and enterprise Military Housing (eMH) database system
- Analyzing and validating Barracks Occupancy Reporting (BOR) at eMH-deployed installations or Barracks Utilization Reporting (BUR) at installations where eMH has not been deployed
- Providing comments and validating the Installation Status Report–Services (ISR-S) evaluation
- Organizing the quarterly partnering sessions on behalf of the Garrison Command Sergeant Major with military leadership
- Providing a Contracting Officer/Quality Assurance Representative for furnishings, appliances and drayage
- Conducting furnishings management–requisition, issue, turn-in, repair, disposal, warehousing, and accountability of UH furnishings
- Conducting 100% annual inventory of UH furnishings (warehouse, hand receipts)
- Preparing Whole Barracks Replacement furnishings packages
- Replacing furnishings
- Budgeting for furnishings and future programs
- Assisting in consolidating UHs when units deploy

Property Management:

- Providing UH management for Senior Noncommissioned Officers (NCOs) and Officers
- Serving as liaison with Residential Communities Initiative (RCI) partners for UH requirements
- Monitoring recurring inspections of UH
- Coordinating with unit leaders and stakeholders as units deploy and redeploy
- Assisting units with ISR-I inspections

Facility Management Planning:

- Providing input to the UH Master Plan for incorporation into the Annual and Long-Range Work Plans
- Monitoring service call records for cost/timely completion

Facility Management Administration:

- Analyzing and reviewing diversion/conversion requests
- Reviewing and submitting ABMP Quarterly Reports

Housing Program Management:

- Determining construction and leasing requirements
- Analyzing and reviewing units' barracks footprints
- Budgeting Sub Activity Group (SAG) 131 (QHFM)

1.3.3. Directorate of Public Works (DPW) Roles and Responsibilities.

The DPW is responsible for the planning, programming, Military Construction (MILCON), sustainment, M&R, restoration and modernization of UH. Facilities sustainment provides resources for M&R activities necessary to keep a typical inventory of facilities in good working order over a 55-year service life according to the Unified Facilities Criteria (UFC) 3-701, Table 3. This includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility life cycle. This work includes regular roof replacement; refinishing wall surfaces; repairing and replacing electrical, plumbing, heating, and cooling systems; replacing tile and carpets; and similar types of work. It does not include repairing or replacing non-attached equipment or furniture or building components that typically last more than 50 years (such as foundations and structural members). Between Occupancy Maintenance is included in the DPW's responsibilities, funded through the Sustainment, Restoration, and Modernization (SRM) funding allocation. The DPW's primary responsibilities in UH include:

Facility Management Planning:

- Preparing annual & long-range work plans
- Preparing barracks major project management (DA Form 4283 and DD Form 1391) and MILCON projects
- Developing barracks master planning
- Performing inspections for the ISR-I
- Providing input to SAG 132 Budget

Facility Management Administration (separate from Housing Division Administration):

- Providing inspections oversight
- Issuing training and transient barracks facility hand receipts with DPTMS or designated garrison agency
- Facilitating leasing execution with Headquarters, U.S. Army Corps of Engineers (HQ USACE)
- Processing facility diversion/conversion
- Processing collections for facility damages
- Managing door key replacement
- Executing Energy Audits
- Implementing and enforcing energy and water conservation efforts
- Consolidating UHs when units deploy

Facility Management Inspections/M&R:

- Executing DMO's
- Executing and/or overseeing projects
- Funding supplies for maintenance SHIPs

Property Management:

- Providing common area custodial support of Warrior in Transition(WT) barracks

1.3.4. Soldiers' Roles and Responsibilities.

Soldiers are responsible for assisting and supporting the military unit in executing the custodial tasks associated with the unit's footprint. Soldiers are responsible for the housekeeping and maintenance of their module/sleeping room/space. Housekeeping includes the general cleaning and up-keep of the barracks room, protecting the Army's facilities investment by ensuring maintenance deficiencies are identified and reported, and promptly reporting incidents of vandalism and neglect of facilities, furnishings and equipment to the Chain of Command. Soldiers will take an active role in promoting energy conservation within their assigned module/sleeping room/space by turning off all lights and electronics in their room when not in use or occupied. The resident Soldier's primary responsibilities in the UH with leadership engagement include:

- Following established rules of conduct and joint occupancy of living in module/sleeping room/space
- Regularly cleaning the latrine (including shower/tub, commode, sink, floors, windows)
- Regularly cleaning the kitchenette and all appliances (inside and out)
- Keeping the kitchenette free of debris and/or trash
- Regularly cleaning the floors
- Regularly maintaining a clean and organized living space
- Reporting any required DMOs to the Unit Property Manager or the Soldier's first line supervisor
- Following all garrison energy, water, and waste (including recycling) policies
- Regularly inspecting the walls and ceiling to identify mold buildup; report mold growth to DPW

2. General Property Management Practices and Business Rules.

2.1. Trying to Stay Together (Unit Integrity).

Unit integrity is important to ensure good order, discipline, and health and welfare of the Service member. Room assignments will be managed at the company/battery/detachment level, whenever possible, or at the next higher echelon with available space.

Units must avoid swapping rooms and arbitrarily moving Soldier's to maintain unit integrity as this affects a Soldier's QOL, causes unnecessary wear and tear on facilities, increases management workload, and potentially impacts utilization reporting. Soldiers cannot be required to pay for moves that are identified as "for the convenience of the Government," which would include costs such as:

- Cost to relocate/reconnect cable television, internet, and telephone
- Unplanned BOM, as determined by the DPW, to prepare the room for the new occupant
- Movement of personal household goods

However, if it is prudent for a unit to reassign a Soldier to a different UH building or module/sleeping room/space for the purpose of maintaining unit integrity, the military unit will be responsible for the associated moving costs. If the garrison is requesting the Soldier to move, the garrison is responsible for covering the expenses associated with the Soldier's move.

The DPW Real Property office will coordinate with military units, the Garrison Commander, and the Senior Commander when reallocating brigade footprints, barracks buildings, floors, or modules as required, and will ensure fair, efficient, and effective utilization of UH on the installation and within brigade areas.

In conclusion, although maintaining unit integrity is important, it should not be an impediment to achieving the overarching Army goal of maintaining 95% barracks utilization at every garrison.

2.1.1. Military Unit's Role Regarding Unit Integrity.

It is the responsibility of the military unit to maintain unit integrity via assignments and terminations of barracks rooms. In addition to what is mentioned above, the unit may also need to look for modules/sleeping rooms/spaces outside their UH footprint. If a unit's footprint is nearing capacity, it is the responsibility of the unit commander to coordinate with their higher military echelon prior to seeking available UH assets from the Garrison Housing Office.

2.1.2. Housing Office's Role Regarding Unit Integrity.

It is the responsibility of the Housing Office to assist the military units in their management and utilization of UH. The Housing Office must regularly review units' footprints in order to maximize UH utilization and minimize negative impact to Soldiers and units.

2.2. A Tool to Make Things Easier-enterprise Military Housing (eMH).

The eMH is the Army's single information management system for day-to-day management, asset management, and associated metrics reports and dashboards. Military units responsible for UH management shall use all applicable eMH modules. All other forms of property management software are prohibited. The Garrison Housing Manager will be the eMH POC for implementation and training. After deployment of eMH, the eMH 24-hour help desk (1-800-877-8503), in addition to the Garrison Housing Office, can answer questions or provide further assistance.

The eMH system contains personally identifiable information (PII), and connects to the Defense Enrollment Eligibility Reporting System (DEERS), which also contains PII. Therefore, unit personnel designated by the unit leader (and approved by the Garrison Housing Manager) to access and use the eMH system must be responsible and trustworthy, and have completed the Information Security Awareness and PII training. All approved eMH users must have a

Department of Defense (DoD) Common Access Card (CAC); the eMH system can only be accessed through a DoD computer.

The eMH Furnishing module is designed for bar-coding individual items. All UH furnishings and appliances will be individually bar-coded (serialized), which will provide the Army the information and control functions needed for furnishings accountability. It will also provide the details necessary to program for additional, replacement, and future furnishings requirements; and to cross-level inventories and collect for missing or damaged items. The Housing Office will develop procedures for processing the bar-coding of furnishings as a special printer and barcode scanner are required.

The Garrison Housing Office staff is the Subject Matter Expert (SME) and proponent for training personnel to use the eMH system. The eMH training modules, available on the eMH website, are also an excellent resource to allow users to quickly learn the functions, operations, and reporting tools eMH offers. The online training modules are only available to those with access to eMH. In some cases, on-site training classes may be available from the eMH support team. The Housing Office will determine the need for and frequency of training.

3. Modules/Sleeping Rooms/Spaces Eligibility.

3.1. Who Can Live in UH? (Determining Eligibility).

Permanent party UH is intended for Soldiers either (a) without dependents, (b) with dependents, but without custody, or (c) with dependents but on an unaccompanied tour. They also must be in pay grade E-5 or below if stationed in the U.S. and in pay grade E-6 or below if stationed Outside of the U.S. In certain locations, Outside the U.S., the requirement to live in UH may be higher than E-6.

During in-processing at the unit an application for housing will be used. Generally, methods to verify a Soldier's information for eligibility include:

- Reviewing the Soldier's orders to determine the type of tour and Family status
- Reviewing the Unit Commander's Finance Report (UCFR) which may be obtained through the installation budget office
- Requesting a copy of the Soldier's latest Leave and Earnings Statement (LES)
- Requesting a letter from finance confirming the Soldier's status

At installations where eMH has been deployed, a Soldier's application for housing is completed by a trained Unit Representative (UR). The type of information requested is similar to that of the DD Form 1746, Application for Assignment to Housing, located in Appendix D. An example of an unofficial housing application, which should incorporate an appropriate Privacy Act Statement, is also located in Appendix D – Sample Forms.

3.1.1. Exceptions (Unaccompanied Personnel with Dependents).

Generally, unaccompanied personnel eligible for, or receiving, BAH at the "with dependents" rate require an ETP to reside in permanent party UH. If approved, such Soldiers are housed on a "space available" basis and minimum adequacy standards do not apply. Also, such Soldiers

will not be assigned a room which results in a single Soldier having less than the minimum authorized space or in a CNA being issued to a single Soldier who would otherwise be required to reside in UH. These exceptions do not apply to Soldiers with dependents who are identified as Key and Essential (K&E) personnel; designated by the Garrison Commander in coordination with the Senior Commander. Soldier's identified as K&E must request an ETP to reside in UH. If there are questions about housing unaccompanied personnel with dependents, contact the garrison housing staff. The provisions of the Joint Travel Regulation (JTR) must be met in order to prevent Soldiers from losing their housing allowances.

When a Service member married to another Service member (Joint Domicile) has orders assigning them to the same installation within 120 days of each other a CNA is not required to reside off-post (except where mandatory housing policy is enforced) or to be authorized BAH. To initiate the housing allowance at the without dependent rate, each Service member must provide completed forms that are identified below, signed by the Soldier's commander, and processed in accordance with installation policy:

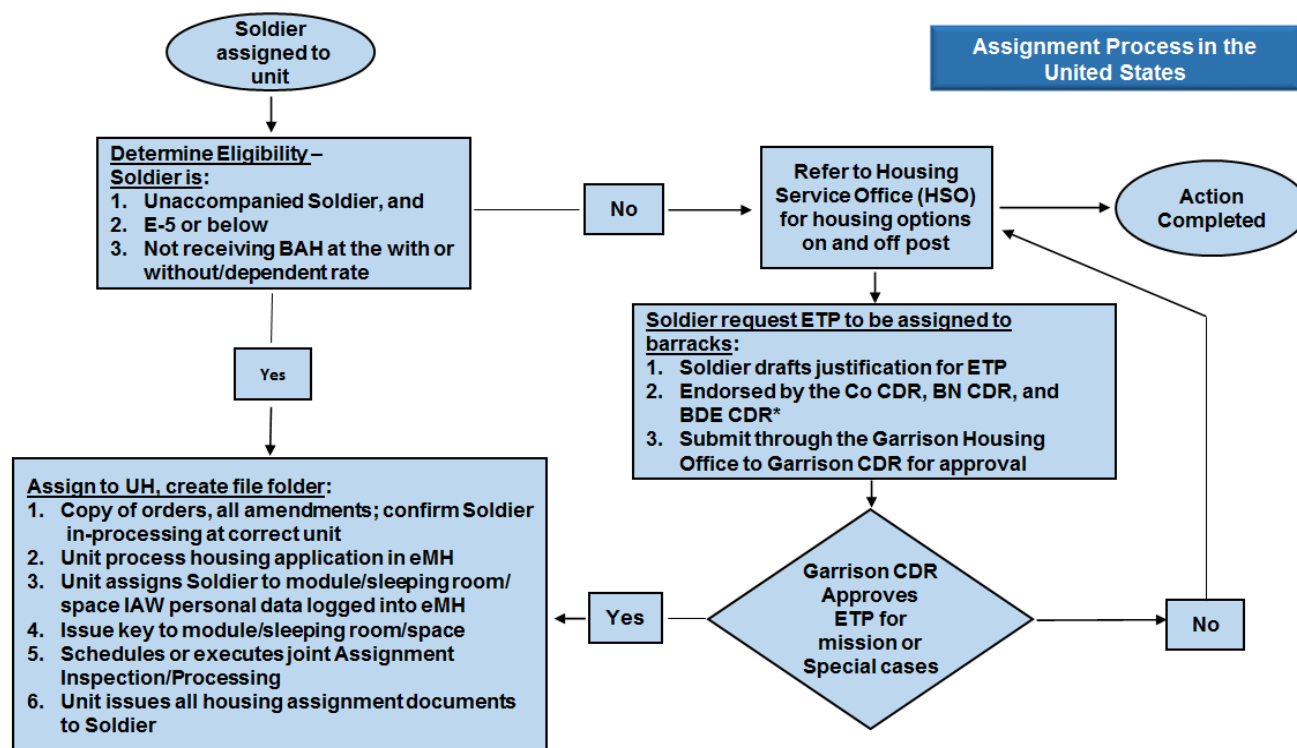
- DA Form 5960, Request for Authorization to Start, Stop, or Change BAH (or Overseas Housing Allowance (OHA) for assignments Outside the U.S.)
- A copy of the marriage license
- A copy of each Service member's orders

Soldiers are required to submit the proper documentation (DA Form 5960, marriage / birth certificates, and divorce decree) to their supporting finance office or DMPO to determine Soldier's eligibility to receive a housing allowance.

3.1.2. Rank Requirements in the United States (U.S.).

When assigned to a duty station in the U.S., bona fide single Soldiers in the ranks of private (E-1) through sergeant (E-5) are required to live in the barracks. A bona fide single Soldier is a Soldier who would be entitled to a housing allowance at the without dependent rate. To confirm this, the UR will review the Soldier's LES or the UCFR or confirm that the Garrison Housing Office has a letter from finance confirming their bona fide single status.

The flow chart on the following page outlines the processes in determining the appropriate steps to assign Soldiers to modules/sleeping rooms/spaces when in the U.S.



*Or first Colonel (O-6) in Soldier's chain of command if brigade is not co-located.

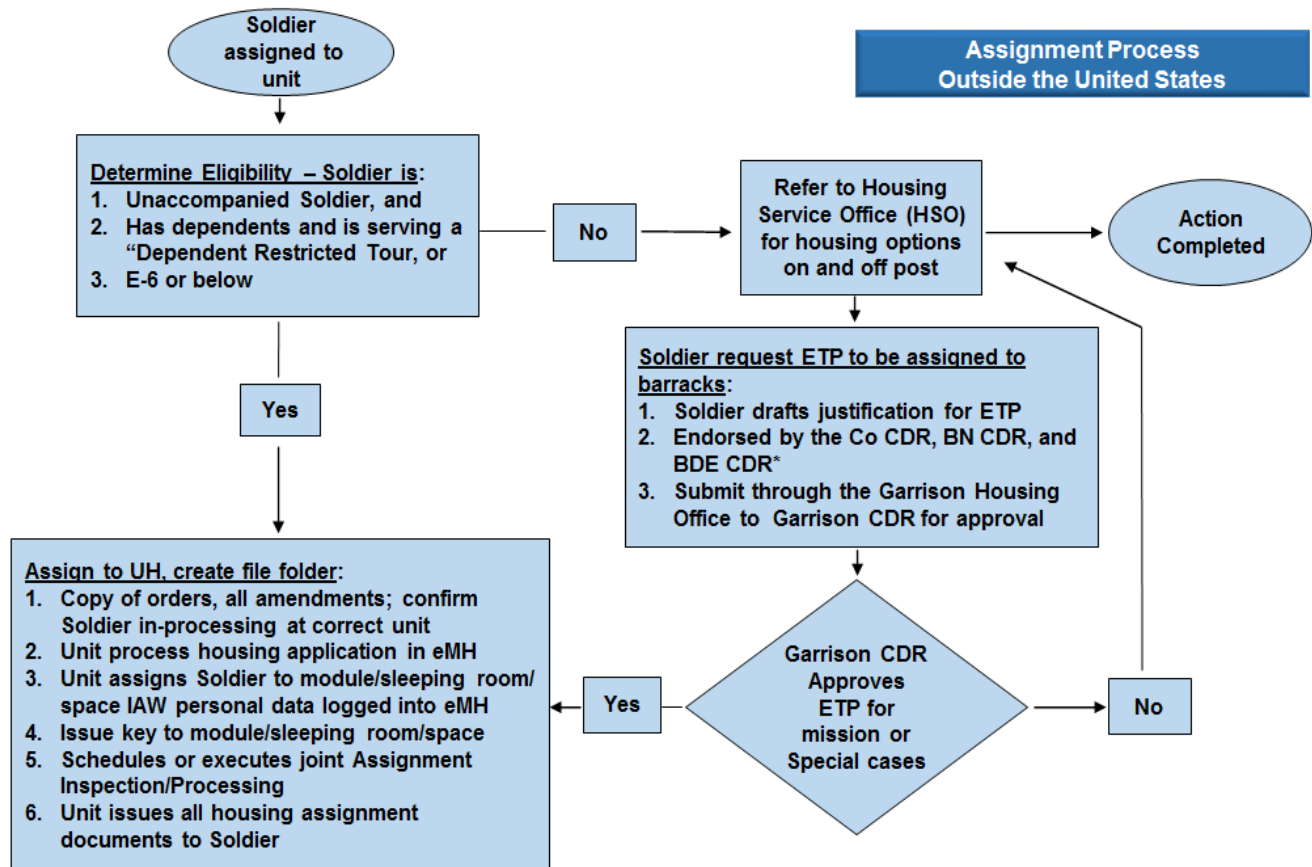
3.1.3. Rank Requirements Outside the U.S.

When assigned to a duty station Outside of the U.S.(Foreign), Soldiers in the ranks of private (E-1) through staff sergeant (E-6) who are single or unaccompanied with dependents and serving a Dependent Restricted tour (Families are not authorized to accompany the Soldier), or All Others Tour, Soldiers are required to live in UH.

Another category is the "Non-Command Sponsored," where Soldiers have their Families live off-post and collect OHA; this category is not required to reside in UH (except in Korea). For Soldiers stationed in Korea, all unaccompanied Soldiers, regardless of rank, are required to reside in UH.

Soldiers with dependents who are serving a Dependent Restricted or All Others tour, will not forfeit their housing allowance when assigned to UH at the new duty station. In other words, Soldiers serving this type of tour will keep their housing allowance at the with dependent rate while occupying the UH they are assigned while serving their tour because the housing allowance is for their dependents.

The flow chart on the following page outlines the processes in determining the appropriate steps to assign Soldiers to modules/sleeping rooms/spaces when Outside the U.S.



* Or first Colonel (O-6) in Soldier’s chain of command if brigade is not co-located.

3.2. Where Do I House Soldiers? (Identifying Adequate Available Space).

It is the unit’s responsibility to identify available barracks space. While assigning Soldiers within a company or battalion footprint is preferable, the brigade-level unit footprint is acceptable.

Unaccompanied Housing adequacy criteria in AR 420-1 prescribes the size and privacy standards for assigning modules/sleeping rooms/spaces to Soldiers, and requires decent, safe, sanitary, and habitable accommodations in good repair. These standards apply worldwide.

3.3. How Do I House Soldiers? (Assigning Modules/Sleeping Rooms/Spaces).

A general step-by-step guide assigning a Soldier to modules/sleeping rooms/spaces includes:

- Identifying available space
- Entering the Soldier’s information into the eMH UH module
- Ensuring Service members are assigned modules/sleeping rooms/spaces facilities associated with the Soldier’s gender marker recorded in DEERS
- Generating an “Assignment to modules/sleeping rooms/spaces” letter

- Scheduling a joint move-in inspection in eMH. Generally, the inspection should be conducted by the supply sergeant and/or squad leader or others authorized by unit commander to perform this function. The inspector and the Soldier will jointly review the condition of the modules/sleeping rooms/spaces and furnishings and validate the inventory count with the hand receipt using an “Inspection Report”
- Obtaining Soldier’s signature on the hand receipt for the furnishings
- Obtaining Soldier’s signature on the condition report acknowledging the condition of the modules/sleeping rooms/spaces as acceptable and noting existing damages
- Obtaining Soldier’s signature on the liability statement acknowledging their responsibility for loss and damages

Provide the Soldier a package containing relevant documents, some of which require written acknowledgement of receipt. The packet will include at a minimum:

- Assignment to modules/sleeping rooms/spaces letter
- Barracks rules/regulations
- New Soldier’s briefing form
- Copy of signed furnishings inventory hand receipt
- Room condition report
- Liability Statement (Liability for Damage to Assigned Housing)

The following samples can be located in Appendix D – Sample Forms at the corresponding pages:

- Soldier in-brief
- Check-In Form (eMH-generated form)
- Two sample Assignment to Modules/Sleeping Rooms/Spaces Letters; one is generated electronically via eMH and the other would be completed manually (in case eMH system is unavailable)

3.3.1. What if the Unit Footprint is full? (Assigning Outside Unit Footprint).

If space is not available within the brigade/battalion footprint, military units will coordinate with other units to locate modules/sleeping rooms/spaces for the Soldier’s in question. Assignment to modules/sleeping rooms/spaces Outside a Soldier’s unit footprint does not justify requesting a CNA. Section 4.1 outlines eligibility criteria for CNAs.

