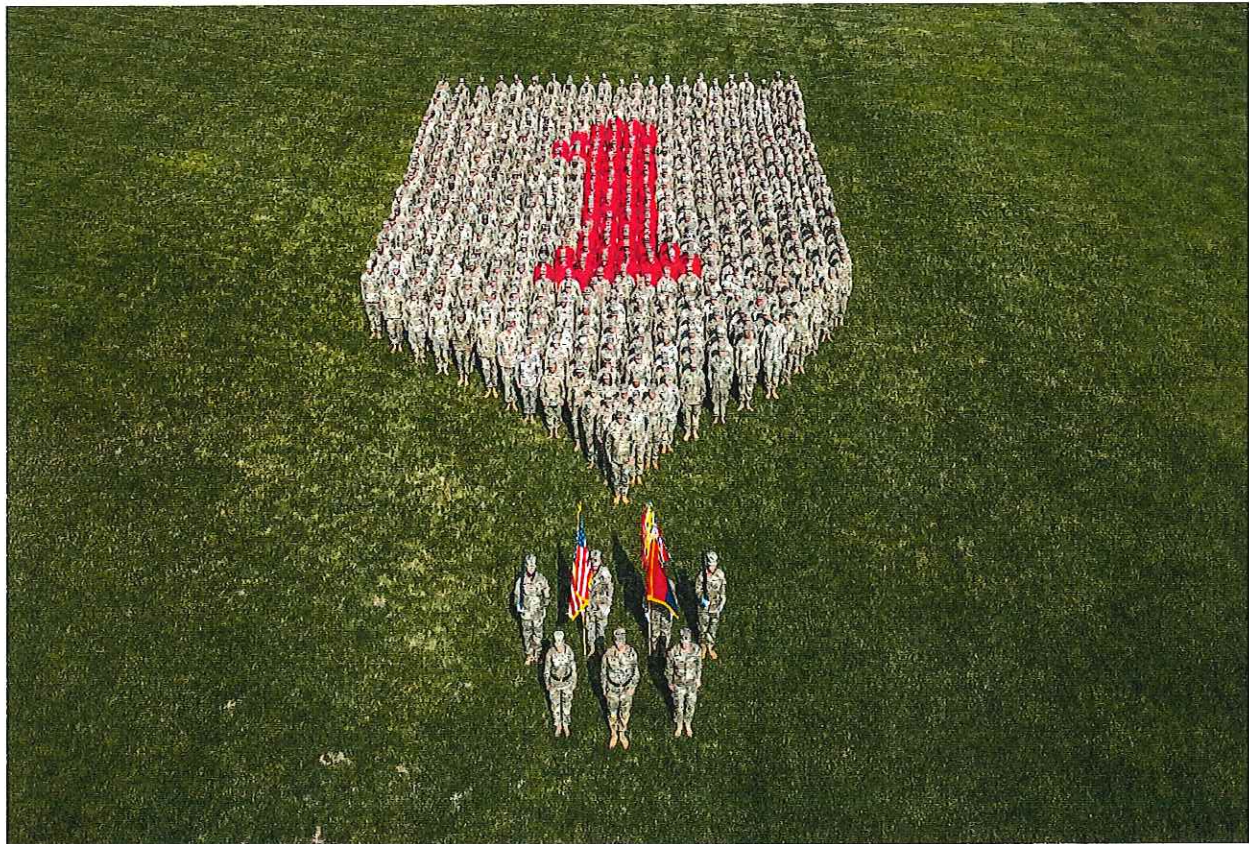




1st INFANTRY DIVISION BARRACKS MANAGEMENT PROGRAM

Standard Operating Procedure



1 JANUARY 2024

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CHAPTER 1: INTRODUCTION

1-1 Purpose

1. To outline duties and responsibilities for all personnel, leaders and units assigned, responsible for, or in charge of a barracks building on Fort Riley IAW the Army's Barracks Management Program.

1-2 Terms Common abbreviations and terms used throughout this SOP.

1. ABMP - Army Barracks Management Program
2. BMR - Brigade Barracks Management Representative
3. ArMA - Army Maintenance Activity
4. DMO - Demand Maintenance Order
5. DPW - Department of Public Works
6. eMH - Enterprise Military Housing
7. FMO - Furnishing Management Office
8. R&U - Repair and Upkeep
9. UPH - Unaccompanied Personnel Housing

1-3 References

1. AR 420-1, "Army Facilities Management", Rapid Action Revision (RAR) 24 August 2012
2. AR 735-5, "Property Accountability Policies", 9 November 2016
3. AR 190-11, "Physical Security of Arms, Ammunition, and Explosives", 17 January 2019
4. FR Regulation 190-1, "Privately Owned Weapons, Explosives and Ammunition"
5. Army Barracks Management Program Handbook, V2 12 January 2021
6. FR Regulation 420-70, "Minor Maintenance and Repair"

1-4 Applicability This SOP is directive in nature and applies to all individuals and units assigned or attached to the 1st Infantry Division, Fort Riley, Kansas.