3.4. Accompanying Paperwork (Hand Receipts).

The Furnishings Inventory Form (the hand receipt) is completed at the time of module/sleeping room/space assignment and inspection. The eMH inventory report lists the nomenclature, stock number, quantities, condition, and replacement of each item for which the Soldier bares financial responsibility. This informs the Soldier of the costs of their furnishings and their potential liability up-front.

3.5. How do I Clear Soldiers from Modules/Sleeping Rooms/Spaces? (Termination and Final Clearance).

Terminating modules/sleeping rooms/spaces includes: inspection scheduling, cleaning and maintenance inspection protocols, assessing for damages, document control, and coordination

for financial transactions to be processed with the local finance office. Soldiers are responsible for cleaning their own modules/sleeping rooms/spaces and will leave their modules/sleeping rooms/spaces in a condition suitable for immediate reassignment to the next resident. Exceptions exist for personnel assigned to WT. Basic procedures for modules/sleeping rooms/spaces termination are as follows:

- Schedule a joint move-out inspection in eMH.
- Provide the Soldier copies of the Room Clearing Checklist and Room Cleaning Standards, which guide the termination inspection in advance to enable the Soldier to understand the criteria for the inspection and increase the chances of passing the first time.
- Execute the inspection. Generally, the inspection should be conducted by the supply sergeant and/or squad leader, or others authorized by unit commander to perform this function. The inspector and the Soldier will jointly inspect the condition, of the modules/sleeping rooms/spaces, and furnishings inventory and condition using an “Inspection Report”, and comparing the current condition and inventory to the baseline assessment identified on the Inspection Report used at move-in. If the modules/sleeping rooms/spaces do not meet the clearing standards, the Soldier must reschedule the inspection to ensure sufficient time to correct deficiencies.
- Obtain Soldier’s signature for the furnishings in their room via hand receipt and condition report at the time of termination inspection and retrieve keys.
- Enter the Soldier’s information in eMH and generate a Modules/Sleeping Rooms/Spaces Termination Form.
- Initiate collections process if there are charges for damages or losses to the facility or furnishings.
- Provide the Soldier with a copy of the barracks clearance form and Modules/Sleeping Rooms/Spaces Termination Letter, which will allow the Soldier to proceed to DMPO to determine housing allowance entitlements.

Soldiers will be given a package containing relevant documents; some of which require written acknowledgement of receipt. The packet will include at a minimum:

- Modules/Sleeping Rooms/Spaces Termination Letter
- Copy of signed furnishings inventory hand receipt
- Copy of room condition report
- Financial collection form, if applicable

A sample of a Modules/Sleeping Rooms/Spaces Termination Form, if completed manually, is located in Appendix D. The sample Termination Letter and Check-Out Form in Appendix D are both generated electronically with eMH.

3.6. Inspections.

Inspections will be conducted at both assignment and termination of modules/sleeping rooms/spaces. The inspector is responsible for assessing the condition of all components of the modules/sleeping rooms/spaces and furnishings.

3.6.1. What System Should I Use for Inspections? (“Green – Amber – Red”).

In order to standardize inspections and simplify reporting and tracking, unit and garrison staff should use the familiar “Green – Amber – Red” system to define conditions, as used in eMH. Room Condition Rating Guidelines help bring uniformity and remove ambiguity from modules/sleeping rooms/spaces inspections, making inspections quick and fair. The relationships between the color and condition are:

Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
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The inspector will assess all components of the room and the condition of each area, and assign the room a rating. At the end of the inspection, an overall rating will be given to the room based on the collective conditions.

There are sample Room Condition Rating Guidelines, room inspection forms, and two Termination of Modules/Sleeping Rooms/Spaces Checklists in Appendix D, to be filled out manually. All samples can be altered to meet the needs and reporting requirements established by unit leaders.

3.6.2. Assignment Inspection.

At the scheduled move-in inspection, the Soldier and the inspector will check the general condition of each item, using the “Green – Amber – Red” system discussed in the previous section. This ensures new occupants are not held responsible for pre-existing conditions.

The inspector will specify defects or shortcomings, identify if an item needs repair or replacement, and provide a description of the maintenance required in the “Description of Maintenance Condition” column. The inspector and resident will sign the joint inspection report; inspector will maintain original on file and provide a copy to the Soldier. The sample inspection reports in Appendix D can be modified to meet the unit’s needs. Units are responsible for submitting and tracking DMO requests generated from these joint inspections.

The Furnishings Inventory Form lists the nomenclature, stock number, quantities, condition, and replacement cost for each item for which the Soldier bares financial responsibility. The inventory list must match the items identified in eMH. The eMH hand receipt is a part of the Check-In/Check-Out Form in Appendix D.

3.6.3. Termination Inspection.

When performing the termination inspection, the inspector will use the standard check-in inspection form to determine if damages exist or furnishings are missing. The inspector must have the Soldier’s UH file that contains copies of the documents generated during the assignment process and any additional documentation generated during the Soldier’s occupancy. These documents will be compared to the condition and inventory during the checkout. The hand receipt with issues and turn-ins will be used to compare the quantities, types, and condition of all items the Soldier signed for to determine if any damages or missing inventory. The room should be clean and ready for the next occupant

3.6.4. It's inspected and Work needs to be done...Now What?

The unit will contact the DPW to submit DMO's to address maintenance issues identified during the inspection. The DPW will determine if BOM is required to address multiple DMOs for the same modules/sleeping rooms/spaces. Based on the work needed and the time it will take for the DPW to respond, the unit will update the room's status in eMH. If modules/sleeping rooms/spaces require work that will take more than 10 business days, the status of the modules/sleeping rooms/spaces should be "unavailable" (or another comparable term as identified in eMH).

3.7. Dealing with Groups (Mass Assignments and Terminations).

Not all of the processes used for assigning or terminating individual Soldiers can be used when a unit or multiple units are preparing for deployment or redeployment. With the increased volume of arriving or departing Soldiers, some steps can be taken to spread the workload out.

3.7.1 Do Minimum Standards Still Apply? (During Deployment Preparations).

Army Regulation 420-1 authorizes commanders to reduce space allocation standards in preparation for deployment or redeployment. Units must coordinate with garrison housing division staff in developing plans for deployment and redeployment of Soldiers to ensure a smooth transition, adherence to Army policy, and property accountability.

If deploying Soldiers are to secure their personal household goods in their modules/sleeping rooms/spaces for the duration of their deployment, termination procedures will not be conducted. Units will develop proper accountability and security measures to safeguard Soldiers' personal belongings in their modules/sleeping rooms/spaces, and furnishings.

3.7.2. Mass Assignments for Redeploying Units.

Generally 120 days prior to redeployment, the forward deployed unit should provide the rear detachment commander with a prioritized list of Soldiers who will be moving into the barracks upon their return. This will allow the rear detachment sufficient time to pre-assign Soldiers to modules/sleeping rooms/spaces based on established priorities and availability of rooms. The following mass assignment and termination steps are available in eMH to expedite assignments or terminations and furnishings hand receipts.

- Send the forward deployed unit an outline of the available modules/sleeping rooms/spaces on each floor so they can determine where individual Soldiers should be assigned.
- Ensure each Soldier requiring module/sleeping room/space has an application for housing on file in eMH. Blank copies of the application can be sent to the forward deployed units for each Soldier to complete and return to the rear detachment.
- Two weeks prior to the Soldiers' projected arrival date, the rear detachment should assemble a team of personnel to assist with the assignment process and create move-in packets for each Soldier. The packets should include:
 - A move-in inspection sheet
 - Hand receipt
 - Liability statement

- Resident regulations and policies
 - Room key
- Additional spaces should be identified and prepared to accommodate Soldiers that may unexpectedly need modules/sleeping rooms/spaces.
 - Approximately 10-12 days before the unit returns, the rear detachment should perform a walk-through of all modules/sleeping rooms/spaces to ensure they are ready for occupancy and confirm the modules/sleeping rooms/spaces are vacant, keys work, modules/sleeping rooms/spaces are clean, maintenance issues have been resolved, and the furniture is in satisfactory condition.
 - While redeployments warrant flexibility, it is important that the rear detachment make every attempt to arrange a joint inspection of modules/sleeping rooms/spaces with each returning Soldier within a reasonable amount of time after the Soldiers have settled into their modules/sleeping rooms/spaces, generally within 5-10 days after arrival.
 - Units have the flexibility to allow unaccompanied personnel with dependents, personnel above the grade of sergeant (E-5) when in the U.S. or staff sergeant (E-6) when Outside the U.S., to temporarily reside in the barracks upon redeployment to allow the Soldier time to coordinate with the Housing Services Office (HSO) to locate permanent housing. Minimum space assignment standards do not apply for these temporary situations.

3.7.3. Modules/Sleeping Rooms/Spaces Inspections for Mass Assignments and Terminations.

The unit should conduct joint inspections with the Soldiers at their modules/sleeping rooms/spaces. Due to the large volume of inspections at the time of deployment or redeployment preparations, most of the 'legwork' should be done upfront in regards to inspections.

3.7.4. eMH Simplifies Mass Assignments and Terminations.

Using the eMH system will make mass assignments and terminations much simpler. With the proper document preparation, much of the information can be entered into the system before the actual assignment/termination takes place so only minor changes will be needed at the actual time of assignment or termination.

3.8. Assignment to Warrior in Transition (WT) UH.

The Army is committed to providing modules/sleeping rooms/spaces for the WT population commensurate with their service and the duration of their recovery. In addition to AR 420-1, Memorandum, U.S. Army Medical Command, MCWT-ACS, subject: Warrior Transition Unit Unaccompanied Housing Assignment and Termination, Facility Maintenance, Inspection Standards, and Inventory Policy, 9 February 2017, provides guidance regarding UH assignment and termination, facility maintenance standards, responsibility for corrective actions, reporting responsibilities, inspection standards, and inventory utilization of lodging facilities for Soldiers in Warrior in Transition Units (WTUs).

The memorandum is applicable to commanders of WTUs to ensure Government-owned and leased lodging facilities housing WTU Soldiers are adequately assigned, safe, clean, and well maintained which provides a QOL that facilitates recovery and rehabilitation. Because of the fluid nature of the WT population, their needs, dependency status at their duty location, and possibility for Non-Medical Attendant (NMA) requirements, the WT chain of command requires

flexibility in housing their unaccompanied WT's. All WT personnel may reside in WT UH, regardless of marital status or grade.

The WTU Commander will ensure WT Soldiers are accommodated properly in WTU barracks and other government-owned or leased lodging facilities in accordance with (IAW) the ABMP Executive (EXORD). The Army will provide UH specifically designed or adapted for the WT's. The WT UH is considered permanent party barracks and will meet the DoD housing inspection standards. The facility condition will be the best available at the installation. New construction housing specifically for the use of WT's will adhere to the permanent facility standards for WTUs specified in Memorandum, ACSIM, DAIM-ZA, subject: Change 1 to Army Standard for Warriors in Transition Barracks, 30 June 2008.

3.8.1. Cleaning & Common Area Maintenance in WT UH.

Warrior Transition Units are responsible for the custodial cleaning and care in the common areas of the UH and all ancillary structures, such as common lavatories, dayrooms, Soldier Community buildings, hallways, stairwells, laundry rooms, and balconies. There are certain exceptions to the common area maintenance of WT barracks. Any additional requirements should be coordinated with the garrison DPW to determine who will complete these tasks and upkeep.

Cleaning services may be contracted by the garrison for all WT UH common areas. When the WTU Commander validates, in writing, that module/sleeping rooms/spaces cleaning will assist in the recuperation of a specific WT, or that the WT is unable to perform cleaning requirements, the garrison will provide for standard room cleaning of the individual WT's room. The Army Medical Command (MEDCOM) will be responsible for providing cleaning in the event a WT requires a hospital grade/infectious level cleaning or when requirements exceed the cost for standard room cleaning.

The WT barracks will be given the highest priority for M&R and the associated DMO will have priority within each of the M&R Work Classification Categories, which are outlined later in this handbook.

3.8.2. Converting and Diverting WT UH Spaces.

Underutilized WT modules/sleeping rooms/spaces that are considered adequate UH for permanent party personnel may be assigned to other personnel eligible for UH when not required by the WTU. The Medical Treatment Facility (MTF) and/or WTU Commander must coordinate with the Deputy Chief of Staff-Warrior Care and Transition (DCS-WCT) for the Senior Commander's recommendation to divert or convert the facilities. The authority to approve/disapprove the diversion or conversion request resides with HQ's Installation Management Command (IMCOM), IAW ACSIM, memorandum, subject: Conversion and Diversion of Warrior Transition Unit (WTU) Barracks, 23 June 2015,. Non-WTU Soldiers living in WTU facilities will be notified, in writing, that they may be required to relocate on short notice to accommodate a WTU Soldier in the event a housing requirement exists and there are no alternative modules/sleeping rooms/spaces available that would meet the needs of the WTU Soldier.

Units must employ strong risk mitigation measures when non-WTU Soldiers are unavoidably assigned to WTU barracks; addressing command and control of WTU Soldiers is paramount in maintaining the safety of the WTU population. Warrior Transition barracks have a non-alcohol policy to include modules/sleeping rooms/spaces, common areas, and indoor and outdoor areas designated as alcohol free zones. Having non-WTU Soldiers consume alcohol in that do not have alcohol restrictions may pose a threat to WTU Soldiers' wellbeing. Recommend commanders to utilize discretion in granting alcohol usage to non-WTU Soldiers in WTU barracks.

3.8.3. Service Animals in WT or Other UH Facilities.

A 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, Soldiers requiring a service dog are expected to require the dog for an extended period of time, often for life. To be recognized by the Army service dogs, obtained after 28 January 2013 by eligible Soldiers, 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.

Service dogs and service-dogs-in-training are not permitted to reside in the barracks with Soldiers assigned to the WTU. Service-dogs-in-training may be granted access to barracks facilities associated with WTU or MTFs on a case-by-case basis in order to facilitate goal-oriented therapy for Soldiers anticipating discharge IAW AR 40-58, Warrior Care and Transition Program, Chapter 5-6.

4. Certificates of Non-Availability (CNAs).

4.1. When can a CNA be issued? (Determining Eligibility for CNAs).

There are two types of CNAs, Temporary and Permanent, that a Garrison Commander can authorize for Soldiers who would normally be required to reside in the barracks.

An approved CNA, issued by the Housing Manager, is required prior to authorization to start BAH or OHA without dependent rate. Unit leaders cannot direct a Soldier to move off post with the promise of obtaining a housing allowance. Soldiers shall contact the HSO to obtain assistance in procuring housing before entering into a lease agreement.

4.1.1. What is a Temporary CNA?

A temporary CNA has a specified duration (a start and end date) and can be issued when:

- Adequate housing is not available on post but is expected to be available at a later date
- Soldier is pregnant; Soldier must submit appropriate documents to Defense Finance Accounting Service (DFAS) after birth of child to start BAH with dependent rate
- Soldier has a pre-existing lease for off-post housing and barracks space is available - the Soldier is allowed to reside in their home until the lease expires
- Upon approval of an ETP, the Garrison Commander specifies that the CNA will be temporary

Soldiers who receive a temporary CNA must report back to their unit 90 days prior to the expiration date of the CNA to make arrangements for assignment to UH or submit for a new CNA. The Housing Office will ensure that the housing allowance will stop upon the expiration date of the CNA.

Temporary CNAs issued due to lack of adequate space should not be renewed if the installation's permanent party UH utilization rate is below 95%. The Housing Office will monitor all CNAs and coordinate with DFAS for cessation of housing allowances. The unit has the inherent responsibility to monitor temporary CNAs and manage the Soldier's move back into the barracks.

4.1.2. What is a Permanent CNA?

A permanent CNA has a beginning date, is for the duration of the Soldier's tour, and can be issued when:

- Adequate housing is not available for the duration of the Soldier's tour
- Upon approval of an ETP, the Garrison Commander specifies that the CNA will be permanent
- Soldiers in job specialties, such as Criminal Investigation Division (CID) or Military Police, may be housed in Senior Leader Quarters if the unit or housing office is unable to separate by building, floor, or wing from other Soldiers
- The Soldier has purchased a home near the installation prior to notification of assignment to that installation

Note: IAW AR 420-1, Housing Managers are responsible for conducting a quarterly review of all current CNAs. For tracking purposes, select "temporary" from the drop down menu in the UHM Module.

4.1.3. Well...What If...? (Exceptions and Special Cases).

Other circumstances may result when a Soldier requests an ETP for a CNA. The ETPs will be handled on a case-by-case basis through the Housing Office. The requests should include, at a minimum, a written request with the Soldiers brigade commander's endorsement, with supporting documents.

A Soldier at the pay grade of E-5 and below when in the U.S., or E-6 and below when Outside the U.S., married to another Soldier stationed at a different location, and has no other dependents, will be assigned to housing on the same basis as a single Soldier.

In the case of married Soldiers with no other dependents and one of the Soldiers departs on a separate tour, the remaining Soldier will not be required to move into the barracks, regardless of the installation utilization rate.

4.2. Does the Occupancy Rate Affect CNAs? (CNAs and Barracks Utilization).

In order to substantiate any CNA requests for lack of adequate space, the permanent party barracks utilization (or occupancy, if utilization is unavailable) must be at least 95% installation-

wide. At installations where it is less than 95%, all CNAs must be substantiated by the units in their periodic reports to the Garrison Housing Office.

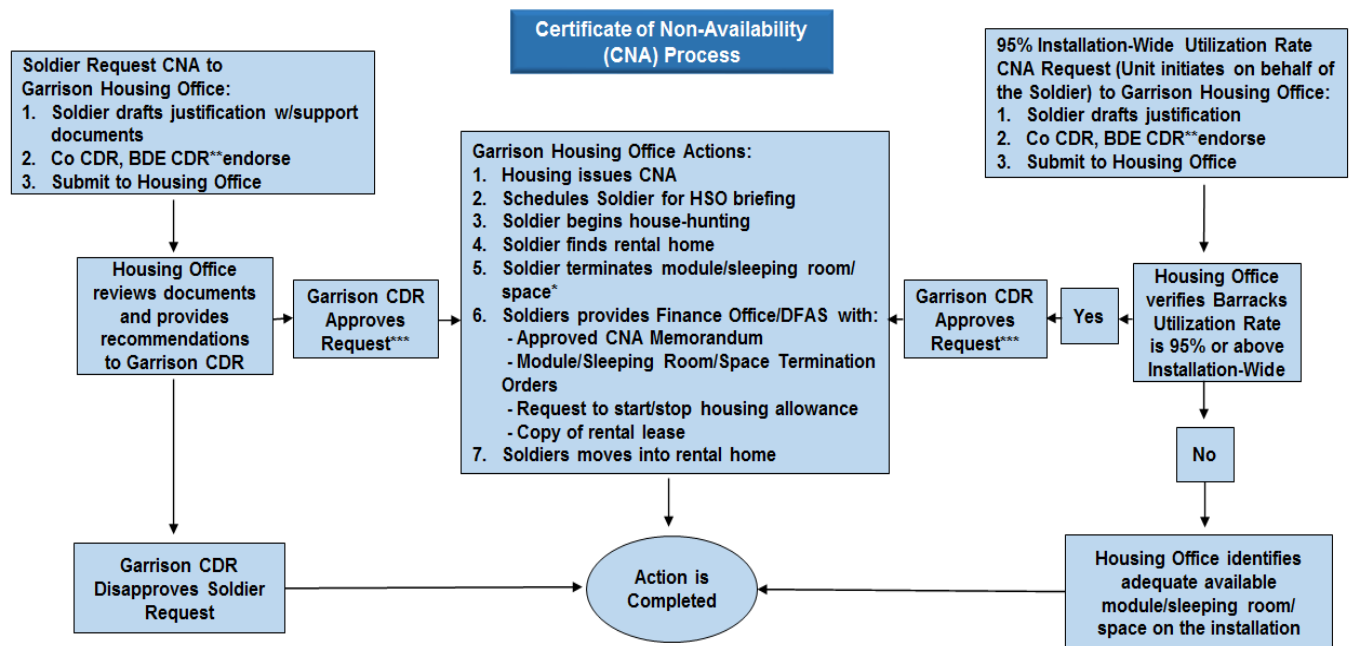
4.3. How Do I Start a CNA? What is the Process?

The Soldier requesting a CNA should contact the Housing Office for the installation's form(s), other identified documents, and follow the installation's established steps for initiating a CNA.

The Garrison Housing Manager will review a request for an ETP CNA prior to submitting it to the Garrison Commander for consideration. Requests will include the following documents:

- Soldier's written request for a CNA with his or her commander's endorsement, detailing the reason for an ETP
- Endorsement through the chain of command up to the brigade commander, or the first Colonel (O-6) in the Soldier's chain of command
- Garrison Housing Manager's recommendation to the Garrison Commander for decision

If an ETP is approved, the Soldier must provide the approved CNA and completed DA Form 5960/signed (by the Garrison Commander) to the supporting finance office. If a CNA is not approved, a written response explaining the reasoning will be issued to the Soldier. The flow chart below illustrates the CNA process.