CHAPTER 2: BARRACKS MANAGEMENT PROGRAM

2-1 Leadership Responsibilities

1. The Brigade Commander and Command Sergeant Major are responsible for ensuring all units within their scope comply with the standards outlined in this SOP and the ABMP handbook; Subordinate Command Teams and Barracks Management Representatives conduct inspections and report any deficiencies.
2. Battalion/Squadron Commanders and Command Sergeants Major will assign competent and responsible personnel to be Barracks Managers and R&U NCOs. Barracks Managers and R&U NCOs are responsible for reporting deficiencies that cannot be resolved at the lowest level to the CSM. Battalions will not overtask Barracks Managers and R&U NCOs outside of these duties (primary or alternate Barracks Manager must be available). These positions require a great deal of attention and responsibility, an overtasked Barracks Manager or R&U NCO cannot give the program the full attention needed to complete their duties. CSMs are also responsible for work order oversight.
3. Company/Troop/Battery Commanders and 1SGs will assign a Soldier as part of the Battalion R&U team. Commanders sign for all property issued to their Company/Troop/Battery in the barracks and revalidate as prescribed in the Real Property SOP. 1SGs communicate with Battalion/Squadron Barracks Managers and R&U NCOs regarding discrepancies or issues arising in the barracks. They will ensure inspections, maintenance is being completed, and oversight of work orders.
4. Supply SGTs are responsible for maintaining the Commander's hand receipts and ensuring he/she is updated on any changes to property to include furnishing hand receipt changes from FMO, statements of charges, or FLIPLs being initiated due to property damage/loss.
5. Platoon SGTs are responsible for their Soldiers and their rooms. The Platoon SGT will conduct routine room and building inspections to ensure the Commander's property is maintained, and their Soldiers are reporting deficiencies, damage, and loss. Platoon Sergeants are responsible for reporting to the 1SG when DMOs or R&U tasks are not completed on time.
6. Squad Leaders and First Line Supervisors are responsible for supervising their Soldiers during initial, routine and termination inspections. These checks include spot checking rooms for cleanliness, physical security, maintenance issues, identifying and reporting building deficiencies, supervising grounds maintenance, and ensuring common areas are maintained by the residing Soldiers.

2-2 Division Barracks Task Force. It is essential that under the ABMP, barracks are controlled, supervised, and maintained down to the unit level. The Division Barracks Management Program is composed of the Division Barracks Task Force with Brigade Barracks Management Representatives, Battalion Barracks Managers, and the Battalion R&U Team.

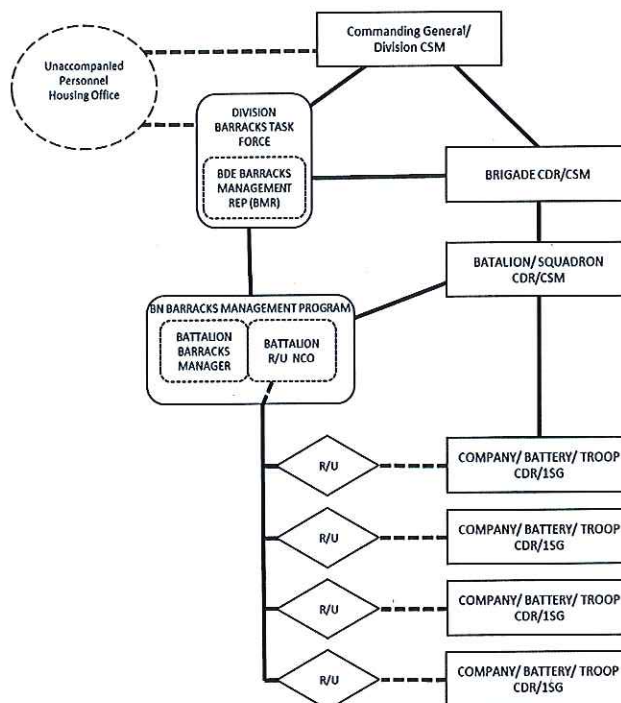
1. Division Barracks Task Force is the primary link between the Commanding General and the Division CSM to the Brigade Barracks Management Programs.

2-3 Brigade Barracks Management Representative (BMR)

1. The Brigade Barracks Management Representative (BMR) is the link between the Division CSM, Brigade CSMs, Division Barracks Task Force, UPH Office, Battalion R&U NCO and Barracks Managers.

2. Brigade CSMs are responsible for having a Senior NCO as their designated representative to ensure all Barracks in the Brigade's footprint are properly taken care of and maintained IAW the AMBP. This Senior NCO will be part of the Division Barracks Task Force as the Brigade Barracks Management Representative.

3. The BMRs are responsible for collecting data from the Battalion Barracks Managers and Battalion R&U NCOs to report to the Brigade and the Division TF ensuring efficient management and maintenance of their Brigade's footprint.



2-4 Battalion Barracks Managers

1. Barracks Managers are the representative of the Battalion/Squadron Commander. They will accept hand receipt copies from each Commander for furniture with-in the unit's barracks. Barracks Managers will maintain accountability of Furnishings Inventory/ hand receipts, Check-in Sheets, initial Barracks Room Inspections, and track/manage work orders with-in the unit's barracks.