* Date barracks are terminated, as indicated on eMH modules/sleeping rooms/spaces Termination Letter, which is the earliest date the housing allowance at the without dependent rate will begin unless documentation justifies an earlier start date.

** Or first Colonel (O-6) in Soldier's chain of command if brigade is not co-located.

*** Garrison Commander has authority to approve or may delegate this authority to the Garrison Housing Manager

5. Key Management and Control.

In this section the term “key” includes metal and electronic card keys (e.g. magnetic stripe, Radio Frequency Identification (RFID), smart card DoD CAC, etc.). Key management describes the process of issuing keys and managing where and to whom those keys are issued. Key control describes the material control of the physical keys. While these are two different functions, they are not mutually exclusive. It is the responsibility of the unit to effectively manage the keys since the one who manages the keys manages the barracks spaces. A sample duty appointment memo can be found in Appendix D.

5.1. Who Tracks the Keys? (Key Management and Issuing).

Key management is the issuing and record keeping of keys given to the Soldier. Typically done when assigned to modules/sleeping rooms/spaces, this is a permanently-issued key and will only be re-issued/replaced in the event the Soldier loses the key. Key management will also apply to keys permanently issued to a brigade headquarters for their barracks to provide the brigade leadership with 24/7 access to their Soldiers. The unit exercises key management and should consider implementing the following rules:

- Do not issue master keys for extended periods of time
- Make provisions for fire and police emergency access to be part of the key control and management process
- Establish key control management processes to address lockouts, and lost keys for both, during and after duty hour operations

5.2. Who Controls the Keys? (Key Control).

Army Regulation 190-13, The Army Physical Security Program, governs key control. A fundamental principle of key control is leadership. Keys must be secured and accounted for at all times. A Soldier exercises key control over his or her assigned modules/sleeping rooms/spaces. A designated brigade representative exercises key control over the barracks keys permanently issued to the brigade. Unit leaders and individual Soldiers exercise key control over keys issued on a temporary basis.

When a Soldier loses a key due to negligence or willful misconduct, the Soldier is responsible for the cost of replacing the lost key, replacing a locking device, or replacing the door. Replacement costs include both the cost of the parts and the cost of the labor to install (Reference AR 735-5, Property Accountability Policies, Chapter 14, Section III, Paragraph 14-22).

Garrison staff, unit leaders, garrison provost marshal, and the fire chief need to coordinate in developing local policy for securing master keys and identifying individuals authorized to sign for or possess keys and master keys. This will give the command access to maintain security and control. The unit leaders and garrison staff must be meticulous in managing and enforcing this process. A sample of a manually completed key control form is at Appendix D.

5.3. What if a Soldier Gets Locked Out?

Units are responsible for lockouts and temporary issuance of keys. When a Soldier loses control of his or her module/sleeping room/space key, it is the unit's responsibility to provide the Soldier with access to the Soldier's module/sleeping room/space by issuing a temporary key to the Soldier or by requiring the Staff Duty NCO to provide access to the module/sleeping room/space. When loss of keys due to negligence or willful misconduct results in a requirement to repair or replace a lock-set or door, the responsible individual(s) or using unit must reimburse DPW for the repair or replacement cost. Soldiers are not permitted to alter existing locks or install any additional locks.

6. UH Facility Maintenance.

6.1. In an Ideal World... (Dedicated Maintenance Teams).

While it would be ideal to have maintenance teams dedicated solely to addressing the needs of UH, such a decision is resource-driven. Some installations have DPW maintenance teams dedicated to UH. Other installations have contracts for UH maintenance teams, while others use conventional maintenance teams from the DPW shops that are not specifically dedicated to UH. Success of "maintenance" is critical for ABMP and hinges on good partnerships throughout the installation.

6.2. Grounds Maintenance when Less than 50 Feet from UH.

Units are responsible for the grounds maintenance within 50 feet of the UH building and all ancillary structures, such as picnic areas, outdoor grills, tables, benches, sidewalks, green space, and parking areas. Common tasks include:

- Sweeping paved areas
- Caring for and maintenance of free standing lighting fixtures, signs and bulletin boards (excluding street lights)
- Mowing and trimming green space
- Removing snow and ice from sidewalks, entry steps, stoops, and driveways
- General grounds and landscaping maintenance to ensure water flows away from the building foundation
- Conducting routine entomological and pest preventive maintenance (as appropriate for exterior of footprint)
- Picking up trash and litter, and emptying building trash containers (excludes dumpsters)

6.3. Common Area Maintenance and Custodial Cleaning/Care in UH.

Units are responsible for the custodial cleaning and care in the common areas of the UH and all ancillary structures, such as common lavatories, dayrooms, Soldier Community buildings, hallways, stairwells, laundry rooms, and balconies. Common tasks include:

- Conducting routine entomological and pest preventive maintenance (as appropriate for interior common areas)
- Picking up trash and litter, and emptying building trash containers/receptacles (excludes dumpsters), and sorting recyclables (if applicable)
- Ensuring lights and electronics are turned off when areas are unoccupied
- Following energy conservation measures identified in the BEM Program

6.4. Providing Access When a Soldier Is Not in Their Module/Sleeping Room/Space (Escorts).

The triggers for requiring an escort for DPW maintenance staff to access a Soldier's module/sleeping room/space to execute a DMO will be established at the garrison level. Units will be responsible for providing an escort or arranging for the Soldier to be available when maintenance is scheduled.

6.5. Small Housework Tasks? (Self-Help Issue Points (SHIPs)).

Each garrison may establish a self-help program requiring residents to perform certain basic self-help tasks and provide the opportunity for units to perform limited improvements in the barracks buildings and grounds. The basic self-help program, which is consistent with the prudent landlord concept, optimizes the use of scarce resources and gives users a sense of ownership.

6.5.1. Who Supplies and Funds SHIPs?

The DPW is responsible for the garrison's self-help program and, based on available resources, determines whether or not to staff and supply a self-help operation.

6.5.2. Using SHIP for General Maintenance.

Soldiers and units should use the SHIP for minor repairs such as changing light bulbs, spot painting, minor mold remediation, and fixing hinges. Units should coordinate with the DPW to determine what support is available at SHIP and look for opportunities to maintain and improve facilities using the expertise of the DPW.

6.6. What is Between Occupancy Maintenance (BOM)?

Periodically, modules/sleeping rooms/spaces need to remain vacant to allow completion of maintenance. This BOM may include multiple minor repairs requiring a few days to major repairs requiring vacancy for an extended period of time.

Units may want to consider developing a "down-time" estimate for each type of repair based on conditions using the "Green – Amber – Red" color codes discussed earlier in this handbook. This can help the units and DPW understand the scope of maintenance problems and assist in planning necessary maintenance.

The down-time estimate should be coordinated with DPW, who is responsible for planning, scheduling, executing, and overseeing maintenance in the barracks. The sample table below describes the meaning of each color and should help set expectations for all stakeholders regarding BOM. Units should contact the Garrison DPW Maintenance Division to get assistance in using this or a similar table to define the color-rating system employed at the installation.

	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
Condition	Good	Fair	Poor
Assignable?	Yes	Yes	No
# of Days Offline	Up to 5	Up to 10	Up to 15

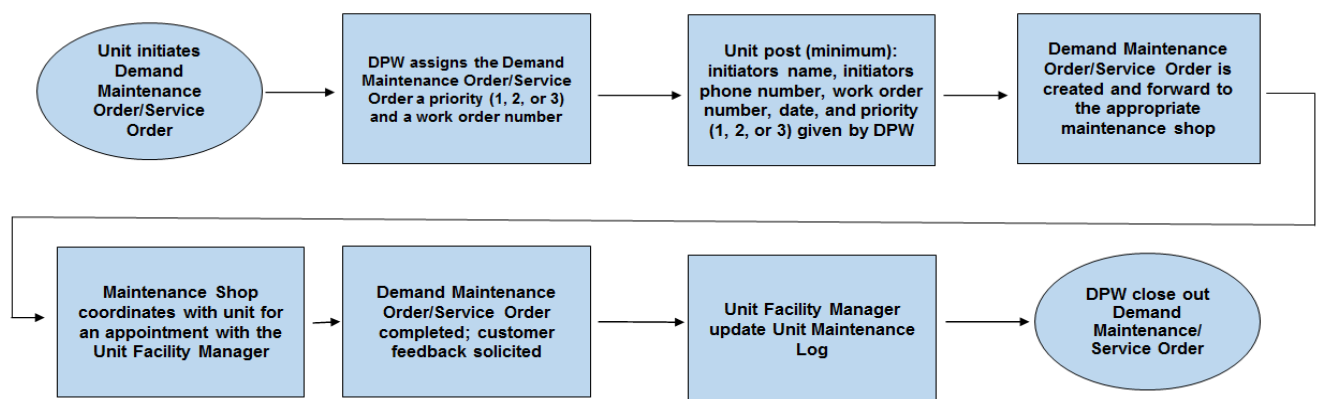
Both the unit and DPW maintenance team can benefit from the “Green – Amber – Red” system since it:

- Assists DPW in quickly understanding the magnitude of work required
- Assists DPW in determining the amount of time required for a specific room
- Acts as an effective UH management tool that will aid in maintaining the UH in good condition
- Assists the UR in projecting when modules/sleeping rooms/spaces will be ready for assignment

While this may initially appear to be a major task for every move-out inspection, the unit will become increasingly familiar with the standards and will develop a working relationship with the garrison staff experts and proponents. The status of a unit should be updated in eMH as work progresses. For instance, when modules/sleeping rooms/spaces are offline for more than 10 business days, the status of the modules/sleeping rooms/spaces should be “unavailable” (or another comparable term as identified in eMH). A sample BOM inspection form, to be manually completed, is in Appendix D.

6.7. Minor Maintenance and Repair (Demand Maintenance Orders (DMOs)).

The DPW is responsible for providing M&R to UH. Units are responsible for submitting, tracking, and following-up on maintenance work as well as providing escorts for DPW maintenance personnel when conducting maintenance in the barracks. A DMO consists of minor maintenance repairs that would normally be accomplished by a single shop in DPW. The DPW will coordinate with units to establish processes and procedures for addressing maintenance requirements. The DPW is responsible for actually performing maintenance. The flow chart on the following page identifies the process used for DMO:



6.7.1. How Do I Start a DMO?

The Directorate of Public Works will work with units in establishing procedures for submitting DMOs by residents and/or units. Demand Maintenance Orders are ranked by priority: emergency, urgent, and routine.

Priority 1 (Emergency) – Consists of work required to correct a condition that, if not addressed quickly, may be detrimental to the mission; cause a reduction in operational effectiveness; becomes a hazard to human life, safety or health; will cause significant damage to a facility or infrastructure; will compromise security or safety; or negatively affect the mission or productivity for an entire operation. It includes, but is not limited to, the failure of a utility, fire protection system, security alarm system; a stopped-up sewer, and fire hazards. Response time: 1 hour.

Priority 2 (Urgent) – This category includes work required to correct a condition which could become an emergency, seriously affect morale, or has command emphasis. It includes, but is not limited to, situations that, if left uncorrected will: measurably reduce productivity; cause discomfort or inconvenience to the customer; waste resources; create the need for additional minor repairs; or may escalate to emergency status. Response time: 7 days.

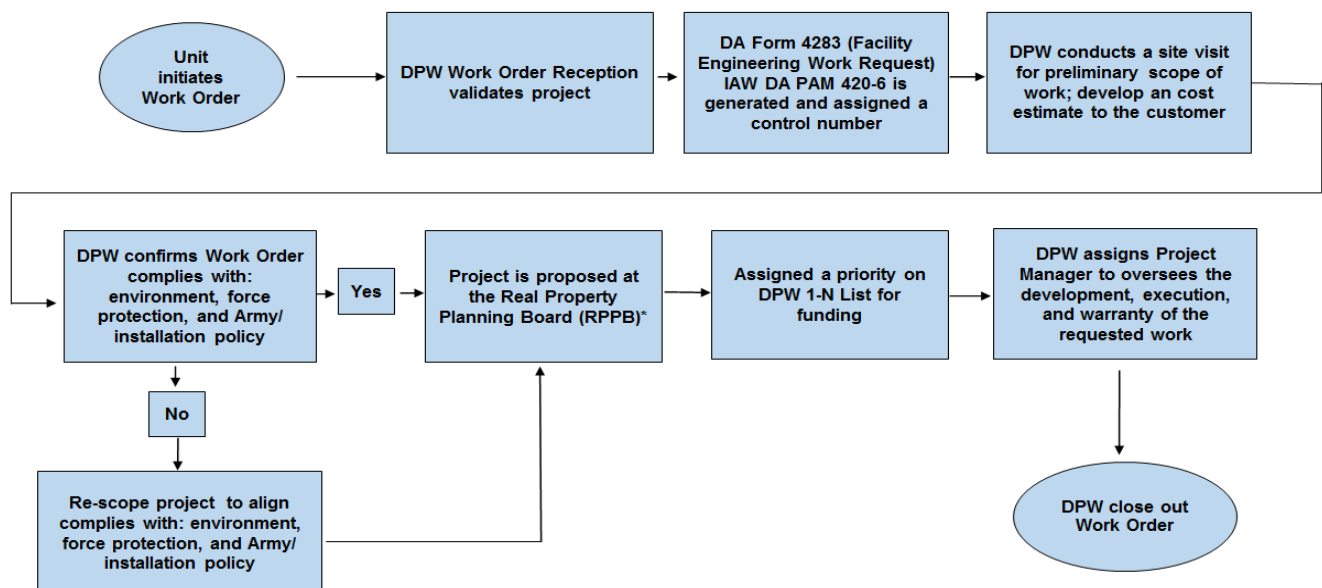
Priority 3 (Routine) – Consists of maintenance issues that are a lower priority and will be performed after higher priority service orders are completed. If left uncorrected, the service order may cause measurable discomfort or inconvenience to the customer; waste resources, or create the need for additional minor repairs. Response time: 30 days.

6.7.2. How do I Know the Status of a DMO? (Tracking DMO).

The unit should review maintenance records and conduct frequent spot checks to ensure the DPW is tracking the DMO and the unit is aware of the most current status. Units should continue to update the status of DMOs in eMH.

6.8. More Major Work (Work Orders (WOs)).

The DPW will initiate WOs for extensive or complex maintenance or construction projects. The flow chart below depicts a sample WO process, as the specifics may vary by installation.



*IAW AR 210-20 (Real Property Master Planning for Army Installations), Chapter 4, Real Property Planning Board (RPPB) will meet at least semi-annually

6.8.1. How do I Start a WO?

After an initial review by the DPW Service Order Reception Clerk, the requests are converted to a WO (via a submitted DA Form 4283) and processed through DPW for validation, which may include a site visit to develop a preliminary scope and cost estimate. The DPW will ensure the proposed work is in compliance with environmental, force protection, and other regulations. Once cleared, the WO is assigned to a Project Manager (PM) with the appropriate skills and responsibility to oversee project development and execution.

6.8.2. What Happens When a WO is Complete?

Upon satisfactory work completion the DPW PM is responsible for project warranty oversight and closeout by completing and updating the applicable systems and records, as appropriate for the type of work, customer, and method of execution.

7. Furnishings Management.

The term “furnishings” refers to housing furniture in the common areas of UH and individual module/sleeping room/space to include: linens; electronics; appliances such as washers, dryers, and refrigerators; and other housing furniture not attached to the building.

7.1. Why One Should Care About Furnishings (Importance of Quality Furnishings).

Soldiers deserve quality furnishings and the level of satisfaction with living in the barracks parallels the quality and condition of the furnishings.

The Soldier, DPW, and the Housing Office all play vital roles in planning, providing, and maintaining quality furnishings in the barracks. Furnishings will be procured with Operations and Maintenance, Army (OMA) base operations funds and issued per allowances prescribed in Common Table of Allowances (CTA) 50-909 and CTA 50-970.

7.2. What’s Furnishings Management? (UH Furnishings Management Functions).

The Garrison Housing Furnishings Management Office (FMO) has responsibility for UH furnishings programming and management, which includes:

- Developing furnishings life-cycle replacement plans
- Warehousing operations
- Controlling inventory (hand receipts)
- Acquiring, disposing, transporting, setting up of initial issue and replacement of large inventory exchange
- Providing one-for-one direct exchanges

Units have responsibility for UH furnishings management, which includes:

- Managing initial and annual inventory and hand receipt updates (Company Commander)

- Issuing and managing sub-hand receipts to UH occupants
- Maintaining recurring furnishings inventory and condition reports
- Managing common area furnishings
- Identifying and managing replacement furnishings requirements
- Initiating/informing the FMO of lost or damaged furnishings
- Charging responsible parties for lost or damaged furnishings

Except in the case of “Whole Barracks Replacement,” units are responsible for contacting the FMO to arrange for replacement and movement of furnishings.

All UH furnishings will be individually bar-coded (serialized) via eMH, which will provide the Army the information and control functions needed for accountability. It will also provide the details necessary to project, justify and program for additional replacement and future furnishings requirements, cross-level inventories and collect for missing or damaged items. The Garrison Housing Office will develop procedures for processing the bar-coding of furnishings as a special printer and barcode scanner are required.

7.3. Documenting Furnishings (Hand Receipts, Issuing, & Turn-In).

The Company Commander or a designated unit representative is the primary hand receipt holder for all furnishings in his or her assigned barracks, including individual rooms and common areas. Brigade Commanders will direct each Company Commander or the designated unit representative to sign and maintain their UH furnishings hand receipts with the Garrison FMO. Commanders will ensure Soldiers are held accountable for the furnishings in their modules/sleeping rooms/spaces through the issuance of individual sub hand receipts generated in eMH. Company Commanders will conduct 100% inventory of all furnishings upon assuming command from the outgoing commander.

The Garrison FMO will maintain and manage hand receipt files, ensuring appropriate adjustments are made in eMH as furnishings are turned-in, issued, and changes acknowledged by signed change documents from the hand receipt holder and FMO representative. Units are responsible to maintain hand receipts on file.

7.4. What if my Furniture needs to be repaired or replaced? (Replacement Requests).

Units will establish standard operating procedures for Soldiers to request repair or replacement furnishings. Units will coordinate replacement of furnishings requirements with the FMO. Units are responsible for transporting furnishings between the UH and the warehouse. Each garrison will determine if units are required to transport washers/dryers. The FMO is responsible for determining whether damaged furnishings and equipment are the result of fair wear and tear. Procedures for replacement furnishings are outlined in paragraph 8-1.

8. Property Loss and Damages.

8.1. There's Damage to the Facility or Furnishings – How and Where do I Start?

Under 10 USC 2775, as implemented in AR 735–5, a Soldier is liable to the U.S. for damage to any assigned housing and related equipment or furnishings, if the damage is determined to be caused by the Soldier's abuse or negligence. In this handbook the term “assigned housing” means UH.

Units must objectively assess the condition of both the UH facility and furnishings prior to clearing a Soldier from modules/sleeping rooms/spaces, and coordinate with the Housing Office in assessing charges for damages and loss considered non-fair wear and tear (NFWT). Units are responsible for “relief of responsibility” documents (DD Form 362 (Statement of Charges/Cash Collection Vouchers), or DD Form 200 (Financial Liability Investigation for Property Loss (FLIPL))), which are initiated for modules/sleeping rooms/spaces or, common areas of UH furnishings, when the damage is considered NFWT. If DPW, Housing Manager, or FMO determines damages or loss are NFWT, the Soldier responsible may agree to pay for damages and a DD Form 362 is initiated. If the Soldier disagrees with the NFWT determination, a DD Form 200 will be initiated. The garrison DPW Real Property Office will process damage requests for the barracks facility, the FMO will process damage requests for furnishings. Units are responsible for initiating relief of responsibility documents. If not provided to the FMO for document number assignment to begin processing, the hand receipt holder account will be “frozen” from further transactions until documentation is received. The unit’s higher chain of command will be notified of noncompliance and inactive status of the hand receipt account.

Army Regulation 735-5, Chapter 13, details the procedures for accounting for lost, damaged, or destroyed U.S. Army property, and includes samples and step-by-step instructions for completing DD Form 362 or DD Form 200. Army Regulation 735-5 is available online at: <http://www.apd.army.mil/AdminPubs/BrowseRegulations.asp>.

If there are damages to the facility or furnishings, the unit will contact the FMO to determine the costs and issue a DD Form 362 to the Soldier to process with the DMPO for payment for the damages. Payment will be made in cash, money order, check, or deducted from the Soldiers pay, in one lump sum (cash collection) or in installments (statement of charges). A DD Form 200 can also be initiated when requested by the Soldier. The completed DD Form 362, or DD Form 200, will be taken to the FMO where it will be assigned a document number from the UH document register prior to the Soldier processing payment at the DMPO.

Included in this handbook are two samples of Liability Statements that military units can modify for their own use. Prior to incorporating this document into the units packet of information, the form should be reviewed by the installation’s legal office. The sample liability statements may be found in Appendix D.

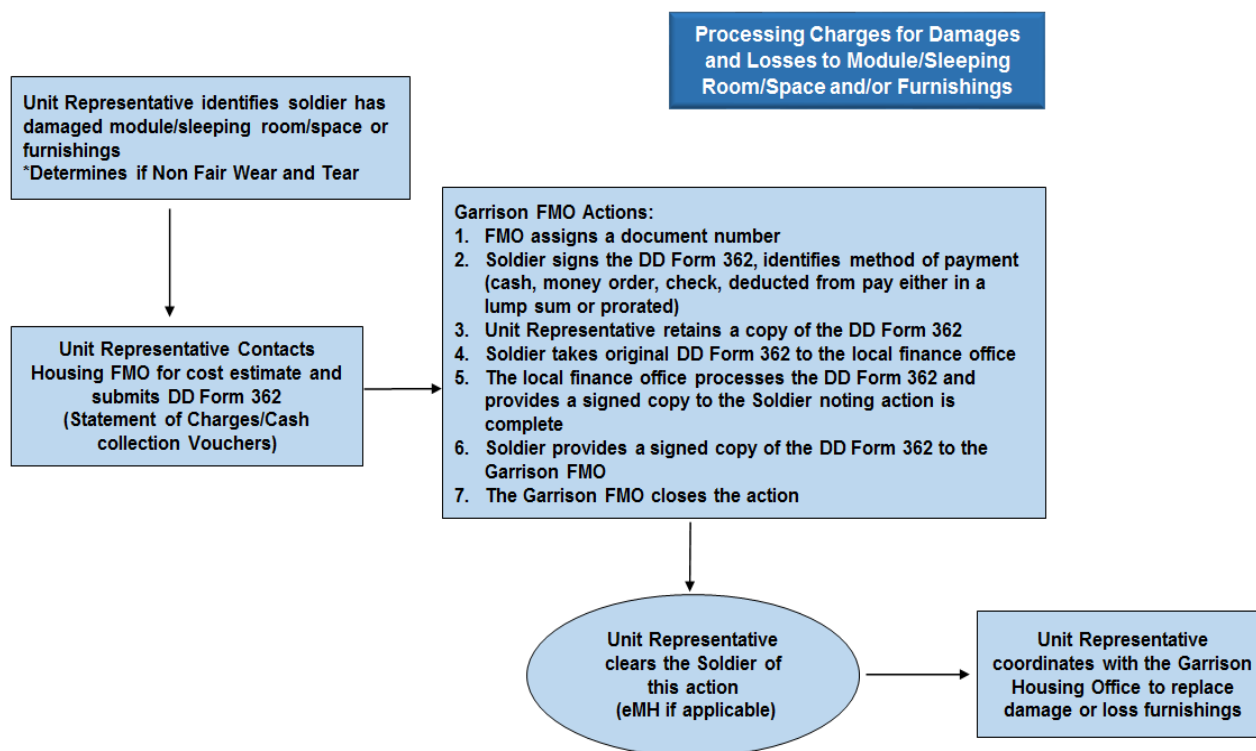
8.2. How Does the Collections Process Work?

The FMO will maintain the stamped copy of the DD Form 362 and final copy of the DD Form 200, with supporting documents. The Soldier or unit will provide a stamped copy of the DD Form 362 to the finance office, confirming payment is being processed for the damages/loss. Units should not allow Soldiers to clear their modules/sleeping rooms/spaces prior to confirming payment for damages or loss. The FMO will then make the proper adjustments to the hand receipt accountable record for lost furnishings, accept the damaged furnishings into the warehouse, process a turn-in, and issue a replacement for the damaged or lost furnishings.

If a Soldier is separating from the Army and time does not permit the processing of a DD Form 362 or DD Form 200, the unit, with Soldier concurrence, can complete a DD Form 139, Pay Adjustment Authorization. The Soldier must sign the document and provide the unit a photo

copy prior to clearing from modules/sleeping rooms/spaces. The unit will be responsible for ensuring the signed DD Form 139 is received by the finance office, and a copy is provided to either the FMO for furnishings or the DPW Real Property Office. The use of a DD Form 139, in lieu of DD Form 362, or DD Form 200, is not authorized as the day-to-day collection for lost or damaged furnishings.

The following chart identifies the steps needed to process charges for damages and losses to modules/sleeping rooms/spaces and/or furnishings:



* If a Soldier believes damage is Fair Wear and Tear (FWT), they can initiate a FLIPL (in lieu of processing charges).

9. Other Inspections.

Since military units have on-site expertise of building conditions, they should be the first to notice any irregularity and report it to the DPW; but there are many other inspections that take place beyond the assignment and termination inspections of modules/sleeping rooms/spaces. These inspections and the reports they generate, provide the best opportunity for situational awareness of the condition of barracks. All stakeholders have a role in the data that is submitted, what is reported, the format of the report, and what is done with the information that is reported. These inspections and documents can help formulate the pieces of the Annual Work Plan (AWP) and Long-Range Work Plan that pertain to UH and can also assist in the development of any major M&R projects.

9.1. Preventative Maintenance Building Inspections.

Preventative Maintenance building inspections are some of the most important types of inspections as they provide DPW an opportunity to quickly address minor maintenance issues before they become major issues. These inspections, identify what steps and precautions should be taken in order to prevent deterioration of a facility. Units are responsible for coordinating these bi-annual Preventative Maintenance inspections with DPW.

9.2. Health and Welfare Inspections.

In planning a health and welfare inspection, the commander should prepare a written memorandum that identifies when the inspection is scheduled, purpose for conducting the inspection, criteria used for selecting individuals whose rooms will be inspected, scope of inspection, and procedures to be followed.

9.3. Installation Status Report (ISR) Inspections.

The ISR has three components of review/evaluation: Services (ISR-S), Infrastructure (ISR-I), and Mission Capacity (ISR-MC). Only two components pertain to UH; ISR-S, which focuses on the services provided regarding specific functions (such as housing), and ISR-I, which is essentially an inspection of the various facility types in the Army. Some garrisons may ask units to submit the ISR data as the units have the most understanding of the condition of their UH facilities.

9.4. Energy Audits & Conservation

The purpose of the Energy Audit Program is to identify energy conservation measures which, when implemented, will reduce energy consumption while not affecting occupant's QOL. Current regulations require Army facilities to undergo an energy audit once every four years. Facility Managers will be notified of any upcoming audit.

Heating: During the heating season, temperatures in occupied facilities will be maintained in the range of 72 degrees Fahrenheit plus or minus 2 degrees Fahrenheit during working hours and heating setback temperatures during extended unoccupied times shall be set not lower than 55 degrees Fahrenheit plus or minus 5 degrees Fahrenheit to prevent the pipes from freezing during winter months.

Cooling: Wherever mechanical cooling is authorized, cooling season temperatures for occupied working and living spaces shall be maintained in the range of 74 degrees Fahrenheit plus or minus 2 degrees Fahrenheit.

The operation of portable heating and cooling devices is prohibited where the intent is to circumvent the heating and cooling standards outlined above.

Portable gas or liquid fuel space heaters are prohibited, unless approved on a case-by-case basis by the Garrison Commander, and with the advice of the installation fire chief or safety officials, in order to mitigate risk or to provide temporary emergency heating.

Refrain from installing or using any equipment that will overload any structural gas, water, heating, electrical, sewage, drainage, or air conditioning systems of the modules/sleeping rooms/spaces.

The Garrison Commander will establish policies for the installation and use of resident-owned equipment, appliances, and built-in improvements which are compatible with applicable Army and IMCOM policies IAW AR 420-1, Chapter 3-54(g).

9.5. Fire Safety & Prevention.

Fire protection is one of the most essential operating services due to the destructive potential of fire to both life and property.

Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers are subject to punishment under the Uniform Code of Military Justice (UCMJ) as adverse administrative action.

Residents are not authorized to disconnect or disable the modules/sleeping rooms/spaces smoke detectors. Residents should be familiar with exit routes in their building in case of fire or any type of emergency situation.

All fire extinguishers will be Underwriter's Laboratories (UL) listed or Factory Mutual approved. The facilities engineer or user will furnish the initial purchase and installation of fire extinguishers in newly constructed facilities and their replacement in existing facilities, per National Fire Protection Association (NFPA) 101, Life Safety Code. The fire department will inspect and determine the type, size, and location of extinguishers per NFPA 10, Portable Fire Extinguishers.

Fire extinguishers will be maintained in all UH facilities and properly inspected by the responsible unit, DPW, and fire inspectors. Fire exits and doors will remain clear at all times. General housekeeping reduces the risks of fire and provides safe exit of UH facilities in cases of emergency.

10. Alcohol & Tobacco Use in UH Facilities.

10.1. Is Alcohol Allowed in UH Facilities?

The Senior Commander, IAW AR 215-1, Chapter 10-1, and 600-85, Chapter 3-2, retains authority for setting rules for alcohol consumption and storage in permanent party, Operational Readiness Training Complex, Transient, and Training Barracks. Alcoholic beverages may not be consumed in Basic Combat Training and Advance Individual Training Barracks IAW AR 215-1, Chapter 10-2.

10.2. What is the Policy for Tobacco use in UH Facilities?

Pursuant to DoD Memorandum, Under Secretary of Defense, subject: Policy Memorandum 16-001, DoD Tobacco Policy, 8 April 2016, all DoD facilities (this includes all Army-owned UH facilities) will restrict tobacco use to specifically designated outdoor areas, which must be at least 50 feet from building entrances and air intake ducts. Tobacco products refer to any product made or derived from tobacco that is intended for human consumption, including cigarettes, cigars, pipe tobacco, roll-your-own tobacco, smokeless and dissolvable tobacco, and products intended for use in hookahs/water pipes. On all installations, with respect to the areas where organized activities take place or people congregate, to protect against harmful effects of second-hand smoke, areas not specially designated as "tobacco use areas" by default are to be considered tobacco free. This

policy prohibits the use of the previously stated tobacco products in modules/sleeping rooms/spaces.

Per AR 600-63, Army Health Promotion, 14 April 2015, smoking is not permitted in common spaces of multiple housing areas such as Family housing apartments, UH permanent party, Army lodging, and other Army-operated hotels and recreational lodging. Common space is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, laundry rooms, lounges, stairways, elevators, lobbies, storage areas, and restrooms.

11. Initial Entry Training (IET) UH.

11.1. What is “IET UH”?

Initial Entry Training (IET) UH are the facilities used to house trainees attending Basic Combat Training (BCT), Advanced Individual Training (AIT), One Station Unit Training (OSUT), and any other form of proficiency training accomplished prior to commencing movement to the Service member’s first permanent duty assignment.

11.2. Who Does What in IET UH? (Roles and Responsibilities).

The U.S. Training and Doctrine Command (TRADOC) will execute the day-to-day operations of IET UH in an effective and efficient manner within a unit’s footprint. The procedures outlined in this handbook should be followed as closely as possible, as ABMP is a partnership between the garrison and military units.

12. Transient Training (TT) UH.

12.1. What is “TT UH”?

Transient Training UH is defined as the facilities used to house personnel conducting training at a location other than their assigned home station, such as Reserve Component Soldiers conducting annual training or mobilization and Active Component Soldiers training away from home station. Some installations have Operational Readiness Training Complexes (ORTCs) that serve this purpose.

12.2. Who Does What in TT UH? (Roles and Responsibilities).

The DPTMS or garrison agency designated by the Garrison Commander, is responsible for the day-to-day operations of TT UH. The procedures outlined in this handbook, including utilization of eMH, shall be used where applicable.

Customer users of the facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned to or provided if the damage or loss was caused by the negligence or willful misconduct of the customer user. The customer user may also be held liable for damage caused by guests, invited or uninvited. Security and building responsibility is of the utmost importance at all times.

If modules/sleeping rooms/spaces or buildings are assigned in an unsatisfactory condition, the customer user will immediately report the inadequacy of the conditions to DPTMS or the designated garrison agency. The signer is, upon acceptance by signature, liable and responsible for returning the module/sleeping room/space or building in an acceptable condition regardless of the condition upon receipt.

12.3. United States Army Reserve (USAR) and Army National Guard (ARNG) Sites.

The USAR and ARNG should follow procedures outlined in this handbook as much as possible. The USAR and ARNG are responsible for overseeing the day-to-day management of their UH (and associated buildings) and shall use this handbook where applicable.

13. Advanced Skills Training (AST) UH.

13.1. What is “AST UH”?

Advanced Skills Training UH is defined as the facilities used to house personnel attending schools of instruction such as the NCO Academies, Advanced Officer’s Courses, Airborne School, Air Assault Course, the Defense Language Institute, Drill Sergeant School, Recruiter School, and Military Occupation Specialties (MOS) reclassification and selected functional training (Additional Skill Identifier (ASI)/Special Qualification Identifier (SQI)).

13.2. Who Does What in AST UH? (Roles and Responsibilities).

Each schoolhouse will execute the day-to-day operations of AST UH in an effective and efficient manner within their footprint. The procedures outlined in this handbook shall be followed as closely as possible, as ABMP is a partnership between the garrison and military units.

Customer users of the facilities will be held liable for damages to assigned buildings, damage to or loss of any equipment or furnishings assigned to or provided if the damage or loss was caused by the negligence or willful misconduct of the customer user. The customer user may also be held liable for damage caused by guests, invited or uninvited. Security and building responsibility is of the utmost importance at all times.

14. Senior Leader Modules/Sleeping Rooms/Spaces

The Garrison Housing Office manages the day-to-day operations for permanent party Senior NCO UH and Unaccompanied Officers Quarters IAW AR 420-1.

15. Army Barrack’s Management Program (ABMP) Reporting.

In order for the Army to program for future Military Construction (MILCON) barracks projects, maintain serviceable barracks furnishings, and identify excess barracks facilities, unit leaders must accurately track barracks utilization, manage issuance of CNAs, and account for barracks furnishings.

15.1. ABMP Certification Reports.

There are two types of certification reports required for submission to the Office of Assistant Chief of Staff for Installation Management (OACSIM), DAIM-ISH: Initial Operating Capability (IOC) and Full Operating Capability (FOC). The installation IOC and FOC reports can be downloaded from the following locations: 1.) IMCOM website at <https://www.imcom.army.mil/Organization/G4FacilitiesandLogistics.aspx> . 2.) The eMH website at <https://www.emh.housing.navy.mil>. Select “Policy and Guidance” module on the home page. Documents are located under the InfoCenter tab. 3.) Manual forms are located in Appendix D. Installations, camps, posts, or stations must achieve IOC within six months of the release of the ABMP EXORD consisting of the following:

- Designate brigade/battalion footprint
- Identify facility management procedures
- Establish eMH training program
- Establish eMH accounts
- Ensure barracks furnishings hand receipts are bar-coded
- Ensure barracks furnishings inventory are bar-coded
- Establish key control program
- Establish physical security plan

Installations, camps, posts, or stations must reach FOC within one year of the release of the ABMP EXORD consisting of the following:

- Coordinate assignments outside of company footprint (if needed)
- Enforce facility management procedures
- Make available recurring eMH training (quarterly)
- Request and validate eMH account holders
- Schedule and conduct quarterly module/sleeping room/space inspections
- Conduct annual barracks furnishings inventory
- Schedule, lead, and participate in quarterly stakeholder meetings
- Post physical security plan

*Refer to the ABMP EXORD for required submission dates for IOC and FOC Reports.

The Garrison Housing Office will consolidate the installation IOC and FOC reports and forward to their respective IMCOM Directorates the status of compliance in implementing and executing ABMP. Installations, who have not reached FOC IAW Annex E in the ABMP EXORD, will continue to submit reports every 30 days, until FOC has been achieved installation-wide.

Brigade or brigade equivalent commanders with administrative authority will be responsible for oversight and submission of IOC and FOC reports for units geographically separated from their parent brigade.

15.2. ABMP Quarterly Reports.

Senior Commanders, with assistance from their Garrison Housing Officer, will review and validate quarterly reports through eMH that include the following:

- Unaccompanied Occupancy Report (UOR)
- Accountability of UH Furnishings
- Issuance of CNAs

Military units' designated directorate will reconcile, validate, and provide their permanent barracks UOR data (computed on an "as configured" basis) through the InfoCenter (Reports Module) in eMH to their brigade level or equivalent chain of command. Brigade or brigade equivalent commanders with administrative authority will be responsible for oversight and submission of quarterly reports for units geographically separated from their parent brigade.

Below is a step-by-step process for units to review and validate the quarterly UOR Report:

Log into the eMH Portal:

1. Home Page
2. Click –Info Center



Announcements

- eMH will be unavailable on Saturday, 21 October from 0700 U.S. EDT until 1100 U.S. EDT. This outage is required for mandatory system updates to include industry patches and security updates.

About eMH

enterprise Military Housing is the application for Air Force, Army, Coast Guard, Marine Corps and Navy Housing programs.



Property Management & Reports

- FHM
- UHM
- InfoCenter
- GfOM

Housing Training

- eMH Training Tools

Requirements

- UHM & FHM I & U

Policy & Metrics

- Policy and Guidance

Housing Information

- Housing Contacts
- eMH Support & ICR
- eMH Enterprise Dashboard

- eMH Tip 1 - eMH Bookmark
- eMH Tip 2 - Refresh Settings
- eMH Tip 3 - Certificate Issues
- eMH Support Office Hours

3. Select Installation Location
4. Click– Unaccompanied Housing, under the housing type.
5. Time Period– Dropdown “Historic”
6. Fiscal Year “2017”
7. Click – Search Identify report

Home | InfoCenter

InfoCenter Ad Hoc Reports

Search All Reports My Recent Reports

Search Criteria

Select report parameters and click Search to narrow list of reports

Location FORT HUNTER LIGGETT

Report Name Keyword(s)

Housing Type Unaccompanied Time Period Historic Fiscal Year 2017

Functional Area Select Show My Favorites Only ☐

Search Clear

8. Identify report name “Unaccompanied Occupancy” Report as configured (Current Use)

Home | InfoCenter

InfoCenter Ad Hoc Reports

Search All Reports My Recent Reports

Search Criteria

Select report parameters and click Search to narrow list of reports

Location FORT HUNTER LIGGETT

Report Name Keyword(s)

Housing Type Unaccompanied Time Period Historic Fiscal Year 2017

Functional Area Select Show My Favorites Only ☐

Search Clear

Report Name	Description	Time Period	Functional Area	Housing Type	My Favorites	Run Report
Unaccompanied Occupancy Report (UOR) - As Configured (Current Use)	Report displays As Configured Beds and Total Occupants by Paygrade. (Point in Time report)	Historic	Occupancy	Unaccompanied	★	Run

9. Click – “Run”
10. Under Run Report Drop down “Property Type”
11. Data Status Click:

1 st Quarter:	1 Oct – 31 Dec
2 nd Quarter (Mid-year Final):	1 Jan – 31 Mar
3 rd Quarter:	1 Apr – 30 Jun
4 th Quarter (Final):	1 Jul – 30 Sep
12. Click “Run Report”

The screenshot shows the eMHS Home | InfoCenter interface. The top navigation bar includes 'Home | InfoCenter', 'Ad Hoc Reports', 'Search All Reports', and 'My Recent Reports'. The main section is titled 'Search Criteria' and contains a form with the following fields:

- Location: FORT CARSON
- Report Name: (empty)
- Keyword(s): (empty)
- Housing Type: Unaccompanied
- Time Period: Historic
- Fiscal Year: 2017
- Functional Area: Occupancy
- Show My Favorites Only: ☐

Below the search criteria is a table of reports. The first report is 'Unaccompanied Occupancy Report (UOR) - As Configured (Current Use)'. A 'Run Report' dialog box is open over this report, showing the following options:

- Group By: Property Type
- Data Status: QTR 1
- Run Report button

The table of reports has the following columns: Report Name, Description, Functional Area, Housing Type, My Favorites, and Run Report. The first report is highlighted in blue.

Report Name	Description	Functional Area	Housing Type	My Favorites	Run Report
Unaccompanied Occupancy Report (UOR) - As Configured (Current Use)	Report displays As Configured Beds and Total Occupants (Point in Time report)	Occupancy	Unaccompanied	★	Run
Occupancy by Branch Of Service and Paygrade	Report displays counts of Occupancy by Branch of Service and Paygrade at the Installation level.	Occupancy	Unaccompanied	★	Run
Occupancy By Category, Building and Paygrade	Report displays Occupancy by Category of Inventory, Building and Paygrade at the Installation level.	Occupancy	Unaccompanied	★	Run
Occupancy by Person Type and Paygrade	Report displays Occupancy by Person Type and Paygrade at the Installation level. Includes Geo Bachelor and Resident Advisor data.	Occupancy	Unaccompanied	★	Run
Unaccompanied Occupancy Report (UOR) - As Designed	Report displays As Designed Beds and Total Occupants by Paygrade. (Point in Time report)	Occupancy	Unaccompanied	★	Run
Vacant Bedrooms By Buildings and Person Types	Report displays Vacant Rooms by Building and Person Types at the Installation level.	Occupancy	Unaccompanied	★	Run

13. Report Permanent Party Enlisted Only (Category Code 72111(Enlisted UH) and 72112 (WT))
 Total: E-6 and below - OCONUS
 E-5 and below - CONUS

14. Reporting Numbers:

- a. Combined Occupied Bona Fide Bachelors (BB) + Geographic Bachelors = the total bed spaces the unit occupied during the quarter (**237 beds were occupied during the quarter**).
- b. Combined Occupied Bona Fide Bachelors (BB) + Geographic Bachelors = the percent of the total bed spaces the unit occupied during the quarter (**15% occupancy rate during the quarter**).