2. Each Battalion/Squadron Commander will assign a primary Barracks Manager (SSG or SGT Promotable) and an alternate Barracks Manager (CPL or above).

3. Barracks Managers must complete an eMH course through the Unaccompanied Personnel Housing Office (UPHO) and have a military email account to allow access to

eMH online to conduct their duties. Barracks Managers must have a means of transportation, 6 months longevity and no pending adverse actions.

4. The Primary Barracks Manager will be assigned as the Primary Evacuation Coordinator/Fire Warden for their barracks buildings and conduct duties IAW AR 420-1, paragraph 25-24.

5. Barracks Managers are responsible for assigning and terminating all barracks rooms in their Battalion footprint or coordinating with the occupant's 1SG, CSM and Brigade Barracks Management Representative to assign or terminate occupants in another unit's footprint. Barracks Managers are not authorized to make occupancy changes or check in/out occupants in eMH from another unit's building without first coordinating with that respective unit's Barracks Manager. The Barracks Manager of the building the occupant is moving into or out of will complete move-out and move-in procedures with the occupant when going outside of a unit's footprint.

6. The Barracks Manager will conduct initial, pre-termination and termination joint room inspections with occupants. Paperwork will be kept in the barracks active or inactive files. Barracks Managers are responsible for maintaining their barracks buildings active and inactive file records at the Battalion.

7. Barracks Managers are responsible for the key card control of their buildings and establishing unit lock out procedures. Replacement of broken/lost keys is only done through UPH office. Soldiers will receive options to pay for lost key cards at the UPH office. Hard Keys are controlled by Brigade SDO/SDNCO. Lost hard keys or red master key cards requires the unit to initiate a FLPL, then submit a work order through DPW to change locking mechanisms and receive new keys.

8. Barracks Managers are responsible for initiating the DD139 in eMH BARRACKS MANAGER Barracks Managers to ensure occupants are liable for any lost or damaged property in the barracks. If needed, Barracks Managers will coordinate with occupant's Commander or 1SG, and supply SGT to initiate and investigation for any negligible property damage or loss not reported under fair wear and tear.

9. Barracks Managers are responsible for the furnishings in the barracks. Barracks Managers are the POCs for conducting one-for-one replacement with the Fort Riley FMO. When furniture needs to be replaced, the occupant will coordinate with the Barracks Manager and the Barracks Manager will ensure deficiency of furniture before coordinating with FMO to replace.

10. All barracks room doors will have an 8.5 x 11 (Landscape) Standard Name Placard displayed on the outside of the door for each Soldier in the room (See APPENDIX A). The Standard Name Placards will be centered on the door top to bottom, left to right, with 4 inches between each standard name placard along with the ArMA QR code, unit, annotation of "over 21/under21", annotation if storing archery equipment, and 1SG and Supervisor information.

2-5 Battalion Repair and Upkeep (R&U) Team

1. R&U Team is responsible for minor barracks and facility repairs, they cannot conduct authorized self-help projects to modify, alter or renovate their real property.
2. Each Battalion/Squadron Commander will assign a responsible, primary R&U NCO (SGT and above) and an alternate R&U NCO (CPL and above). Each Company/Troop/Battery Commander will assign a primary and two alternate R&U Soldiers as an additional duty to report to the Battalion R&U as part of the Battalion/Squadron's R&U team. The Company R&U Soldiers are not meant to be a full-time job, they will receive instructions from the Battalion R&U NCO and recommend 1SGs allow them a minimum of 10 hours each week to conduct repairs.
3. All R&U Soldiers must attend a DPW Self-Help certification Class. In addition, the Primary and Alternate will attend the eMH certification training at the UPH office.
4. Primary R&U NCO will request ArMA access. It will be his/her responsibility to issue reports to the 1SGs, CSM, Barracks Managers and Facility Managers.
5. R&U NCO is responsible for receiving and tracking all deficiencies, utilizing a FR 24, "Building Maintenance Log". The R&U NCO will determine if a DMO is required or if it is a task for the R&U team. The R&U NCO will report to the BMR all assigned, requested, and completed DMOs and R&U tasks in the barracks.
6. Submit requests for self-help repairs or project supplies through the process outlined in the Self-help Program.
7. Keep a log of all submitted service orders on FR Form 24 to confirm completion and identify trends.
8. Ensure that residents do not perform unauthorized work, alter, move, or remove water, heating, lighting, ventilation, air conditioning, plumbing fixtures or other real property installed equipment.
9. Ensure all improvements in and around facilities to include service contracts. (Custodial, etc.), digging, landscaping, self-help, electrical, plumbing, air conditioning, etc. are coordinated through DPW/SKOOKUM.
10. Facilitate work requests through estimator at DPW, DA Form 4283 (Facilities Engineering Work Request).
11. Notify occupants that they must follow instructions to prevent damage or loss that is not caused by fair wear and tear; example: using property other than its intended use, poor cleanliness resulting in permanent damage and vandalism. Any damages or losses

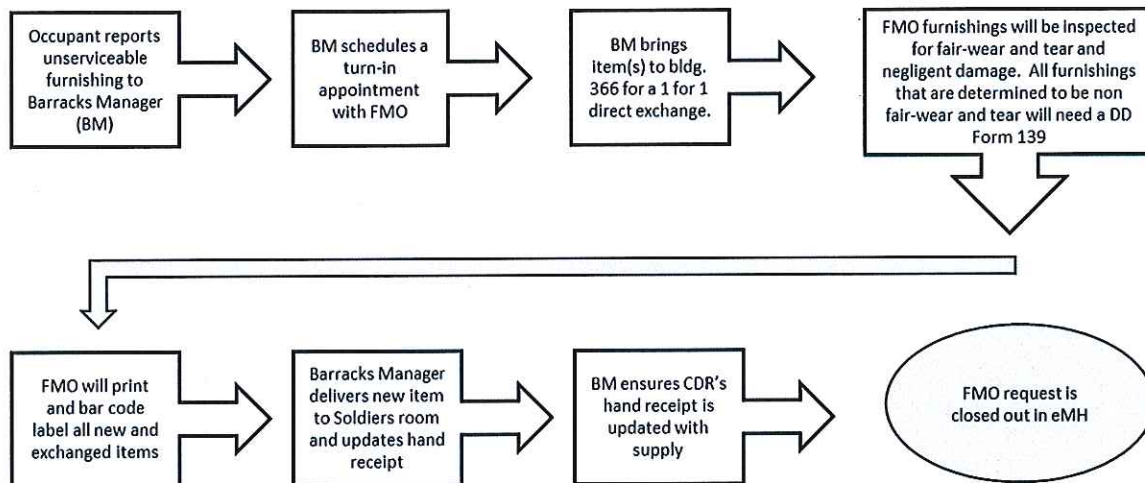
may result in financial liability, investigation, and assessment of liability against individuals and/or organizations.

12. Primary R&U NCO will ensure all assigned R&U Soldiers have completed the Fort Riley R&U course, and can perform in an efficient, safe, and economical manner.

13. Conduct Barracks Room "Reset" within 24 hours of termination of each barracks room. R&U team will ensure all R&U tasks are completed and DMOs are initiated before the barracks room is reopened for another occupant.

2-6 Furnishing: The term "furnishing" refers to real property. Some examples are refrigerators, microwaves, beds, dressers, desks etc. Unit Commanders are required to complete a 100% inventory annually or prior to his/her change of command. Other Unit Commander responsibilities include:

1. Barracks room furniture accountability, serviceability, and cleanliness through move-in/move-out inspections and change of command inventories.
2. Identifying, reporting, and scheduling with Furnishing Management Office (FMO) for replacement furnishings.
3. Initiating the documents for lost or non-fair wear and tear damaged furnishings.



2-7 Units that are deploying will leave a capable Barracks Manager and R&U team behind to issue rooms to new occupants, terminate rooms for PCS/ETS Soldiers, and conduct barracks maintenance/inspections while the unit is absent. For "Pack-in" or "Pack-out" plan procedures for deployment, seek guidance from the Brigade BMR and the UPH Office.

2-8 Cool-Down Rooms: Brigades must sanction off a minimum of one male and one female Cool-Down Room authorized for Soldiers in emergent conditions to be housed for

72 hours. Barracks Managers must document these rooms in eMH as "Cool-Down Room" and how many bed spaces are in each room (recommend four beds per room/eight per living quarters with two rooms). To ensure proper serviceability of these rooms, each Barracks Manager must conduct initial room inspections, routine vacant room inspections, and be responsible for conducting termination inspections to clear each Soldier out of a Cool-Down Room. Due to case-by-case situation, a Senior Leader or SDO/SDNCO should conduct initial inspection when placing a Soldier in a Cool-Down Room. The same should apply before the Soldier conducts termination.