UNACCOMPANIED OCCUPANCY REPORT (UOR) - AS CONFIGURED (CURRENT USE)

FORT ANYWHERE

Report Date: October 3, 2017



Fiscal Year: 2017
Status: YEAR END FINAL
Group By: Property Type
Data As Of: September 30, 2017

Unaccompanied Housing Report

BUILDING	DESIGN CAT CODE	DESIGNATED UIC/RUC	DESIGN BLDG TYPE	TOTAL BEDS	AVAIL BEDS	BONA FIDE BACHELORS								BB OCCUP %	GEOGRAPHIC BACHELORS								GB OCCUP %	COMB OCCUPIED BB + GB	COMB OCCUP BB +GB %
						E1-3	E4	E5	E6	E7-9	OFF	CIV	TOTAL		E1-3	E4	E5	E6	E7-9	OFF	TOTAL				
PERMANENT - ENLISTED BARRACKS																									
0001	721-11	WAB3AA	A	100	80	40	15	5	0	0	0	0	60	75	0	0	0	0	0	0	0	0	60	75	
0002	721-11	WAB4AA	A	100	90	50	20	5	0	0	0	0	75	83	0	0	0	0	0	0	0	0	75	83	
		TOTAL:		200	170	90	35	10	0	0	0	0	135	79	0	0	0	0	0	0	0	0	135	79	
		REPORT TOTAL:		200	170	90	35	10	0	0	0	0	135	79	0	0	0	0	0	0	0	0	135	79	

As Configured (Current Use)

BUILDING = Building Name

DESIGN CAT CODE = Designated Category Code

BUILDING GROUP = Building Group

DESIGN BLDG TYPE = See Key Code

TOTAL BEDS = Total Current Beds (Includes Diverted From and Exclusive Assignment From Beds)

AVAIL BEDS = Total Available Beds (Total Beds minus Diverted, Exclusive Assignment, Inactive, Major Repair, Student Hold, Rotational Hold, Minor Repair)

BB OCCUP % = Total Bona Fide Bachelor (BB) Occupants / Total Available Beds

GB OCCUP % = Total Geographic Bachelor (GB) Occupants / Total Available Beds

COMB OCCUP BB + GB % = Total Occupants (BB+GB) / Total Available Beds

*Note: Available Inventory and Occupancy does not include Diverted To and Exclusive Assignment To

Design Bldg Type:

- A PRIVATE BEDROOM/PRIVATE BATH
- B PRIVATE BEDROOM/SHARED BATH
- C PRIVATE BEDROOM/COMMON BATH
- D SHARED BEDROOM/SHARED BATH
- E SHARED BEDROOM/COMMON BATH
- F SHARED BEDROOM/PRIVATE BATH
- G OPEN BAY/SHARED BATH
- H OPEN BAY/COMMON BATH
- I MARKET STANDARD/PRIVATE BATH
- J MARKET STANDARD/SHARED BATH
- Z OTHER

Occupancy Rate

Under Occupied <85%

Optimally Occupied >=85% <=95%

Fully Occupied >=95% <=100%

Overcrowded >100%

FOR OFFICIAL USE ONLY: Inappropriate use and distribution of information in this report may result in criminal and civil penalties. To avoid compromise, destroy this report after use.

The Garrison Housing Office will consolidate the following quarterly reports: UOR, as configured (Current Use) by Category Code, CNAs Supplemental Report, and Furnishings Items – Percent Labeled Report.

The reports will be pulled from the InfoCenter (Reports Module) in eMH for the Garrison and Senior Commander validation and submission to the IMCOM Directorate, IMCOM HQs, and forwarded to OACSIM, DAIM-ISH IAW the ABMP EXORD, Annex F timeline.

Below is a sample rollup report at the HQ DA level for UH Furnishings Items – Percent Labeled Report:

<u>Location</u>	<u>Warehouse Furnishings</u>	<u>% of WH Items Labeled</u>	<u>Issued Furnishings</u>	<u>% of Issued Items Labeled</u>	<u>Total Labeled Furnishings</u>	<u>Total Furnishings</u>	<u>Total Labeled Percentage</u>
							
UNACCOMPANIED FURNISHINGS - ISSUED & LABELED DETAIL REPORT							
Data As of: September 30, 2017				Report Date: End of First Quarter FY2018			
ID-Europe							
USAG ANYWHERE	2,320	99.48%	11,213	53.64%	8,323	13,533	61.60%
USAG BEST POST	785	100.00%	144	100.00%	929	929	100.00%
USAG GERMANY	4,352	98.37%	36,121	77.56%	32,296	40,473	79.80%
USAG LAND	1,539	99.22%	1,749	99.60%	3,269	3,288	99.42%
USAG WINTER	582	98.28%	12,840	99.89%	13,398	13,423	99.81%
ID-Europe Total:	9,578	99.07%	62,067	86.14%	58,215	71,646	81.25%
ID-Pacific							
CAMP AWESOME	8,179	97.24%	38,681	99.81%	46,561	46,860	99.36%
FORT COLD	6,013	4.91%	68,817	66.56%	46,098	74,830	61.60%
FORT GREAT	15,467	75.82%	123,754	86.31%	118,542	139,221	85.15%
USAG MOON	11,001	34.06%	29,692	96.88%	32,513	40,693	79.90%
USAG RED SUN	6,013	4.91%	68,817	66.56%	46,098	74,830	61.60%
ID-Pacific Total:	46,673	43.39%	329,761	83.22%	289,812	376,434	76.99%
ID-Readiness							
FORT AMERICA	207	95.65%	562	100.00%	760	769	98.83%
FORT BEST	6,031	100.00%	152,135	100.00%	158,166	158,166	100.00%
FORT CAMP	37,504	33.58%	6,397	73.38%	17,287	43,901	39.38%
FORT DREAM	3,745	100.00%	95,324	99.96%	99,030	99,069	99.96%
FORT WASHINGTON	4,511	91.22%	61,892	99.24%	65,538	66,403	98.70%
ID-Readiness Total:	51,998	84.09%	316,310	94.57%	340,781	368,308	92.52%
FOR OFFICIAL USE ONLY: Inappropriate use and distribution of information in this report may result in criminal and civil penalties. To avoid compromise, destroy this report after use.							

Continuation of sample rollup report at the HQ DA level for UH Furnishings Items – Percent Labeled Report:

<u>Location</u>	<u>Warehouse Furnishings</u>	<u>% of WH Items Labeled</u>	<u>Issued Furnishings</u>	<u>% of Issued Items Labeled</u>	<u>Total Labeled Furnishings</u>	<u>Total Furnishings</u>	<u>Total Labeled Percentage</u>
ID-Sustainment							
FORT ADAM	541	100.00%	0	0.00%	541	541	100.00%
FORT GEORGE	7,589	21.68%	3,912	74.59%	4,563	11,501	39.67%
FORT JOHN	199	77.89%	447	99.55%	600	646	92.88%
FORT MASON	2,309	86.31%	7,793	99.97%	9,784	10,102	96.85%
FORT NEARBY	279	100.00%	11,897	100.00%	12,176	12,176	100.00%
ID-Sustainment Total:	10,917	77.18%	24,049	74.82%	27,664	34,966	79.11%
ID-Training							
FORT BARRACKS	23,134	0.00%	33,439	57.36%	19,180	56,573	33.90%
FORT EAST	4,862	0.00%	6,890	89.83%	6,189	11,752	52.66%
FORT NORTH	135	100.00%	403	99.26%	535	538	99.44%
FORT SOUTH	631	100.00%	6,339	100.00%	6,970	6,970	100.00%
FORT WEST	22,998	85.95%	70,851	100.00%	90,614	93,849	96.55%
ID-Training Total:	51,760	57.19%	117,922	89.29%	123,488	169,682	72.78%
HQDA Housing Total:	170,926	72.18%	850,109	85.61%	850,109	1,021,036	83.26%
FOR OFFICIAL USE ONLY: Inappropriate use and distribution of information in this report may result in criminal and civil penalties. To avoid compromise, destroy this report after use.							

Note: Change Request has been submitted to the eMH Support Team to reflect reporting at the garrison level for CNAs Supplemental Report, and Furnishings Items – Percent Labeled Report.

16. SUMMARY.

The most important keys to success of the ABMP are communication and collaboration between the Military units and the garrison. This manual has been prepared to assist garrison and unit personnel in the delivery of the ABMP. Lessons learned on these UH management procedures will be incorporated into the handbook, which will be updated annually with the goal of focusing on the needs of the Army and its Soldiers today and in the future.

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Appendix A - Acronyms

ABMP	Army Barracks Management Program
ACS	Army Community Service
AIT	Advanced Individual Training
ALARACT	All Army Activities
AR	Army Regulation
ARNG	Army National Guard
AST	Advanced Skills Training
AWP	Annual Work Plan
BAH	Basic Allowance for Housing
BCT	Basic Combat Training
BEM	Building Energy Monitor
BOM	Between Occupancy Maintenance
BOSS	Better Opportunities for Single Soldiers
BOR	Barracks Occupancy Report
BUR	Barracks Utilization Report
C2	Command and Control
CAC	Common Access Card
CID	Criminal Investigation Unit
CNA(s)	Certificate(s) of Non-Availability
CTA	Common Table of Allowances
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance Accounting Service
DMO(s)	Demand Maintenance Order(s)
DMPO	Defense Military Pay Office
DoD ID	Department of Defense Identification (Number)
DPTMS	Directorate of Plans, Training, Mobilization and Security

DPW	Directorate of Public Works
eMH	enterprise Military Housing
ETP(s)	Exception(s) To Policy
FLIPL	Financial Liability Investigation of Property Loss
FMO	Furnishing Management Office
FRG	Family Readiness Group
FWT	Fair Wear and Tear
HQ IMCOM	Headquarters, Installation Management Command
HQ USACE	Headquarters, United States Army Corps of Engineers
HQDA	Headquarters, Department of the Army
HSO	Housing Services Office
IET	Initial Entry Training
IMCOM	Installation Management Command
ISR	Installation Status Report
ISR-I	Installation Status Report - Infrastructure
ISR-MC	Installation Status Report – Mission Capacity
ISR-S	Installation Status Report - Services
JTR	Joint Travel Regulations
K&E	Key and Essential
LES	Leave and Earnings Statement
M&R	Maintenance & Repair
MEDCOM	Medical Command
MILCON	Military Construction
MOS	Military Occupational Specialty
MWR	Morale, Welfare, and Recreation
NCO(s)	Noncommissioned Officer(s)
NFWT	Non-Fair Wear and Tear
NMA	Non-Medical Attendant

OACSIM	Office of the Assistant Chief Staff for Installation Management
OHA	Overseas Housing Allowance
OMA	Operations and Maintenance, Army
ORTC	Operational Readiness Training Complex
OSUT	One Station Unit Training
PII	Personally Identifiable Information
PM	Project Manager
POC	Point of Contact
QOL	Quality of Life
RCI	Residential Communities Initiative
RCLO	Residential Communities Liaison Office
RPPB	Real Property Planning Board
SAG	Sub Activity Group
SHIP(s)	Self-Help Issue Point(s)
SLQ	Senior Leader Quarters
SME(s)	Subject Matter Expert(s)
SRM	Sustainment, Restoration and Modernization
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TRADOC	Training and Doctrine Command
UCFR	Unit Commander's Finance Report
UH	Unaccompanied Housing
UOQ	Unaccompanied Officer Modules/sleeping rooms/spaces
UR	Unit Representative
USACE	United States Army Corps of Engineers
USAR	United States Army Reserve
WO(s)	Work Order(s)
WT(s)	Warrior(s) in Transition

Appendix B - Definitions

BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) – The Army's BOSS program is a Morale, Welfare, and Recreation (MWR) program designed to be the collective voice for single Soldiers through the chain of command. Through its three core components, QOL, recreation and leisure, and community service, the program serves as a tool by which commanders can gauge the morale of single Soldiers, increase Soldier retention, and sustain combat readiness.

BETWEEN OCCUPANCY MAINTENANCE (BOM) – Includes multiple minor repairs that require a few days to major repairs requiring the modules/sleeping rooms/spaces to remain vacant for an extended period of time. This work is accomplished during the time that the modules/sleeping rooms/spaces are not occupied – after termination of the latest resident and before the assignment of a new resident.

BRIGADE FOOTPRINT – Grouping of UH buildings that are primarily occupied by Soldiers from a brigade-sized unit and for which the unit delivers property management support to residents. May include smaller units without a brigade assigned to their footprint.

BUILDING ENERGY MONITOR (BEM) PROGRAM – The assignment and training of Building Energy Monitor is required by Army Regulation 420-1 (Chapter 22-12 (a) (2)). The intent of the program is train monitors to identify energy conservation measures (ECMs) for their assigned building(s). The BEM will be trained by the DPW's Energy Manager (or assigned designee).

CERTIFICATE OF NON-AVAILABILITY (CNA) – An authorization to begin payment of appropriate housing allowances to a Soldier not required to live in UH.

DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) – a computerized database of military sponsors, families, and others worldwide who are entitled under the law to TRICARE benefits. Active-duty and retired Service members are automatically registered in DEERS.

DEMAND MAINTENANCE ORDER (DMO) – Minor maintenance repairs, accomplished by a single shop and that does not cost the garrison more than \$2,000 in labor and material (cost depends on installation policy).

DEPENDENT RESTRICTED TOUR – A duty assignment, location, or station that does not allow dependents (Family) to accompany the Soldier.

FACILITY MANAGEMENT – Services focusing primarily on the maintenance of the facility, which include preventive maintenance building inspections, preparing annual and long-range work plans, master planning, and grounds maintenance.

FAIR WEAR AND TEAR – Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

FULL OPERATING CAPABILITY – The full attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics, which is manned and operated by a trained, equipped, and supported military unit or force.

FURNISHINGS – Includes Government-owned furnishings, appliances, and linens located in barracks common areas and Soldier's modules/sleeping rooms/spaces.

FURNISHINGS MANAGEMENT – The garrison's operations, programming, planning, movement and servicing of furnishings, appliances and linens in support of Family housing, private rental housing, and UH.

GARRISON HOUSING OFFICE – A division within the DPW responsible for providing housing services and operations, including the Housing Services Office (HSO) Family Housing, Unaccompanied Housing, and Residential Communities Initiative (RCI)

GENDER MARKER – Data element in the Defense Enrollment Eligibility Reporting System (DEERS) that identifies a Service member's gender

HOUSING ALLOWANCE – Includes both the Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA). The BAH is a U.S.-based allowance prescribed by geographic duty location, pay grade, and dependency status. It provides uniformed Service members equitable housing compensation based on housing costs in local civilian housing markets within the U.S. when Government modules/sleeping rooms/spaces are not provided. A uniformed Service member stationed Outside the U.S. (including US territories and possessions) who is not furnished Government-owned or -leased housing, is eligible for OHA.

INITIAL OPERATING CAPABILITY – The first attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics that is manned or operated by an adequately trained, equipped, and supported military unit or force.

HOUSING PROGRAM MANAGEMENT – Services that support and facilitate operation, management and maintenance of housing facilities, to include providing housing policy expertise; CNA processing; teaching, coaching, and mentoring mission units and garrison staff on housing procedures and policies; leading routine partnering sessions with garrison and unit leadership; requirements planning for UH facilities; and health and welfare inspections.

KEY AND ESSENTIAL PERSONNEL – Military and civilian personnel whose duties require their immediate availability on Army garrisons because of military necessity and/or operational requirements, as determined by the Garrison Commander in coordination with the Senior Commander.

PROPERTY MANAGEMENT – Services focusing on the daily accountability for upkeep of facility and furnishings reporting using the eMH data management application to include room assignment and termination as well as space and key management.

REAL PROPERTY PLANNING BOARD – A board consisting of members of the command, operational, engineering, planning, and tenant interests of the installation or community that advises the Senior Commander regarding planning decisions.

SUSTAINMENT, RESTORATION, AND MODERNIZATION (SRM) – Sustainment, Restoration and Modernization (SRM) are budgetary terms used to describe work performed on real property. Sustainment may contain M&R. Restoration may contain repair or construction. Modernization is mostly construction however, it can contain repair if replacing components that normally last more than 50 years.

UNACCOMPANIED HOUSING (UH) – Housing provided to single or unaccompanied personnel.

WORK ORDER – Typically used for M&R and construction requirements that exceed \$2,000 in labor and material costs. The Military unit must fill out a form and submit to the DPW for planned SRM projects or customer requests for expensive or complex maintenance or construction.

Appendix C - References

- a. AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)), 30 September 1993
- b. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), 24 September 2010.
- c. AR 190-13 (The Army Physical Security Program), 25 February 2011.
- d. AR 420-1 (Army Facilities Management), 12 February 2008. Rapid Action Revision, 24 August 2012.
- e. AR 600-63 (Army Health Promotion), 14 April 2015.
- f. AR 735-5 (Property Accountability Policies), 9 November 2016.
- g. AR 600-85 (The Army Substance Abuse Program), 28 November 2016.
- h. Joint Travel Regulations (JTR), Volume 1 – Uniformed Service members, 1 October 2017.
- i. Memorandum, ACSIM, subject: Conversions and Diversions of Warrior Transition Unit (WTU) Barracks, 23 June 2015.
- j. Memorandum, Under SECDEF, subject: Policy Memorandum 16-001, Department of Defense Tobacco Policy, 8 April 2016.
- k. Memorandum, Under SECDEF, subject: Army Directive 2016-35 (Army Policy on Military Service of Transgender Soldiers), 7 October 2016.
- l. Memorandum, MEDCOM, subject: Warrior Transition Unit Unaccompanied Housing Assignment and Termination, Facility maintenance, Inspection Standards, and Inventory, 9 February 2017.
- m. ALARACT XXX XXX Headquarters, Execution Order XXX-XX, Army Barracks Management Program (ABMP), 1 February 2018.

Additional References

- a. DoD Manual 4165-63.M, DoD Housing Management, 28 October 2010.
- b. Army Family Covenant.
- c. Operations Order XX-XXX, Headquarters IMCOM, Implementation of Operations of the Army Barracks Management Program (ABMP) and Identification of Roles and Responsibilities, 1 February 2018.

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Appendix D – Sample Forms

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Duty Appointment Memorandum (Sample)

IMSE-STW-PWH

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective DATE, Full Name is assigned the following duty:

KEY CONTROL CUSTODIAN

2. Effective Date, Full Name, is assigned the following duty:

ALTERNATE KEY CONTROL CUSTODIAN

3. Authority: AR 190-51

4. Purpose: To carry out duties as outlined in the above reference

5. Period: Until officially relieved or released from appointment or assignment

6. Special Instructions: N/A

7. Point of Contact for this memorandum is the undersigned

Signature Block

Key Control Register and Inventory Example

(DA Form 5513 page 1 of 3)

KEY CONTROL REGISTER AND INVENTORY For use of this form see AR 190-11; the preparing agency is PAB.			
UNIT/ACTIVITY		PERIOD COVERED	
Bravo Company, 1st Battalion, Fort Anywhere		FROM: 1 Jan 17	TO: 31 Dec 2017
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)			
1. A133921	27.	53.	79.
2. A133922	28.	54.	80.
3. A133923	29.	55.	81.
4. A133924	30.	56.	82.
5. A133925	31.	57.	83.
6.	32.	58.	84.
7.	33.	59.	85.
8.	34.	60.	86.
9.	35.	61.	87.
10.	36.	62.	88.
11.	37.	63.	89.
12.	38.	64.	90.
13.	39.	65.	91.
14.	40.	66.	92.
15.	41.	67.	93.
16.	42.	68.	94.
17.	43.	69.	95.
18.	44.	70.	96.
19.	45.	71.	97.
20.	46.	72.	98.
21.	47.	73.	99.
22.	48.	74.	100.
23.	49.	75.	101.
24.	50.	76.	102.
25.	51.	77.	103.
26.	52.	78.	104.

DA FORM 5513, JAN 2016

PREVIOUS EDITION IS OBSOLETE

Page 1 of 3
APG LC 11 02

(DA Form 5513 page 2 of 3)

Page 2 of 3
APD-LC v1.02

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Application for Assignment to Housing (DD Form 1746 page 1 of 2)

APPLICATION FOR ASSIGNMENT TO HOUSING (Before completing form, read Privacy Act Statement and Instructions on reverse)				1. TYPE SERVICE DESIRED (X one or both)	
				a. MILITARY HOUSING	b. HOUSING REFERRAL
SECTION I - APPLICANT INFORMATION					
2. NAME OF SPONSOR (Last, First, Middle initial)		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS (Street, City, State, Zip Code)		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT (X one)	
		a. HOME (Area Code)	b. DUTY (DSN)	c. MILITARY MEMBER	e. CIVILIAN
				d. MILITARY SPOUSE	f. FOREIGN NATIONAL
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS (X one)			
		a. VOLUNTARILY			
		b. INVOLUNTARILY			
11. I REQUEST HOUSING FOR (X one)		SECTION II - MILITARY CAREER INFORMATION (Continue step to item 12.)			
a. SELF ONLY		14. DATES (Enter in YYYYMM order)			
b. SELF AND DEPENDENTS		MILITARY APPLICANT			
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		MILITARY SPOUSE			
		a. EFFECTIVE RANK/RATE DATE			
		b. ACTIVE DUTY SERVICE COMPUTATION			
		c. TIME REMAINING ON ACTIVE DUTY			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION			
		e. REPORT DATE			
		f. ESTIMATED FAMILY ARRIVAL DATE			
SECTION III - DEPENDENT DATA					
15. DEPENDENTS RESIDING WITH ME (If more space is needed, continue on plain paper.)					
a. NAME (Last, First, Middle initial)	b. DATE OF BIRTH (YYYYMM)	c. SEX	d. RELATIONSHIP	e. REMARKS (Handicap, health problems, suspected additions to family, etc.)	
SECTION IV - HOUSING DATA					
16. COMMUNITY HOUSING DESIRED (X as applicable)					
a. PURCHASE HOUSE	d. RENT HOUSE	g. RENT MOBILE HOME SPACE	j. ROOM AND BOARD		
b. PURCHASE CONDOMINIUM	e. RENT APARTMENT	h. SHARE	k. SUBLET		
c. PURCHASE MOBILE HOME	f. RENT MOBILE HOME	i. RENT ROOM	l. TRANSFER		
17. AMENITIES DESIRED (X as applicable. Write number in d. and e.)		18. DATE HOUSING NEEDED (YYYYMM)		19. PRICE RANGE (Community Housing)	
a. FURNISHED	e. NO. BATHS				
b. UNFURNISHED	f. PETS (Allowed)				
c. AIR CONDITIONING	g. OTHER (Specify)	20. LOCATION PREFERENCE (Community Housing)			
d. NO. BEDROOMS					
21. REMARKS					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED (YYYYMM)	
SECTION V - DISPOSITION (To be completed by the Housing Office.)					
24. MILITARY HOUSING					
a. APPLICATION SUBMITTED (YYYYMM and time)	b. APPLICATION EFFECTIVE (YYYYMM)	c. DD FORM 1746 PROVIDED (YYYYMM)	d. HOUSING OFFICE/ACTIVITY ZONES (Indicated on DD Form 1747)		
e. APPLICANT PLACED ON WAITING LIST	f. EFFECTIVE PLACEMENT (YYYYMM)	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED (YYYYMM)		
SECTION VI - HOUSING REFERRAL CERTIFICATE					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT			26. DATE SIGNED (YYYYMM)		

DD Form 1746, SEP 93

Previous editions may be used.