2-9 Adequate Available Space Guidelines

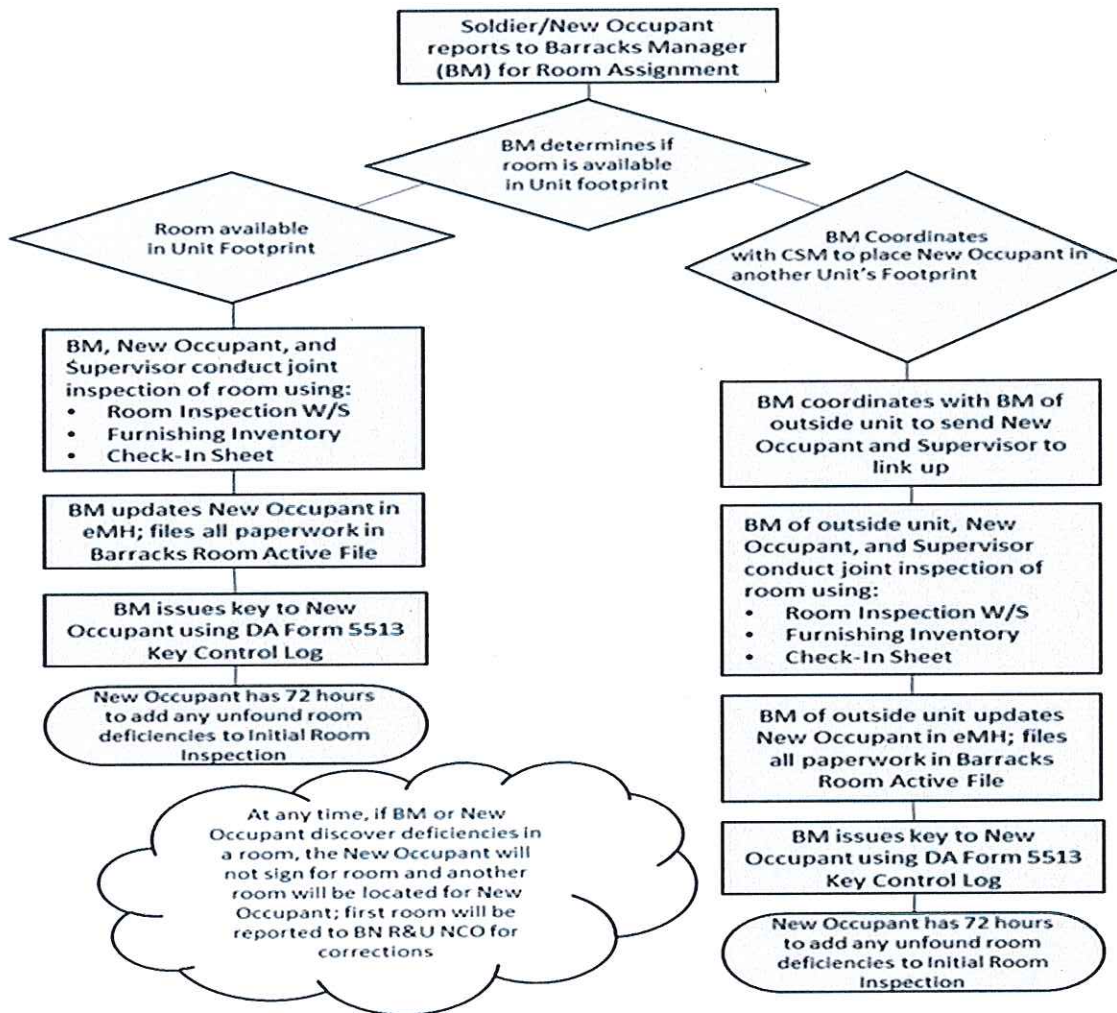
1. Barracks Managers are responsible for assigning Soldiers in the unit's (Company/Troop/Battery) area.
2. Avoid swapping rooms for the convenience of the command. Moving Soldiers affects the Soldier's QOL, increases workload, and impacts space utilization reporting.
3. The unit must provide a clean, safe, and habitable accommodation in good repair with minimum space requirement determined by grade.
4. AR 420-1, paragraph 3-23, Table 3-7 provides the minimum space and privacy standards for UPH assignment. E-1 – E4 authorized 90 sq. ft. E-5 authorized 135 sq. ft. Note (All barrack spaces on Fort Riley meets or exceeds 135 sq. ft.).
5. Assign male Soldiers to rooms with male Soldiers and female Soldiers with female Soldiers.
6. Geographical Bachelors (GEOs,) are not authorized to reside in the unit's footprint and could adversely affect unit integrity.

2-10 Max Occupancy Procedures

1. If space is not available within the Company/Troop/Battery Commander's footprint, the Barracks Manager will coordinate for space within the Battalion/Squadron footprint.
2. If the Battalion/Squadron footprint is full, the Barracks Manager will coordinate with the Unit 1SG and Battalion/Squadron CSM to coordinate with the other Battalion/Squadron CSM's for a space within the Brigade footprint.
3. If the Brigade footprint is full, the Brigade BMR will contact the UPH Branch of the Housing Office to locate available quarters.
4. Before a CNA is issued to a bona fide bachelor, the installation occupancy rate must exceed 95% and requires the Garrison Commander's approval. See TLO 9/AR 420-1, Chapter 3.

5. Avoid "Silo Mentality". "Silo Mentality" refers to a mindset of units unwilling to share their space with other units. i.e. (My rooms are for A Co. Soldiers only). Units will need to share space within their Company, Troop, Battery, Battalion, and Brigade footprint as needed.

6. At some point every unit will outgrow their Company/Troop/Battery Commander footprint and overflow into another unit's footprint. Through time and attrition, the unit will compress back into their footprint.