Adobe Professional 5.0

Application for Assignment to Housing

(DD Form 1746 page 2 of 2)

APPLICATION FOR ASSIGNMENT TO HOUSING	
PRIVACY ACT STATEMENT AUTHORITY: 5 USC 5511 & 5512. PRINCIPAL PURPOSE: To identify customer needs for assistance and housing requirements. ROUTINE USE: None. DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.	
GENERAL INSTRUCTIONS This form provides the Housing Office with information that will be used to provide you with military and/or community housing. <u>All items not listed are self-explanatory.</u> SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.	
1. TYPE SERVICE DESIRED Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions. Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.	SECTION III - DEPENDENT DATA 15. DEPENDENTS RESIDING WITH ME a. through d. List requested data for all authorized dependents who will be residing with you. e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.
SECTION I - APPLICANT INFORMATION 5. DOD COMPONENT Army, Navy, Air Force, etc. 6. ADDRESS Enter complete current address (street number and name, apartment number, city, state/country and the 9-digit ZIP code). 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM Enter the name of the installation you transferred from. 13. INSTALLATION/ORGANIZATION TRANSFERRED TO Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to. SECTION II - MILITARY CAREER INFORMATION 14. DATES (Military Applications/Military Spouse Only) Enter dates in order of YYMMDD. (May 17, 1993, would be entered as 930517). a. Enter the date your current rate/rank was effective. b. Enter your active duty service computation date. c. Enter the time (in months) that you have remaining on active duty. d. Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS. e. Enter your official report date (from your PCS orders). f. Enter your estimated arrival date.	SECTION IV - HOUSING DATA 16 - 21. Self-explanatory. 22. SIGNATURE The applicant must sign the DD Form 1746. 23. DATE SUBMITTED Enter the date the application was submitted to the Housing Office. SECTION V - DISPOSITION (To be completed by the Housing Office) 24. MILITARY HOUSING a. Application Received. Enter the year, month, day and time the application was received in the Housing Office. b. Application Effective. Enter the date of change of duty station (Line 14d) or other date that will be the effective (control) date. c. DD Form 1747 Provided. Enter the date that the DD Form 1747 was sent to the military applicant. d. Housing Availability. Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant. e. Applicant Placed on Waiting List. Enter the identification of the assignment waiting list(s) to which the applicant is placed. f. Effective Placement. The effective date and time of the applicant's placement on the list(s). g. Bedrooms Requirement. Enter the number of bedrooms required, based on dependent data in Item 15. h. Date Unit Assigned. Enter the date the unit was assigned.

DD Form 1746, SEP 93

**Application For Barracks Form
(Sample)**

**Directorate of Public Works/UH Branch (Sample)
ARMY BARRACKS MANAGEMENT PROGRAM (ABMP)
FORT UNCLE SAM, USA
APPLICATION FOR BARRACKS**

DOB: _____

DoD ID: _____

NAME: _____
(LAST) (FIRST) (MI)

RANK: _____ **DATE OF RANK:** _____

UNIT: _____

DUTY PHONE: _____ **HOME/CELL PHONE:** _____

GENDER: _____ **M** _____ **F** **SINGLE** _____ **MARRIED** _____

DATE OF ARRIVAL: _____

COMMANDER: _____ **PHONE:** _____

1SG: _____ **PHONE:** _____

PLT SGT: _____ **PHONE:** _____

BLDG ASSIGNED: _____ **ROOM #** _____

SIGNATURE

DATE

**PRIVACY ACT STATEMENT: Authority EO9379. DoD ID used for
identification only. Disclosure is voluntary.**

*An appropriate / approved Privacy Act Statement should be used in
conjunction with this form

Assignment to Module/Sleeping Room/Space Letter Sample A
This form is generated electronically with information entered into eMH

**USAG TEST – Assignment Letter
Single Soldier Housing
Military Installation, USA**

**Control Number
Today's Date:**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assignment to UHM Housing

- 1. The following individual is assigned to UHM Housing:**

DoD ID:	Name:
Rank:	Branch:
Pay Grade:	UIC/Organization:

- 2. This individual is assigned to the following module/sleeping room/space:**

**Address:
Building:
Wing:
Floor:
Unit:
Room:
Bed:**

- 3. The effective date of assignment is:**
- 4. The module/sleeping room/space is adequate UHM Housing.**
- 5. This move is for the convenience of the government.**
- 6. To assist in the continued justification of housing requirements for Service Members and their families, please notify the Housing Office of any residence changes.**

**John Smith
USAG TEST**

**DISTRIBUTION:
Unit Commander (1)
Finance (1)
Transportation (1)
Individual (1)**

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**Assignment to Modules/Sleeping Rooms/Spaces Letter,
Sample B**

SAMPLE	
IMSE-STW-PWH	Date
 MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Assignment to Unaccompanied Housing	
 1. The following individual is assigned to Unaccompanied Housing:	
DoD ID:	Name:
Rank:	Branch:
Pay Grade:	UIC/Name:
 2. This individual is assigned to the following dwelling:	
Building:	
Unit:	
Room:	
 3. The effective date of assignment is:	
 4. This dwelling is Unaccompanied Housing.	
 DISTRIBUTION:	
Finance (1)	
Transportation (1)	
DPW (1)	
Unit (1)	
UH Manager (1)	
Individual (1)	

Check-In & Hand Receipt Form (Sample) Page 1 of 2

This form is generated electronically with information entered into eMH

MILITARY INSTALLATION -- CHECK-IN					
Main Street CITY NAME, NY 10996 222-333-4444					
NAME:		ACCOUNT	ARRIVAL DATE	DEPARTURE DATE	SVM UIC
DoD ID:	GENDER	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION:		CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT:	Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations. House Rules: -Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the premises for other purposes, including the shelter of any additional persons, is prohibited. -Condition of Property. Occupant has inspected the room, furnishings and agree the room is in habitable condition. Any discrepancies shall be submitted in writing to the UH Housing Office, Soldier Hall within 5 business days of occupancy. -Pets. With the exception of approved WT companion dogs, no animals or pets are allowed in any Unaccompanied Housing Facility. -Smoking. All Department of Defense facilities will restrict tobacco use to specifically designated outdoor areas, which must be at least 50 feet from building entrances and air intake ducts. -Facilities & Furnishings. The Unit Commander shall maintain the property in good repair & habitable condition & shall be responsible for all repairs not due to the abuse or negligence of the occupant. Broken or defective furnishings, equipment should be reported immediately. -Use of Facilities. The occupant shall use all fixtures, furnishings & appliances in or on the premises in a reasonable manner. -Occupant Conduct. Occupant or authorized guests shall conduct themselves in a manner that will not disturb other occupants in the facility. -Health & Safety. The occupant shall comply with all health & safety regulations imposed by local command. -Access to Property. The Company Commander, Barracks Management Staff or a designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs or improvements, & (c) supply necessary or agreed upon services. If the occupant is away when the premises are to be entered, the above stated individuals will leave a written notice stating the reason for entry. I HAVE READ, UNDERSTAND & WILL ADHERE TO THESE CONDITIONS HERIN & IN THE ARMY BARRACKS MANAGEMENT PROGRAM (ABMP) GUIDE. Financial Liability for Damages: Damage or Lost Property. If the occupant willfully or negligently abuses, damages, or removes any part of the premises (including fixtures, furnishings & appliances) or willfully or negligently permits any person to do so, the occupant shall be held monetarily responsible for all damages.				
ADDRESS:					
CITY, STATE ZIP:					
UIC PHONE#:					
PERSON E-MAIL:					
ROOM PHONE#:					
ARMY BARRACKS MANAGEMENT PROGRAM 					
SIGNATURE / DATE:					

I Certify that I ___ am ___ am not receiving Basic Allowance for Housing (BAH).

Signature: _____

Check-In & Hand Receipt Form (Sample)

Page 2 of 2

This form is generated electronically with information entered into eMH

SIGNATURE / DATE:

ITEMS CURRENTLY ISSUED TO

Item	Barcode	Serial Number	Condition	Purchase Cost

Signature: _____ Date: _____

2 of 2

FOR OFFICIAL USE ONLY: This report contains information that a privacy and business sensitive. Army misuse of unauthorized disclosure of privacy and business sensitive information may result in civil and/or criminal penalties in accordance with 18 United States Code (U.S.C.) 1030; Section 552a of title 5 (U.S.C.); as amended Privacy Act of 1974; DoD 5400.11R. To avoid compromise, destroy this report after use.

**ABMP New Soldier Brief
(Sample)**

(Sample)

**Directorate of Public Works/Unaccompanied Housing Branch
ARMY BARRACKS MANAGEMENT PROGRAM (ABMP)
FORT UNCLE SAM, USA
New Soldier Brief**

- **Do not** change rooms without approval from the ABMP Office.
- **Do not** abuse any of the furniture in your room or any room.
- **Do not** remove any of the furniture from any of the rooms.
- If you need a Demand Maintenance Order/Work Order called in you may do so by calling the # below, or contact the Unaccompanied Housing Office so the deficiency can be repaired.
- Loss of key will result in a charge.
- **Do not** play with the smoke detectors (remove, turn-off, etc.).
- **Do not** play with the fire extinguishers or use them as door blocks.
- Be very cautious when using irons, or anything that can start a fire.
- Pick up after yourself inside and outside of your assigned rooms.
- **Do not** drive your POV's on the barracks sidewalks or grass.
- If you are in a module/sleeping room by yourself, **always** have the module/sleeping room ready (furniture: beds, mattresses, wall lockers, etc.) for a roommate.
- Call 777-4813 to schedule an appointment to clear your room.

Your room must be clean and free of ALL personal belongings in order to clear.

HOUSING/ABMP OFFICE # 777-6895

24 Hour On-call # 777-8099

Military Police #

Fire Department #

911 OR 777-5156

911 OR 777-4131/9687

Soldier Signature_____

Print Name_____

BLDG #_____ **ROOM#**_____

**Unaccompanied Housing
Resident Occupancy Agreement**

(Rank/Name)_____, (DoD ID)_____ is assigned to,
Bldg #_____, Room #_____, Fort XXXX, to be
occupied as military Unaccompanied Housing.

1. Occupant Use. The occupant shall use the premises solely as a residence for themselves. Use of the unit for any other purpose, including the shelter of any additional number of persons is prohibited without prior written consent of the Unit Commander.

2. Good Repair. The commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant or their guests during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment and reporting to their Unaccompanied Housing Manager for resolution.

3. No Animals. Animals are not allowed in Unaccompanied Housing to include any aquarium or caged animals. Damage caused by noncompliance will be the responsibility of the tenant.

4. Condition of Property. The occupant and First Line Supervisor will jointly inspect the module/sleeping room/space and both parties will agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant shall be submitted in writing and received by the Supply Sergeant office within 72 hours (3 working days). If discrepancies are not received by the Supply Sergeant or Unit representative within the 72 hour period, the module/sleeping room/space and contents will be considered to be in acceptable condition and suitable for occupancy. Exceptions to the 72 hour limit due to valid and verifiable causes will be determined on a case-by-case basis.

5. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing, lighting, and electrical fixtures, facilities, and appliances clean and safe. At the termination of occupancy, all appliances and equipment shall be in good working order and the premises shall be in clean condition, normal wear and tear expected.

6. Use and Repair of Facilities. The occupant shall use all fixtures, facilities, and appliances in or on the premises as they were originally intended/designed. Any damage (abuse/negligence) caused by either tenant or guest(s), beyond normal wear and tear, shall be repaired at the tenant's expense.

7. Automotive Repair. Maintenance of automobile(s) at/in Unaccompanied Housing is strictly prohibited. Storage of automobile parts in/around the Unaccompanied Housing facility is also prohibited.
8. Occupant Conduct. Occupants shall conduct themselves in a manner that is considerate to and will not disturb their neighbors.
9. Health and Safety. The occupant shall comply with all health, safety, and fire regulations imposed by the Senior and Garrison Commander.
10. Smoke Detectors/Fire and Suppression Equipment. The occupant is responsible for reporting any malfunction or visible defect of smoke detectors/sprinkler in their assigned space to the First Line Supervisor. Removing, destroying, or tampering with a smoke detector, fire extinguisher, or any part of the fire suppression system in the building is a federal offense.
11. Smoking. Smoking, electronic cigarettes, and all other smoke and vapor emitting devices are prohibited in all government facilities, outside areas commonly used by non-smokers, and the immediate vicinity of supply air intakes or building entries or exits. Designated smoking areas must be at least 50 feet from the building.
12. Open Flame. Open flame containers to include; but not limited to, equipment powered by internal combustion engines, hazardous material, candles, and lighters, are strictly prohibited in Unaccompanied Housing and will not be stored within the confines of an Unaccompanied Housing facility.
13. Periods of Absence. The occupant shall notify their First Line Supervisor whenever extended absence (in excess of ten days or more) from their module/sleeping room/space is anticipated.
14. Access to Modules/Sleeping Rooms/Spaces. When possible, reasonable notice will be given to occupants, and at reasonable times, when the unit leaders will enter the premises to inspect the property; make necessary alterations, improvements or repairs; and supply necessary or agreed upon services.
15. Neglect and Costs. If at any time during the period of occupancy, repairs, or replacement is required for damaged or missing Unaccompanied Housing property or equipment caused by the abuse or negligence of the occupant or occupant's guest, the occupant understands that the repair or placement shall be made at the occupant's expense.
16. Check-out Inspection. It is the responsibility of the occupant to set up a pre-inspection with their Unaccompanied Housing manager 5-10 working days prior to check-out. A final

inspection will be conducted the day of or day prior to departure if departure falls on the weekend. The occupant is responsible for the cleanliness of the room.

You can requested PCS cleaning services by making individual arrangements with cleaning companies provided on the Cleaning Standard Sheet. The Unaccompanied Housing Office is in no way endorsing these services, but providing additional options for your check-out. Please see your Unaccompanied Housing manager for information on the paid cleaning process.

17. Receipt of Rules, Regulations, Responsibilities of Occupancy. The occupant acknowledges receipt of the statement of occupant's responsibilities, liabilities, and the definitive set of house rules concerning occupant conduct and assignment procedures. It is the responsibility of the occupant to familiarize himself/herself with orders and policies associated with UH to conduct his/her actions accordingly. A claim of ignorance of rules and regulations contained therein will not relieve the occupant of responsibility for compliance therewith.

**I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL COMPLY
TO THE ACKNOWLEDGED REQUIREMENTS**

Name (print)_____ Date_____

Signature_____

First Line Supervisor _____

Date_____

This signed page will be maintained in your Resident Check-In Packet in your Supply files.

CLEANING STANDARDS HANDOUT

Your room and the common areas you share with a roommate will be clean and suitable for occupancy by the next occupant. To successfully pass your inspection you will need the cooperation of your roommate since all areas that you share will also be inspected. All personal items, to include furniture, clothing, and trash will be removed and properly disposed of. Drawers in government owned furniture and closets will be closed. Furniture will be slightly pulled away from the walls so that baseboards, walls, and floors may be inspected.

These standards are written as guidelines for all barracks in our inventory. You may not have a kitchen, but components of the kitchen, such as the refrigerator and microwave are still your responsibility. If you have questions or concerns, bring them to the attention of the facility manager as soon as possible.

For the purpose of these cleaning standards, **the term “clean” is defined as: Free of dirt, dust, lint, stains, streaks, film, grease, mildew, food, finger prints, cleaning material, mineral deposits, and all foreign matter.** Charges will be assessed for any damages caused by the cleaning process. All items of equipment, appliances, furniture, and building materials will be cleaned as follows:

1. **WALLS, CEILINGS, DOORS, DOORLOCKS, AND BASE BOARDS** must be cleaned with care to ensure surface is clean without damaging paint or finish. Clean painted surfaces with a damp sponge and a mild cleanser. Heating/cooling vents will be clean. Plastic baseboards, switch plate covers and outlet covers will be clean with all paint spots removed. Switch plate covers and outlet covers will be removed from the wall for cleaning and reinstalled.
2. **FURNITURE**. Wooden furniture will be cleaned and a light coat of wood polish applied. Upholstered furniture will be cleaned as follows: mattress, box spring, sofa, and chair will be brushed and vacuumed. Stains will be removed as necessary.
3. **FLOORS**. Floor cleaning includes sweeping, vacuuming, and mopping. Types of floors include vinyl tile and ceramic tile. Only vinyl tile will be waxed, buffed, and stripped. Only hot water and a clean mop should be used for cleaning ceramic tile. All movable equipment, appliances, and furniture will be moved to clean floors underneath. All items moved during floor cleaning operations will be returned to original positions. Floor cleaning also includes cleaning door tracks and thresholds.

a. **Stripping**. Only bedroom floors will be stripped of old wax and cleaned. Read the label on commercial stripping solutions to ensure that they will not damage the type of floor being stripped. Floors may be stripped with a buffer, if a buffer is utilized to strip the floor, corners

and areas inaccessible by the buffer will be stripped by hand. The stripping operation will be considered satisfactory when all traces of stripping solution and old wax have been removed and the floors are clean.

b. **Waxing.** Only water emulsion liquid wax will be used on vinyl tile floors. Wax will not be applied to ceramic tile. Acrylic wax is prohibited for use on any type floor. Wax will be applied up to, but not touching, the baseboards. After the wax has been applied, the reflection will be uniform with no streaks, swirl marks, or residue. Take care when moving furniture not to mar the wax.

4. **BLINDS (if equipped), WINDOWS, SCREENS, DRAPES**

a. **Mini-Blinds** (if equipped), will be cleaned. Care will be taken to prevent staining of cords during the cleaning process. Slats will be cleaned using a neutral soap solution and rinsed.

b. **Windows.** Prior to window cleaning, remove screens (GROUND FLOOR ONLY) and blinds. Blinds and screens (GROUND FLOOR ONLY) will be replaced and readjusted, and windows secured before leaving the room. All window surfaces, inside and outside (GROUND FLOOR ONLY), and windowsills will be clean. Any paint drops or smears, however large or small, will be removed from inside and outside (GROUND FLOOR ONLY) of the window glass. Do not use steel wool on glass surfaces. Accessible glass, frames, casings, seals, ledges, and adjacent wall surfaces will be clean and dry.

5. **CLOSETS.** Closets, including floors, walls, hanger rods, shelves, built in drawers, and doors, will be cleaned. All personal locks must be removed.

6. **LIGHT FIXTURES.** Light fixtures will be cleaned and dried. Remove, clean, and replace light globes, reflectors, and similar items. All light fixtures will have functioning bulbs/florescent tubes. Notify the facility manager if your florescent tubes or unusual size light bulbs are burnt out. Occupants must purchase compact florescent bulbs (40 watt recommended); incandescent bulbs are NOT allowed on installations. If you are not sure how to remove the light cover, request instruction from the facility manager.

7. **BATHROOM.**

a. **Bathtub, shower walls, sinks.** Bathtubs, shower walls, and sinks will be cleaned. Ensure aerators are intact and installed. Fiberglass tubs, shower stalls, and sinks will not be cleaned with an abrasive cleaner. All decals and plastic adhesive-backed items will be removed. Strong abrasives will not be used to clean chromium-plated hardware. These fittings will be

washed, allowed to dry, and polished using a clean, dry, soft cloth or paper towel. Caulk will be cleaned of all mildew using a bleach-water solution.

b. **Toilet and water closet.** Water closets, toilet bowls, and toilet seats will be cleaned. Contact kill time for disinfectant detergent is 30 seconds to one minute. Cleansers containing strong abrasives, acids, or alkali solutions will not be used. A scale remover will be used only when necessary. All toilet seats will be washed on both sides and under the fastener caps. If toilet seat is broken or peeling, notify the facility manager.

c. **Tile.** All tile and grout will be cleaned. A scale remover will be used only when necessary. Tile surface will be smooth to the touch with no cleanser residue.

d. **Mirrors, Medicine Cabinets, and Vanities.** Mirrors, medicine cabinets and vanities, to include interior and exterior surfaces, shelves, and tracks, will be cleaned. Mirrors will be cleaned with glass cleaner and polished with a soft cloth or paper towel.