CHAPTER 3: SAFETY AND LIVING STANDARDS

3-1 Safety

1. Safety will be continually monitored. Hazardous conditions, materials, and situations will be corrected and/or reported immediately. All billet residents will adhere to the following safety restrictions:

- a. Gasoline and other flammable materials, except those used for cleaning and uniform preparation, are prohibited in the billets, as are all types of pyrotechnics, to include firecrackers, fireworks, and explosive materials.
- b. Soldiers are authorized to cook in the common area of their barracks where cook tops and sinks are located, and counterspace is available. Cooking in individual rooms or common area with the use of any appliance that produces an open flame is prohibited.
- c. Only extension cords with built in circuit breakers are authorized in the billets or a power strip (no daisy chain).
- d. Coffeepots, hot plates and crock pots are authorized in common area or individual rooms if they are on a non-combustible surface (tablecloths and fabric place mats are considered combustible), and unplugged when not in use.
- e. Although there is no standard room configuration, arrange rooms to allow the room door to open completely. Each room must have free access to door and windows IAW with fire safety regulations (36" free space).
- f. Burning of candles or incense in the barracks is prohibited unless approved by the Unit Ministry Team for religious purposes only.
- g. Soldiers will not tamper or remove any fire safety apparatus in their rooms or building. Any Soldier that tampers with fire safety equipment will be held financially liable and will be subject to federal law and/or UCMJ actions.
- h. Alcohol: Soldiers 21 years of age and older are allowed to responsibly consume and store alcohol in their room. Soldiers below the age of 21 will not consume, store, or purchase alcohol; nor will it be stored or purchased for them. No alcohol will be visibly displayed in the open, to include empty bottles as outlined in paragraph 7-5.
- i. Display Trophies: Occupants are authorized items meant for display, such as decorative swords which cannot be sharpened. Any items or instruments that can release projectiles that could result in grievous bodily harm (i.e., firearms, air rifles, air pistols and sling shots) are unauthorized and must be stored IAW AR 190-11 and FR Regulation 190-1. Any item that occupants deem as a display item, must be approved

by the Company/Troop/Battery Commander in writing (authorization memorandum with pictures of item) prior to being allowed in the barracks.

j. Archery Equipment: The storage of compound bows, recurve bows and crossbows may be authorized in the barracks, as long as the archery equipment remains locked in an enclosed case. At no time will a bow of any type be uncased while inside the barracks. Cleaning, servicing, drawing, etc. any type of bow in the barracks is prohibited. Prior to any bow entering the barracks, Company/Troop/Battery Commander will confirm the bow has a lockable case to prevent easy accessibility. The Soldier will receive a counseling from the Company/Troop/Battery Commander that informs him/her on the guidelines stated in this SOP. The Soldier must have an authorization memorandum signed by the (current) Battalion/Squadron Commander allowing that Soldier to store that specific bow in the barracks. The memo will always be displayed on the Soldier's room door while the bow is stored in their room.

3-2 Barracks Security and Crime Prevention

1. Soldiers are responsible for safeguarding government property under their control. Report any loss, larceny, or vandalism to the chain of command without delay.
2. Safeguard all personal property valued at over \$100 and annotate it on the DA Form 4986 (High Value Item Sheet). Make any changes, additions, or deletions within 24 hours of the change. Residents file one copy with their 1SG and keep a copy in their personal files.
3. Lock closets, desk units, windows, and entrance doors when rooms are unoccupied. Lock entrance doors prior to going to bed. If personal property is stolen, immediately notify the 1SG, MPs, and the individual chain of command along with the CQ.
4. Soldiers who will be absent from the barracks for more than 30 days must inventory all personal property and military equipment with an NCO from their unit. Secure all items inside of a locked closet or storage bin. Store remaining items in the unit supply room IAW AR 700-84. Soldiers should park POVs in a secure storage area designated by the Installation or the Brigade Command Team. For operational deployments, if orders specify special storage of HHG, the leadership of the deployed Soldier will ensure coordination has been made for storage.
5. Two members of the chain of command (SGT or above) of an Absentee (AWOL, hospitalized or deceased) Soldier must inventory all TA-50 and personal items belonging to the Soldier, within 24 hours (48 hours on weekend and holidays) of determination of the Soldier's status. Store inventoried items IAW AR 700-84. If necessary, the unit initiates a Financial Liability Investigation of Property Loss (FLIPL) to account for any shortages.

3-3 Prohibited items: Contraband and any number of a broader variety of items may be prohibited by Commanders. Subordinate Commanders may prohibit other items in their unit areas as necessary to ensure safety, preserve unit cohesion, and maintain

good order and discipline. Examples include unsafe items such as flammables and divisive items, such as openly displayed racist signs, symbols, and/or literature, which have been determined by the unit Commander to be prejudicial to good order and discipline. The following prohibited items in all areas of the barracks include but are not limited to:

- a. Illegal drugs and drug paraphernalia.
- b. Flammables and pyrotechnics: Soldiers may not have contraband items in their privately owned vehicles (POVs) anywhere on post.

3-4 Living Standards

1. Rooms: Soldiers do not have to maintain rooms in a standard configuration. Units will prohibit unsafe arrangements that prevents a quick egress and/or entry from the occupant or EMS. Hanging bed sheets, blankets, flags, or other items not specifically intended for use as window coverings are not authorized. There is zero tolerance for anything displayed in the barracks that contains racial discrimination, sexually offensive material, vulgarity, obscenities, illegal drugs, extremism, or anything ISO any other illegal activity.