8. **KITCHEN EQUIPMENT**

a. **Refrigerator and Freezer.** Proper cleaning of this appliance will require some cooperation if you have a roommate. The refrigerator will have to be unplugged to clean exterior surfaces including the coils on the back. All items must be removed during the interior cleaning process. Inner and outer surfaces of refrigerator and freezer will be cleaned. Gasket around refrigerator and freezer doors will be cleaned and dried. Freezer will be defrosted, ice trays emptied, cleaned, and dried. Cover at base of refrigerator will be removed, drip pan removed and cleaned, base and cover cleaned, and cover reinstalled. Steel wool may not be used to clean any interior or exterior surface. Food and drink may be returned to the refrigerator if it belongs to your roommate. If you have no roommate, all food will be discarded, the refrigerator will remain plugged in, turned to its lowest setting, and doors closed.

b. **Sink.** Sink and plumbing fixtures will be cleaned. Ensure aerators are intact and installed. Scale remover will be used only when necessary. Drains will be unplugged, and accessible inner and outer surfaces clean. Strong abrasives will not be used to clean chromium-plated hardware. These fittings will be washed with a mild cleanser, allowed to dry, and polished with a soft cloth or paper towel.

c. **Microwave.** Interior and exterior surfaces of microwave will be cleaned. Do not use abrasives or harsh chemicals. A mild soap and water solution is best. Putting a cup of water in the microwave on high for about one minute will help loosen dried food particles.

9. **HALLWAYS, BALCONIES, EXTERIOR COMMON AREAS.** Each occupant is responsible for cleaning the common hall or section of balcony that extends halfway to the room

on either side and all the way across. Floor will be swept, mopped, and waxed if applicable. It will be considered satisfactory if it is free of dirt and removable stains.

BEDROOMS: *Refer to Cleaning Standards for definition of clean

- Return furniture to original location if moved.
- Clean all surfaces of furniture including inside/under furniture drawers.
- Polish wood furniture and closet drawers.
- Remove excess furniture and items not on the hand receipt from the room and barracks.
- Remove excess coaxial cables.
- Swept, mop, buff or vacuum all floors - move furniture to clean under and all corners of the room to include closet.
- Clean all walls, shelves, counters and baseboards, to include closet, of dirt, debris; and grime.
- Remove all hanging hooks, Stick-Ups, adhesive, etc. from walls and ceilings with care, to prevent removal of paint or wall.
- Remove light covers, clean and wipe light fixtures and replace cover.
- Remove, clean, and replace exhaust vent covers or diffusers.
- Disinfect and clean outlets/switch plate covers, cable jack covers, and thermostat.
- Wipe and clean all other mounted hardware and accessories.
- Wipe and clean (interior) window sills, frames, and glass.
- Report window screen if damaged or missing.
- Wipe closet and bedroom doors inside and out to include door jambs.
- Disinfect and clean closet door knob.
- Disinfect and clean interior/exterior bedroom door locks.
- Remove all padlocks.
- Turn all lights off, set thermostat at lowest setting, unplug lamps with cord wrapped around base, lock windows, open drapes halfway, closed and secured all doors.
- Dispose of all trash, hangers, cleaning utensils, excess supplies, etc. ROOM MUST BE BARE.

COMMON AREAS: *Refer to the Cleaning Standards for definition of clean.

- **(IF YOU HAVE A CURRENT ROOM MATE) Notify roommate of scheduled inspection. Coordinating with your roommate is important to ensure common area is inspection ready.**
- **Remove ALL personal items from common areas unless roommate VERBALLY agrees to take ownership of property.**
- **Placing personal items in common areas is not authorized.**

NO ROOMMATE:

- Appliances emptied. Appliances thoroughly cleaned in, out, and under. Pull out refrigerator to clean behind. Return refrigerator and set temperature to lowest setting/door closed.
- Empty cabinets and drawers and wipe inside and out. Polish drawer and cabinet facings.
- Clean counters clean and remove marks as needed.
- Clean walls of grime, cooking oil, etc.
- Remove light covers, clean and wipe light fixtures and replace covers.
- Clean tub, tub walls, and fixture surfaces of buildup, hard water, etc.
- Flush showers/tubs clean of debris.
- Remove shower curtain if in unsatisfactory condition.
- Remove toilet seat by way of screw and caps. Disinfect and clean thoroughly. Replace seat and caps.
- Disinfect and clean toilet piping, interior/exterior of bowls, seat, and base.
- Clean and flush toilets as many times needed to clear waste.
- Clean all walls, accessories and hardware, and light switch and other covers in toilet and tub area.
- Discard empty toilet tissue rolls and refill with new toilet tissue roll.
- Remove light covers, clean and wipe light fixtures, and replace covers.
- Remove, clean, and replace exhaust vents.
- Empty medicine cabinets, cabinets, and drawers and wipe inside and out. Clean drawers and cabinet facings.
- Clean counters and remove marks as needed.
- Clean walls and mirrors in sink area of toothpaste, water spots, etc.
- Clean all mounted hardware, accessories, outlets, light switches, and other covers in sink area.
- Remove light covers, clean and wipe light fixtures and replace covers.
- Ensure bathroom is completely cleared of trash, shampoos, soap, etc.
- Thoroughly mop and sweep common area floors to include all corners and grout. Scrubbing may be required to removed marks and dirt.
- Dispose of all trash, hangers, cleaning utensils, excess supplies, etc. **ROOM MUST BE EMPTY.**
- Set thermostat (if applicable) to garrison policy setting according to time of year.
- Turn off all lights.
- Close all doors and secure barracks bedrooms and main door.
- **ROOM KEY WILL BE RETURNED TO UNACCOMPANIED HOUSING MANAGER AT THE TIME YOU PASS THE INSPECTION, YOU WILL BE REQUIRED TO VACATE THE ROOM.**

REMOVAL OF TRASH, PERSONAL FURNITURE, AND EFFECTS SHOULD NOT BE INCLUDED IN THE ESTIMATE. YOU ARE RESPONSIBLE FOR DISPOSING ALL THESE ITEMS.

Any resident who fails to conduct a check-out inspection and/or turn in their key to their Unaccompanied Housing Manager, will be charged the cost to clean their room and/or lost key.

SM Signature

Date

UH Manager Signature

Date

Liability Statement (Sample A)

LIABILITY STATEMENT FOR DAMAGE TO ASSIGNED HOUSING

Under Public Law 10 USC 2775, as implemented in AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related equipment or furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when resident clears/moves out of assigned room. This notice explains the rules, which apply to unaccompanied personnel housing. Please read carefully and keep a copy for your records. You could be held pecuniary liable for your Government housing, appliances, or furnishings that are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or your guest acts carelessly and you do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting unauthorized business in the housing unit.

1. A Soldier's liability IAW AR 735-5 for damage to assigned housing and related equipment and furnishings is limited to one month's base pay unless the damage or loss was the result of the Soldier's gross negligence or willful misconduct. You are grossly negligent if you act in a reckless or willful manner, or if you are aware that your guests are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of guests and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage you are grossly negligent and will be charged for the full amount of the loss. You are not liable for damage due to fair wear and tear, or caused by an act of God or by the acts of persons other than your guests.

2. During multiple occupancy of a room, the senior ranking Soldier will sign for the appliances and government-owned furniture located in the common areas. The senior ranking soldier is liable for any damages or destruction within the common area and is held financially responsible for the repairs and/or the replacement of signed property. During single occupancy of a room the occupant is responsible for complete room inventory.

3. The parties assigned to each living area are BOTH responsible for damages or destruction to the appliances and government-owned furniture located in the common areas. Both individuals will take a 50/50 monetary responsibility to replace or repair the property. During single occupancy in 2+1 configured rooms, occupants will be responsible for complete room inventory.

I have read and understand the policy herein.

Service member Name _____

Service member Signature _____

Room# _____ Date: _____

Liability for Damage to Assigned Module/Sleeping Room/Space (Sample B)

Directorate of Public Works / Single Soldier Housing Branch Army Barracks Management Program (ABMP) Application for Barracks

Liability for Damage to Assigned Housing

1. Public law makes military residents of Government housing units legally responsible for damage to the units, or for damage or loss of Government-issued appliances and furniture. Damages include lack of clearing or failure to clean when resident clears/moves out of assigned room. This notice explains the rules, which apply to Permanent Party Unaccompanied Housing. You should read it carefully.

a. First, you can be held pecuniary liable when your Government housing, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly, or if you are aware that your Family Members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of housing that is, conducting an unauthorized business in the housing unit.

b. Second, the Army has limited your liability to an amount equal to one month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct, in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner, or if you are aware that your Family Members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of Family Members or guests, and despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage; you are grossly negligent and will be charged for the full amount of the loss.

c. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God or by the acts of persons other than Family Members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

d. Fourth, special rules for housing-related reports of survey permit commanders to waive claims damage or loss when such is found to be in the best interests of the United States. This waiver authority is similar to forgiveness of the debt. If you request a waiver and fail to get it, you can appeal the matter through report of survey channels. If unsuccessful, you can seek redress through the Army Board for Correction of Military Records.

2. The purpose of the housing liability law is to let us set limits for your liability and to waive claims in appropriate circumstances. The potentially great liability created by the law makes the question of insurance very important. However, only you can decide whether your potential risks warrant the purchase of insurance. The Army does not require it, but you may want insurance for your own protection and peace of mind.

3. The Soldiers assigned to each living area are responsible for damages or destruction to the appliances and furniture located in the shared common area. These appliances include but are not limited to convectional microwaves, refrigerators, washer, dryers, oven ranges, and kitchen table. In the event damages to appliances occur, all Soldiers will share the cost in repair or replacement of the property. If a Soldier is the sole occupant of a living space, that Soldier assumes sole responsibility for loss and damages.

I have read and understand the policy contained herein.

Name: _____

Signature: _____ **Date:** _____

Privacy Act Statement: This information is requested to provide barracks accommodations. Providing this information is voluntary; however, failure to provide required information, may result in an incomplete application. DoD ID is used for identification purposes only. Authority 5 USC 552a

Module/Sleeping Room/Space Condition Rating Guidelines

SAMPLE MODULE/SLEEPING ROOM/SPACE CONDITION RATING GUIDELINES				
ARMY BARRACKS MANAGEMENT PROGRAM		DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i>		
K I T C H E N / B E D R O O M	AREA	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
	CEILING	Not gouged, stained, or broken; No missing pieces.	Need minor repairs, Some gouged, stained, broken, missing pieces; Not more than 25% area.	Needs major repairs; More than 25% of ceiling is damaged.
	WALLS	Walls are in good condition; Not gouged or stained; Conduits are concealed or covered.	Minor gouges, small nail holes, minor chips or stains requiring minor patches; Only spot/touch-up painting; Conduits exposed.	Needs major repairs; Large hole need patching/repairs; Walls need painting.
	FLOOR	Floors are in good conditions; No stains, missing or cracked/chipped tiles.	Floors have minor gouges, chips, cracks or stains; No tiles missing/need replacement.	Floors need major repairs; Tiles missing, loose, curling/cupping, have major cracks, or impose a tripping hazard.
	LIGHT FIXTURE	90% of overhead and task lighting works.	75%-95% of the overhead and task lighting works.	Less than 75% of the overhead and task lighting is working.
	SWITCHES/ OUTLETS	All outlets grounded/GFI-rated where water may be present; All outlets work safely.	All outlets grounded/GFI-rated where water may be present, but some outlets are loose or provide erratic power.	Ungrounded outlets or outlets not GFI-grounded where water may be present; Some outlets do not work/shock user.
	CABINETS	Cabinets are in good conditions and do not need repair; Ample space provided.	Cabinets are in fair condition; May need minor repairs such as burn marks/minor chips less than 1/2", Limited space.	Cabinets need major repair or replacement; Large chips, burn marks, worn-off finish; Inadequate space.
	SINK (Inc. Fixtures)	Dependable & adequate water pressure and hot water; No faucet or drain pipe leaks; Water is clean.	Water pressure is low and "hot" water is lukewarm; 10%-25% of faucet leaks; Water is clear.	Very low water pressure and/or no hot water; More than 25% of faucets leak; Water is not clear/clean.
	COUNTERTOP	Countertops are in good conditions and do not need repair; Ample space provided.	Countertops are in fair condition; May need minor repairs such as burn marks/minor chips less than 1/2"; Limited space.	Countertops need major repair or replacement; Large chips, burn marks; worn-off finish; Inadequate space.
	VENTILATION/ EXHAUST FANS	Ventilation integrated into forced air system; No signs of rust evident on ventilation grills.	Fans provided and working but not integrated into forced air system; Small amount of rust apparent on grills.	Fans provided but not working; Poor/no ventilation; Rust evident on ventilation grill; Mildew or mold evident.
	APPLIANCES	All appliances are operating properly and in good condition; No repairs needed.	Appliances are used and some wear is evident, but they function properly.	One or more appliances do not function properly, need frequent repair, or missing.
	DOORS/WINDOWS	Fully functional w/level handles and push/kick plates; Less than 10% damage w/dents, gouges or stains; Hardware operates smoothly w/o difficult; Glass, weather stripping & vapor seal between panes are intact and in good shape.	Level handles and kick/push plates show wear, gouges, and/or chips; More than 10% but less than 25% of door/window shows dents, gouges or stains 10%-25% of hardware does not operate smoothly or is damaged; Glass intact but weather stripping or vapor seal.	Levered handles or push/kick plates need repair; More than 25% of the door shows dents gouges or stains; More than 25% of hardware is difficult to operate or fails to latch properly; Window panes are cracked; Weather stripping or vapor seals need replace.

Module/Sleeping Room/Space Condition Rating Guidelines (Continued)

SAMPLE MODULE/SLEEPING ROOM/SPACE CONDITION RATING GUIDELINES (Continues)				
ARMY BARRACKS MANAGEMENT PROGRAM		DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i>		 U.S. ARMY
	AREA	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
B A T H R O O M	SHOWER/TUB (Inc. Fixtures)	Shower/tub tile or surround is in good condition; No gouges, cracks, stains, or loose/missing/broken tiles; Drain works properly and is secured in place; Faucets operate properly with good water pressure & adequate hot water.	Minor gouges, cracks or stained tiles in shower/tub surround; Drain works adequately; Faucets do not leak; Water pressure of low and "hot" water is lukewarm.	Shower/tub surround has missing, cracked on shower tiles; Drain does not close or stay open; Water pressure is very low and there is no hot water.
	MIRRORS	Mirrors are in good condition with no cracks. Stains, or distorted area; Mirrors are secured to the wall.	Minor mirror distorted or small crack in corner; Adequately secured to the wall.	Mirror has crack in piece other than corner and/or large area of distortion; Not adequately secure to the wall.
	LAV/CABINETS	Bathroom accessories for soap, toilet paper and towels are present, in good condition, and accessible; Less than 110% need repair	Bathroom accessories for soap, toilet paper and towels are available but difficult to access and/or 10%-25% need repair.	More than 25% of bathroom accessories for soap, toilet paper and towels are missing, broken, or loose, and need major repairs.
	COMMODE	Sanitary waste system is in good condition; Commode operates well, free of cracks/stains; Does not run excessively long after flushing.	Sanitary waste system is in adequate condition; Commode operates adequately and does not run for more than 30 sec. after flush; Only has minor stains or cracks.	Sanitary waste systems shows evidence of seepage or backup; Commode has major cracks/stains and continues to run for more than 30 seconds after flushing.
	SINK (Inc. Fixtures)	Faucets operate properly and do not leak; Adequate water pressure and ample hot water; Drainage system does not leak and sink stopper works; Sink is not cracked, chipped or stained; Water is clear.	Faucets operate without excessive leaks; Low water pressure; "Hot" water is lukewarm; Sink stopper allows some water to drain; Drainage system has minor dripping; Minor cracks/stains.	More than 25% of faucets leak at the handles or under the sink; Water pressure is very low and there is no hot water; Sink stopper does not hold water; Drainage system leaks under the sink; Cracks and/or stains present; Water is discolored/non-potable.
INSPECTION'S SIGNATURE		DATE OF INSPECTION		
X:				

Module/Sleeping Room/Space Inspection Checklist (Sample)

SAMPLE Room Inspection							
ARMY BARRACKS MANAGEMENT PROGRAM		DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i>				 U.S. ARMY	
Soldier's Name & Grade: _____		Inspected By: _____		Bldg/Room #: _____			
K I T C H E N	AREA	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)	Condition Code (See Note)	Needs Repair	Description of Maintenance Required
	CEILING						
	WALLS						
	FLOOR						
	LIGHT FIXTURE						
	SWITCHES/ OUTLETS						
	CABINETS						
	SINK (Inc. Fixtures)						
	COUNTERTOP						
	VENTILATION/ EXHAUST FANS						
B A T H R O O M	CEILING						
	WALLS						
	FLOOR						
	DOOR						
	TRIM						
	EXHAUST FAN						
	HARDWARE (Towel bar, soap)						
	SHOWER/TUB (Inc. Fixtures)						
	MIRRORS						
	LAV/ CABINETS						
	COMMODE						
	LIGHT FIXTURE						
	SINK (Inc. Fixtures)						
SWITCHES/ OUTLETS							
B E D R O O M	CEILING						
	WALLS						
	FLOOR						
	DOOR (Inc. locks)						
	TRIM						
	WINDOW						
	SCREENS						
	LIGHT FIXTURE						
	SWITCHES/ OUTLETS						
	CURTAINS/ BLINDS						
	BASEBOARD S/ WOODWORK						
	CLOSET SHELVING						
	COMMUNICATION OUTLETS						
SMOKE DETECTOR							
CEILING FANS							
NOTE: BR = Broken; BU = Burned; CH = Chipped; CR = Cracked; D = Dirty; DA = Damage; FWT = Fair Wear & Tear; MI = Missing; MO = Mold; NH = Nail Hole; NP = Needs Paint; O = Other; S = Soiled; SC = Scratch; SP = Spot; ST = Stained; TO = Torn; WA = Warped <b style="color: red;">THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND BUILDING MANAGER							
OCCUPANT'S SIGNATURE		DATE OF INSPECTION		FACILITY MANAGER'S SIGNATURE			

Suggestion: include columns for both the Service member and Inspector to reconcile any differences on condition codes

**Termination of Module/Sleeping Room/Space Checklist,
Sample A, Page 1**

**Fort Uncle Sam ABMP Office
Module/Sleeping Room/Space Clearing Standards and Checklist (Sample)**

Building: _____ **Room:** _____

Appointment Date: _____ **Time:** _____

The following areas will be inspected for out-processing the barracks.

Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.

The term clean(ed) means: free from dirt, stain, or impurities; unsoiled; free from foreign matter. **Ensure you have cleaning supplies available for touch-ups as needed.**

Living Area

- ☐ Ensure all personal items are removed from room prior to the final clearing inspection.
- ☐ Have room keys ready to turn-over to inspector.
- ☐ Ensure furniture and/or equipment assigned to you on Hand Receipt is inventoried and accounted for.
- ☐ Beds cannot be in a bunk bed configuration. ***They MUST be separated.***
- ☐ Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- ☐ Remove all debris and dirt under the mattress and spring. (Applicable beds only)
- ☐ Ensure TV set is wiped cleaned and dust free. Ensure remote control is present. (Applicable to WT Barracks only)
- ☐ Remove hangers from closets. Wipe clean all lockers.
- ☐ Clean light fixtures*.
- ☐ Clean windows, blinds, and window sills*.
- ☐ Clean doors, trims, base boards, walls and mirrors*. Remove all marks, tape, grease and fingerprints etc.
- ☐ Ensure air condition vents and filter are dusted, cleaned* and turned off.
- ☐ Ensure floor rug, if applicable, are vacuumed and spot free.
- ☐ Ensure your side of the room is swept properly, to include in closets, under and behind furniture etc...
- ☐ Remove all trash from your room. Trash cans must be clean* inside and out.
- ☐ Ensure your side of the room is mopped properly, to include in closets, under and behind furniture etc
- ☐ Coordinate with cable, internet and phone providers to turn off service. Excessively long cable lines need to be removed.

Continued on next page.

**Termination of Module/Sleeping Room/Space Checklist,
Sample A, Page 2**

**Fort Uncle Sam ABMP Office
Module/Sleeping Room/Space Clearing Standards and Checklist (Sample)**

Common Areas

Note: Personnel without a roommate are solely responsible for cleaning the common areas. If you have a roommate you are still responsible for doing your part to clean the common areas. If possible, have your roommate assist you with cleaning.

- ☐ Refrigerator must be emptied, cleaned* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals. If you have a roommate, ensure your items are removed. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present.
- ☐ Kitchen cabinets, to include doors and shelves, must be wiped clean inside and out. Ensure cabinets are empty. If you have a roommate, clean as above and place your roommate's items back neatly in place.
- ☐ Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (applicable models).
- ☐ Cook tops must be cleaned* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean* (inside and out) with no grease or food splatters.
- ☐ Ensure kitchen counter top and kitchen sink area are properly cleaned* and disinfected. If you have a roommate clean as above and place your roommate's items back neatly in place.
- ☐ Washer and Dryer (WT UH) in applicable suites must be properly cleaned*, free from soap scum and lint.
- ☐ Sofas and Coffee tables (WT UH) in applicable suites must be properly cleaned* and stain free.
- ☐ Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned* and disinfected.
- ☐ Ensure that your personal items are removed. If you have a roommate clean as above and place your roommate's personal items back neatly in place.
- ☐ Ensure mirror, medicine cabinet, sink and vanity are cleaned* and spot free. Remove your personal items. If you have a roommate and share the same medicine cabinet, clean as above and place back your roommate's personal items back neatly in place.
- ☐ Doors, trims, baseboards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- ☐ Sweep all common areas, to include under and behind refrigerator, toilet, etc.
- ☐ Remove all trash from common areas. Trash cans must be clean* inside and out.
- ☐ Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc.

Note: Soldiers not leaving Fort Uncle Sam the day they clear and need a place to stay should contact their Command Team for a Transient room.