- a. Room Paint: Rooms will remain in the color as painted by the government.
- b. Flags/Banners: Properly displayed flags of the Nation, States, and U.S. territories and possessions are permitted. Appropriate regulations as to display, dignity, and respect about the flag of the United States of America will be followed. Commanders may prohibit flags and banners which they determine are detrimental to good order and discipline. Do not display pornographic material within rooms, or in any area where it may be visible to visitors or military personnel in the performance of their duties. Anti-military, racist, extremist, or pro-drug posters and materials are prohibited. The hanging of appropriate pictures or posters on room walls is permitted only if the display of such items does not damage to the walls.
- c. Nudity (Posters, wall displays, screen savers, etc.): Nothing may be displayed that could be construed as offensive to the other Soldiers in the unit based on morals, race, gender, religion, national origin, or creed. Commanders determine what is offensive, what is detrimental to unit cohesion and what is prejudicial to good order and discipline within their unit.
- d. Pro-drug/Alcoholic: Nothing may be displayed that promotes drug use or alcohol abuse despite whether bottles are empty.
- e. Racist, extremist, violent gangs: In addition to the materials and activities prohibited by AR 600-20 Army Command Policy, paragraph 4-12, Soldiers may not keep in plain view or display in the billets literature that supports extremist causes. This type of literature presents a clear danger to the loyalty, discipline, and morale and has the potential to interfere with the accomplishment of the unit mission.

f. Animals: Residents may not keep pets of any type to include, but not limited to dogs, cats, snakes, ferrets, lizards, birds, fish, reptiles, and all species of insects in the billets.

g. Smoking is not permitted inside the barracks. Federal Regulation prohibits smoking in government buildings, this includes vaping. All Soldiers and their guests must smoke in designated areas only.

h. Rooms must remain clean and free of open food containers, food debris, mold, mildew, sharp debris (such as glass, metal shavings, nails etc.), mud, dirt, and dust.

i. Soldiers must maintain cleanliness of the shared bathroom.

j. Empty garbage and trash containers every 48 hours. When storing food always maintain proper sanitation and hygiene standards. Store food items in sealed plastic container or a refrigerator. Once the container is opened immediately remove food containers with crumbs and food residue immediately after use.

k. Sweep floors and mop after spills. Clean spills of food, drinks and other insect/vermin attracting material as well as substances that could damage property (e.g., shoe polish, edge dressing, ink, etc.) immediately. Report incidents of insect or rodent infestation immediately. It is essential for all residents to maintain a clean and healthy lifestyle. Every Soldier residing in the complex is entitled to a living environment free from vermin, insects, disease, odor, and noise.

l. Quiet Hours: provides residents a period of rest and relaxation free from distracting noise and disturbances. The volume of stereos, televisions, radios, and other audio devices may only be as loud as reasonably required for the immediate listener to hear the sound. During non-quiet hours your music or your voice should not disturb your roommate or neighbor. Quiet hours are as follows:

(1) Nights preceding duty days: 2100-0500

(2) Nights preceding non-duty days: 2300-0800

m. Proper Attire in the Common Areas of the Barracks: "Proper Attire" means clothing which presents a modest appearance and not detrimental to good order and discipline. When moving about in the common areas, only clothing specifically designed for wear as an outer garment is authorized. For example: towels, sheets, bras, boxer shorts, briefs, panties, or lingerie is not proper attire for common areas.

n. Visitation: Soldiers residing in the billets may have visitors, defined as persons not otherwise assigned to that room. CQs will check visitors ID and sign the visitor in using a separate visitor log. All visitors must present identification

and be signed in and out of the barracks by their sponsor with the CQ. At no time will a visitor be admitted to the barracks under the age of 18. If at any time visitation becomes a problem with the Soldier's punctuality and duty performance this privilege will be suspended. The use of hallways, stairways, day rooms, etc. is limited to residents and their guests. The use of washers, dryers and all other items in the billets is limited to Soldiers occupying the barracks only.

o. The sponsor must always accompany the visitor. The rights of other residents take priority. Cohabitation is strictly forbidden. Commanders may be more restrictive as the mission requires - e.g., no visitors during alerts or lock-ins, and further define the weekend times as required to accomplish good order and discipline. Individuals and subordinate units may lose privilege for periods as determined by the unit commander.

3-5 Parking

1. Soldiers and their guest will park in authorized parking areas specific to their barracks building. These areas are defined as spaces designated by white painted lines. POV's may not have any obscene, racist, or extremist graphics visible to the public.
2. Parking on the street may create a safety hazard. Emergency vehicles must always have access. Cars parked in the street are not covered by the government regardless of the circumstances or nature of damage to POV. The owner may be ticketed by the MP's and the owner will be liable for any damage to government property.
3. Park privately owned vehicles only in authorized parking spaces. If the barrack's parking lot is full, residents may park in an adjacent parking lot, but may not park on the grass or pedestrian walkways. RVs, boats, trailers, or abandoned vehicles are never allowed in barracks parking lots. Use the MWR storage lot for such vehicles.
4. Only routine POV maintenance, such as changing fluids, is allowed in barracks parking lots. Equipment, such as jacks, jack stands, engine hoists, etc., are not authorized in barracks parking lots. Please check with the Automotive Skills Center located on Apennines Dr. on Fort Riley, for a place to conduct any POV (DIY) maintenance not authorized in the barracks parking lot.