Print Name: _____

If you have any questions contact the ABMP Office at: **(123) 777-6668**
Hours: Monday – Friday, 0730 -1600 Location: George Hall - 2nd Floor - Room: A1-23

**Termination of Module/Sleeping Room/Space Checklist,
(Sample B Page 1)**

Minimum cleaning standards for Barracks rooms PER AR 420-1		
ITEMS	Resident	PASS/Fail
Floors, rugs, and installed Carpets		
Sweep or Vacuum	X	
Remove stains, wax and dirt sediments	X	
Damp mop floors	X	
Clean area rugs and installed carpeting to remove dirt and spots	X	
Walls and Ceilings		
Remove all dirt, Cobwebs, pencil marks, food , and so forth from walls	X	
Remove all nails and hooks	X	
Remove all dirt, smudges, and other spots	X	
Windows		
Clean inside and outside surfaces, all windows and window frames so that they are free of spots streaks or film	X	
Clean window sills, curtain rods, blinds	X	
Remove screens, brush and wash to remove lint and dust, and reinstall	X	
Doors		
Remove all paper, tape, nails, gum, pencil marks, ink marks, dirt, and heavy stains on both sides	X	
Clean interior and exterior doors and frames so that they are free of dust and stains on both sides	X	
Lighting Fixtures		
Ensure all fixtures have operating light bulbs	X	
Clean all components, including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks	X	
Remove, clean, and replace globes and lamp shades	X	
cabinets, closets, drawers, and shades		
Remove all shelf paper, tape, staples and tacks	X	
Remove all food particles, trash, and personal items	X	
Clear and wash all surfaces so that they are free of dirt and stains	X	
Mirrors		
Clean to shine with no streaks	X	
Radiators, pipes and heating vents		
Wash radiators, pipes and vent registers	X	
Remove dirt, sediments and stains	X	
Refrigerators and freezers		
Defrost and wipe doors	X	
Remove all food particles, trash, and personal items	X	
Unplug and leave door open	X	
Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top and area around coils	X	
Clean and replace drain pan	X	
Clean surface beneath, above and behind appliance.	X	

**Termination of Module/Sleeping Room/Space Checklist,
(Sample B Page 2)**

Item	Resident	Pass/Fail
Move appliance away from wall for cleaning and move back after cleaning	X	
Range		
Remove all burned/crusted-on-food from accessible surfaces.	X	
Wipe down range	X	
Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks	X	
Move Range for cleaning areas under, above, behind, and on either side	X	
Ventilation, air vents, and range hoods		
Wipe down range hood	X	
Wipe down air vent grills, and replace filters as necessary	X	
Remove Completely grease, stains, and dirt sediments inside and outside.	X	
Clean or replace permanent filters.	X	
Common area, bath room, toilet		
Remove stains, lime, and mineral deposits, and excessive soap residue from all equipment	X	
clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen, sinks, and related hardware	X	
Clean wall and floor tile	X	
Polish all equipment, fixtures, and wall tiles to a streak-free shine	X	
Trash Cans		
Empty and remove any crusted on garbage	X	
Empty and clean	X	
Upholstered furniture		
Wipe down and remove stains	X	
Clean to remove lint, dust, and dirt	X	
Remove spots and stains to the maximum extent possible	X	
Wooden Furniture		
Wipe down and remove stains	X	
Clean to remove dust, dirt, food particles, and streaks	X	
Lightly wax outside surfaces and polish to a shine	X	
Clean doors and drawers to be free of dust, dirt, or other foreign matter.	X	
Remove drawers completely so that frames and rollers can be cleaned of dust and other particles	X	
Bedsprings, box springs, and mattress		
Wipe down and remove stains	X	
Clean to remove dirt, dust, and other loose matter	X	
Occupant Signature		
Inspector Signature	Date:	

**Termination Module/Sleeping Room/Space Form & Checklist
(Sample C)**

Module/Sleeping Room/Space Termination Form (Sample)

NAME: _____ **BLDG:** _____ **WING/RM:** _____
INSPECTION DATE: _____ **TIME:** _____ **TEAM PHONE:** _____

Blinds/Draperies in place, clean, free of dirt and dust
Cabinets/Drawers clean, free of dirt and dust, empty of all contents, cabinet doors wiped down
Closet empty all contents, shelve and racks wiped down
Cook top/Vent clean, free of dirt and grease (including knobs and ventilation filter)
Floors stain free, swept and mopped, including under and behind all furniture and appliances and in the closet
Furniture clean, free of dirt and dust, empty of all contents, items not original to room removed
Light Fixtures/Fan free of dirt and dust (including covers), bulbs working
Microwave clean inside, outside and underneath, left plugged in
Mirrors clean, streak free
Refrigerator clean inside, outside and underneath, clean drain pan, trays, door bars and seals, empty of all contents, left plugged in
Shower/Tub clean, wiped down, free of dirt, soap scum and mildew (including soap holders)
Sink/Countertop clean, free of dirt, dust and stains, rinse out sink
Toilet clean inside and outside (including lid, seat, hinges and base), free of waste and stains
Wall/Door Vents clean, free of dirt and dust
Walls/Ceilings clean, free of dirt, dust and stains, trim, outlet covers and light switches wiped down
Washer/Dryer clean, empty, wiped down outside, clean lint trap, left plugged in
Windows clean, streak free, windowsills wiped down (**DO NOT CLIMB OUT THE WINDOW TO CLEAN THE OUTSIDE**)

- If you occupy a room by yourself, you are required to clean the entire room.
- If you have a roommate, his/her articles are permitted to remain in the cabinets, drawers and refrigerator. It is your responsibility, however, to ensure that you and your roommate do a joint cleaning of the common areas.
- Ensure that all trash and personal effects are removed from your side of the room prior to inspection.
- Ensure all cabinet doors and drawers are open and furniture and appliances are pulled 6 – 8 inches away from the wall prior to inspection.
- Ensure all windows are locked and the thermostat is set to 72° prior to inspection.
- Damages reported on the initial inspection sheet will not be assessed to the occupant(s). All damages incurred and not reported to the Barracks Management Office while residing in a room are the responsibility of the occupant(s).
- Keys will be collected at the time of inspection. Any keys not returned will result in a relock and rekey charge.
- Failure to meet the above requirements will result in re-inspection and/or assessed charges and slow down your clearing process. In the event that you disagree with a failed inspection, the ABMP Leader, Inspector and 1SG or BN CSM will re-inspect the room with you.
- Any charges assessed will require a DD FM 139 (Pay Adjustment Authorization) and a DD FM 1131 (Cash Collection Voucher) processed.
- No shows will be required to provide a memorandum from their 1SG prior to rescheduling an appointment. A second no show will require a memorandum from the BN CSM prior to rescheduling.
- Although we will try our best to arrive at the scheduled time, there will be times when other Service members come into our office and require immediate assistance. We ask that you allow us a 15 minute grace period. We will call you at the number provided below if we anticipate being more than 15 minutes late.

Demand Maintenance Order / Service Order Card
(Sample)



Demand Maintenance / Service Order Card



DO NOT USE

- Description of problem: _____
- Date reported (dd/mm/yyyy): _____
- POC (Name): _____ (Phone #): _____
- Work Order Number: _____
- Check One: Priority 1 (Emergency) ☐ Priority 2 (Urgent) ☐ Priority 3 (Routine) ☐
- Follow-up date (if needed) (dd/mm/yyyy): _____ / _____ / _____

DPW / Contractor USE

- Description of work done: _____
- Work completed by: _____ Close out date (dd/mm/yyyy): _____

Fort Anywhere – “We Take Pride in our Home”

**Check Out Form
(Sample)**

This form is generated electronically with information entered into eMH

MILITARY INSTALLATION -- CHECK-OUT Main Street CITY NAME, NY 10996 222-333-4444					
NAME:		ACCOUNT	ARRIVAL DATE	DEPARTURE DATE	SVM UIC
DoD ID:	GENDER	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION:		CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT:		NOTES:			
ADDRESS:					
CITY, STATE ZIP:					
UIC PHONE#:					
PERSON E-MAIL:					
ROOM PHONE#:					
ARMY BARRACKS MANAGEMENT PROGRAM 					
CHECK-OUT NOTES:					
SIGNATURE / DATE:					

Termination Letter (Sample)

This form is generated electronically with information entered into eMH

USAG TEST – Termination Letter Unaccompanied Housing Military Installation, N/A

Control Number: UH
Today's Date:

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Termination of Assignment to UHM Housing

1. The following individual is terminated from UHM dwelling:

DoD ID:	Name:
Rank:	Branch:
Pay Grade:	UIC/Name:

2. This individual was assigned to the following dwelling:

Address:
Building:
Wing:
Floor:
Unit:
Room:
Bed:

3. The effective date of termination is:

4. This move is for the convenience of the government.

SMITH, JOHN
USAG TEST

DISTRIBUTION:
Finance (1)
Individual (1)
Transportation (1)
Unit Commander (1)

FOR OFFICIAL USE ONLY: This report contains information that is privacy and business sensitive. Army misuse of unauthorized disclosure of privacy and business sensitive information may result in civil and/or criminal penalties in accordance with 18 United States Code (U.S.C.) 1030; Section 552a of title 5 (U.S.C.); as amended Privacy Act of 1974; DoD 5400.11R. To avoid compromise, destroy this report after use.

Between Occupancy Maintenance (BOM) Inspection Form

Sample Between Occupancy Maintenance Inspection			
ARMY BARRACKS MANAGEMENT PROGRAM	DEPARTMENT OF THE ARMY INSTALLATION MANAGEMENT COMMAND DIRECTORATE OF PUBLIC WORKS <i>(Installation Name) Street Address</i> <i>City/State</i>		
Building/Room # _____ Inspected By: _____			
Directions: Check or circle the appropriate condition upon inspection.			
	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
PAINT	Clean	Partial Room Needs Paint	Entire Room Needs Paint
CLEANING	No Cleaning Required	Moderate Cleaning Required	Complete Cleaning Required
FURNISHINGS: # of Pieces to Repair	None	Minimal	> 10%
FURNISHINGS: # of Pieces to Replace	None	Minimal	> 10%
APPLIANCES	Clean & Fully Operable	Working = Cosmetic Damage	Repair or Replace
SMOKE DETECTOR	Fully Operable	Repair or Replace	N/A
COMMODE	Clean & Fully Operable	Minor Repair	Replace
TUB	Clean & Fully Operable	Minor Repair	Replace
VANITY	Clean & Fully Operable	Minor Repair	Replace
CABINETS/COUNTERS	Clean	Minor Repair	Replace
WINDOW TREATMENTS	Clean	Minor Repair	Replace
HVAC	Fully Operable	Minor Repair	Replace
ELECTRICAL SWITCHES/OUTLETS	Fully Operable	Minor Repair	Replace
PLUMBING FIXTURES	Fully Operable	Minor Repair	Replace
FLOORING	Clean	Minor Repair	Major Repair or Replacement
# of Service Orders (Minor Repairs)	0 - 2	3 - 5	6 +
# of Service Orders (Major Repairs)	0	0	1 +
OVERALL ROOM RATING	Outstanding (Green)	Satisfactory (Amber)	Unsatisfactory (Red)
Room should be rated "Outstanding" if less than 3 service orders for minor repairs AND no service orders for major repairs.			
Room should be rated "Satisfactory" if there are 3-5 service orders for minor repairs AND no service orders for major repairs.			
Room should be rated "Unsatisfactory" if there are more than 5 service orders for minor repairs AND/OR 1+ service orders for major repairs.			
INSPECTOR'S SIGNATURE		DATE OF INSPECTION	

ABMP Initial and Full Operating Capability

Army Barracks Management Program (ABMP) Defining Initial and Full Operating Capability

Initial Operating Capability NLT 31 July 2018

TASK	Operating Level		
	Garrison	Bde / Bn	Co., / Dir
Designate Bde / Bn footprint	L	X	X
Identify facility management procedures	X	L	X
Establish eMH training program	L	X	
Establish eMH accounts	X	X	L
Ensure barracks furnishings on hand receipt are bar-coded	X	X	L
Barracks Furnishings inventory established	X	X	L
Establish key control program	X	X	L
Establish physical security plan	X	L	

Full Operating Capability NLT 31 July 2019

TASK	Operating Level		
	Garrison	Bde / Bn	Co., / Dir
Coordinate assignments outside of company footprint	X	L	X
Enforce facility management procedures	X	X	L
Establish recurring eMH training (minimum quarterly)	L	X	
Execute day-to-day operations of Unaccompanied Housing	X	X	L
Schedule / Conduct Periodic / Room inspections (minimum quarterly)	X	X	L
Barracks furnishings inventory conducted (annually)		X	L
Schedule, lead, and participate in quarterly stakeholder meetings	L	X	X
Physical security plan posted		X	L

L = Lead / X = Support

**ABMP Company/Battery/Detachment/Directorate
Initial Operating Capability (IOC)
Report**

Army Barracks Management Program (ABMP) Company / Battery / Detachment / Directorate Initial Operating Capability Certification Report			
Initial Operating Capability Task (Company / Battery / Detachment / Directorate Level)	Company / Directorate Yes	Company / Directorate No	If No; Projected Compliance Date
Company / Directorate:			
UIC:			
Designate Bde / Bn Footprint:			
Rooms identified by building / floor / wing			
Identify facility management procedures:			
Inspect building condition for preventive maintenance			
Establish access of Demand Maintenance Orders Website			
Self-Help Program familiar with process (if established)			
Grounds Maintenance Plan executed			
Establish eMH Training Program:			
Personnel scheduled for eMH training			
Establish eMH Accounts: (Lead)			
eMH request submitted (minimum two per organization)			
eMH request vetted and tracked			
Ensure eMH accounts remain active (must log in every 30 days)			
Bar-Code Barracks Furnishings: (Lead)			
All authorized rooms / common area Barracks Furnishings are labeled			
All Barracks Furnishings are scanned into eMH			
Barracks Furnishings Inventory Established: (Lead)			
100% Barracks Furnishings Inventory conducted by Cdr / Representative			
Barracks Furnishings hand receipt signed by Cdr / Representative			
Establish Key Control Program: (Lead)			
Keys inventoried and signed			
Lockout procedures established			
Key replacement procedures are established			
Establish Physical Security Plan:			
Physical Security Plan for each barracks signed			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

**ABMP Brigade/Battalion
Initial Operating Capability (IOC)
Report**

Army Barracks Management Program (ABMP) Brigade / Battalion Initial Operating Capability Certification Report			
Initial Operating Capability Task (Brigade/Battalion Level)	Brigade / Battalion Yes	Brigade / Battalion No	If No; Projected Compliance Date
Brigade / Battalion			
UIC:			
Designate Bde / Bn Footprint:			
Rooms identified by building / floor / wing			
Identify facility management procedures: (Lead)			
Inspect building condition for preventive maintenance			
Establish access of Demand Maintenance Orders Website			
Self-Help Program familiar with process (if established)			
Grounds Maintenance Plan executed			
Establish eMH Training Program:			
Personnel scheduled for eMH training			
Establish eMH Accounts:			
eMH request submitted (minimum two per organization)			
eMH request tracked			
Ensure eMH accounts remain active (must log in every 30 days)			
Bar-Code Barracks Furnishings:			
All authorized rooms / common area Barracks Furnishings are labeled			
All barracks furnishings are scanned into eMH			
Barracks Furnishings Inventory Established:			
100% Barracks furnishings Inventory conducted by Cdr / Representative			
Barracks furnishings hand receipt signed by Cdr / Representative			
Establish Key Control Program:			
Keys inventoried and signed			
Lockout procedures established			
Key replacement procedures are established			
Establish UH Physical Security Plan: (Lead)			
Physical Security Plan for each barracks signed			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

**Garrison
Initial Operating Capability (IOC)
Report**

Army Barracks Management Program (ABMP) Garrison Initial Operating Capability Certification Report			
Initial Operating Capability Task (Housing Office)	Garrison Yes	Garrison No	If No; Projected Compliance Date
IMCOM DIRECTORATE:			
INSTALLATION:			
Designate Brigade / Battalion Footprint: (Lead)			
Rooms identified by building / floor / wing			
Identify Facility Management Procedures:			
Inspect building condition for preventive maintenance			
Provide units access to Demand Maintenance Orders Website			
Self-Help Program (if established)			
Grounds Maintenance Plan executed			
Establish eMH Training Program: (Lead)			
Personnel scheduled for eMH training			
Establish eMH Accounts:			
eMH request submitted (minimum two per organization)			
eMH request tracked			
Ensure eMH accounts remain active (must log in every 30 days)			
Bar-Code Barracks Furnishings:			
All authorized rooms / common area barracks furnishings are labeled			
All barracks furnishings are scanned into eMH			
Barracks Furnishings Inventory Established:			
100% Barracks furnishings inventory conducted by Cdr / Representative			
Barracks furnishings hand receipt signed by Cdr / Representative			
Establish Key Control Program:			
Keys inventoried and signed			
Lockout procedures established			
Key replacement procedures are established			
Establish Barracks Physical Security Plan:			
Physical Security Plan for each barracks reviewed			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

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**ABMP Company/Battery/Detachment/Directorate
Full Operating Capability (FOC)
Report**

Army Barracks Management Program (ABMP) Company / Battery / Detachment / Directorate Full Operating Capability Certification Report			
Full Operating Capability Task (Company / Battery / Detachment / Directorate Level)	Company / Directorate Yes	Company / Directorate No	If No; Projected Compliance Date
Company / Directorate:			
UIC:			
Coordinate Assignments Outside of Unit Footprint:			
MOA / MOU or other agreements established (if needed)			
Enforce Facility Management Procedures: (Lead)			
Self-Help Program utilized (if established)			
Inspect facilities using Booklet 31 (ISR-I)			
Review Demand Maintenance Orders (minimum bi-monthly)			
Grounds maintenance conducted			
Establish Recurring eMH Training Program:			
Personnel trained on eMH (two per organization)			
Execute day-to-day operations of Unaccompanied Housing: (Lead)			
Maintain eMH account holders (minimum of two per organization)			
Execute assigning and terminating modules / sleeping rooms / spaces in eMH			
Schedule and Conduct Periodic Room Inspections: (Lead)			
All barracks rooms inspected annually			
Schedule and Execute move-in and move-out inspections in eMH			
Barracks Furnishings replacement established / familiar with process			
Barracks Furnishings Inventory Conducted: (Lead)			
Barracks Furnishings inventory scheduled / completed			
Review hand receipts at Housing Furnishings Management Office (FMO)			
Schedule, Lead, and Participate in Quarterly Stakeholder Meetings:			
Tenant units attends quarterly stakeholder meetings			
Barracks Physical Security Plan Posted: (Lead)			
Physical Security Plan posted in each barracks			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

**ABMP Brigade/Battalion
Full Operating Capability (FOC)
Report**

Army Barracks Management Program (ABMP) Brigade / Battalion Full Operating Capability Certification Report			
Full Operating Capability Task (Brigade / Battalion)	Brigade / Battalion Yes	Brigade / Battalion No	If No; Projected Compliance Date
Brigade / Battalion:			
UIC:			
Coordinate Assignments Outside of Unit Footprint: (Lead)			
MOA / MOU or other agreements established			
Enforce Facility Management Procedures:			
Self-Help Program utilized (if established)			
Inspect facilities using Booklet 31 (ISR-I)			
Review Demand Maintenance Orders (minimum bi-monthly)			
Grounds maintenance conducted			
Establish Enduring eMH Training Program:			
Personnel trained on eMH (two per organization)			
Execute day-to-day operations of Unaccompanied Housing:			
Maintain eMH account holders (minimum of two per organization)			
Execute assigning and terminating modules / sleeping rooms / spaces in eMH			
Schedule and Conduct Periodic Room Inspections:			
All barracks rooms inspected annually			
Schedule and Execute move-in and move-out inspections in eMH			
Barracks furnishings replacement established / familiar with process			
Barracks Furnishings Inventory Conducted:			
Barracks furnishings inventory scheduled / completed			
Review hand receipts at Housing Furnishings Management Office (FMO)			
Schedule, Lead, and Participate in Quarterly Stakeholder Meetings:			
Tenant units attends quarterly stakeholder meetings			
Physical Security Plan Posted:			
Physical Security Plan posted in each barracks			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

**Garrison
Full Operating Capability (FOC)
Report**

Army Barracks Management Program (ABMP) Garrison Full Operating Capability Certification Report			
Full Operating Capability Task (Housing)	Garrison Yes	Garrison No	If No; Projected Compliance Date
IMCOM DIRECTORATE:			
INSTALLATION:			
Coordinate Assignments Outside of Unit Footprint:			
MOA / MOU or other agreements established			
Enforce Facility Management Procedures:			
Self-Help Program utilized (if established)			
Inspect UH facilities using Booklet 31 (ISR-I)			
Track / Complete / Closeout Demand Maintenance Orders			
Grounds maintenance conducted			
Establish Enduring eMH Training Program: (Lead)			
Personnel trained on eMH (two per organization)			
Execute day-to-day operations of Unaccompanied Housing:			
Maintain eMH account holders (minimum of two per organization)			
Execute assigning and terminating modules / sleeping rooms / spaces in eMH			
Schedule and Conduct Periodic Room Inspections:			
Conduct periodic inspections of the common areas			
Schedule and Execute move-in and move-out inspections in eMH			
Barracks furnishings replacement established / familiar with process			
Barracks Furnishings Inventory Conducted:			
Barracks furnishings inventory scheduled / completed			
Hand receipts on file at Housing Furnishings Management Office (FMO)			
Schedule, Lead, and Participate in Quarterly Stakeholder Meetings: (Lead)			
Garrison CSM leads quarterly stakeholder meetings			
Garrison staff participates in quarterly stakeholder meetings			
Tenant units attends quarterly stakeholder meetings			
*Place Y = Yes or N = No in the Appropriate Column. If No, Projected Compliance Date = YYYYMM			

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