CHAPTER 4: MAINTENANCE

4-1 General. Under the ABMP, units are responsible for upkeep and care of their barracks and their surrounding areas. Soldiers residing in the barracks are responsible to report/request Demand Maintenance Orders (DMOs) through Army Maintenance Activity (ArMA) website. Units are responsible for the ground's maintenance within 50 feet of the barracks building and all ancillary structures, such as picnic areas, outdoor grills, tables, benches, sidewalks, green space, and parking areas.

4-2 Common Tasks

1. Sweeping paved areas such as sidewalks and parking areas.
2. Grass mowing and edge trimming of green space.
3. Removal of snow and ice from sidewalks, entry steps, stoops, and service drives.
4. Removal of saplings growing next to the foundation of a building.
5. Providing general grounds and landscaping maintenance to ensure positive water drainage away from the building foundation.
6. Conducting routine entomological and pest preventive maintenance (as appropriate for exterior of footprint).
7. Policing of trash and litter, emptying of building trash containers/receptacles (does not include dumpsters).
8. Reporting parking lot light out to DPW for repair.

4-3 Common Areas. Units are responsible for the custodial cleaning and/or care of the common areas in UPH and all ancillary structures and Soldier community buildings. Common tasks included in this are:

1. Conducting routine entomological (bugs) and pest preventive maintenance (as appropriate for common areas)
2. Cleaning common latrines, dayrooms, CQ area, hallways, stairwells, laundry rooms, balconies, and cleaning closets.
3. Policing of trash and litter, emptying of building trash containers/receptacles.
4. Recycling – Recycling is encouraged but not required.

4-4 Providing access when a Soldier is not in their quarters (Escorts)

1. Units are responsible for providing access to vacant or occupied rooms when scheduled maintenance or other work is to be performed.
2. Units are responsible for providing an escort or arranging for the Soldier to be available when DPW maintenance personnel, contractors working for DPW, or R&U personnel are performing work.

4-5 Army Maintenance Activity (ArMA). DPW's service technicians can now receive work orders directly from individual service members and civilians, rather than using a barracks manager or supervisor as a go-between to submit the work order. ArMA allows users to include photos, contact numbers and more information to make sure technicians arrive quickly and fully prepared to address the issue.

1. All Soldiers residing in UPH will create an ArMA account. This step will be incorporated into room assignment when the unit Barracks Manager issues a Soldier a room.
2. All non-emergency facility maintenance work requests across FRKS shall be submitted via www.armymaintenance.com/arma. Only emergency maintenance requests will be accepted via phone call.
3. ArMA QR Codes are posted on the back side of every common area (suite) door and posted in various places around facility.

4-6 Maintenance and Repairs

1. DPW is responsible for performing maintenance and repairs to UPH. Soldiers and Leaders may submit a Demand Maintenance Order (DMO) through ArMA.
2. Units are responsible for performing R&U level maintenance repairs.
3. Units or occupants do not pay for fair wear and tear of maintenance to their facilities; however, units or occupants may be required to pay for damages determined to be outside normal wear and tear.
4. While DPW is responsible for performing maintenance, the unit is 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.

4-7 Demand Maintenance Order (DMO)

1. Service orders are the method used for the maintenance and repair of existing real property. Service Orders are used for work on heating, ventilation, and air conditioning (HVAC), windows, plumbing, electrical systems, elevator maintenance, carpentry, and grounds. By no means is this an exhaustive list. If there are any questions or doubts, it is best to submit a service order. Units and organizations are encouraged to do as much to maintain their facilities through the Self-Help Program as possible, however, work beyond the self-help list requires a service order DMO.

a. Emergency Orders (Priority 1) can be called in by anyone to the Service Order Desk.

b. All other DMOs must be submitted via ArMA website (see 6-7).

2. Service orders are processed by DPW's Service order desk through the ArMA website.

3. When submitting a DMO, the following information is requested:

a. Name and phone number of person familiar with the needed repairs.

b. Detailed description of the problem, photos are encouraged.

c. Building or facility number.

d. Unit or activity assigned to the facility.

e. Mission impact.

4. Every DMO is assigned a ticket number for reference.

5. Service order priorities are assigned by assessing the information and potential mission impacts provided by the caller (priority levels listed below).

6. Units may call the service order desk any time to get an update on their service order request, have Service Order Number DMO available.

7. Service Order Priorities:

PRIORITY 1: EMERGENCY

RESPONSE TIME: 1 HOUR

These are issues that, if not addressed quickly, may be a hazard to human life, safety or health or will cause significant damage to a facility or infrastructure. Example: live electrical wires exposed.

PRIORITY 2: URGENT

RESPONSE TIME: 7 DAYS

This category includes work required to correct a condition which could become an emergency; waste resources; cause discomfort or inconvenience to the customer. Example: clogged sink.

PRIORITY 3: ROUTINE

RESPONSE TIME: 30 DAYS

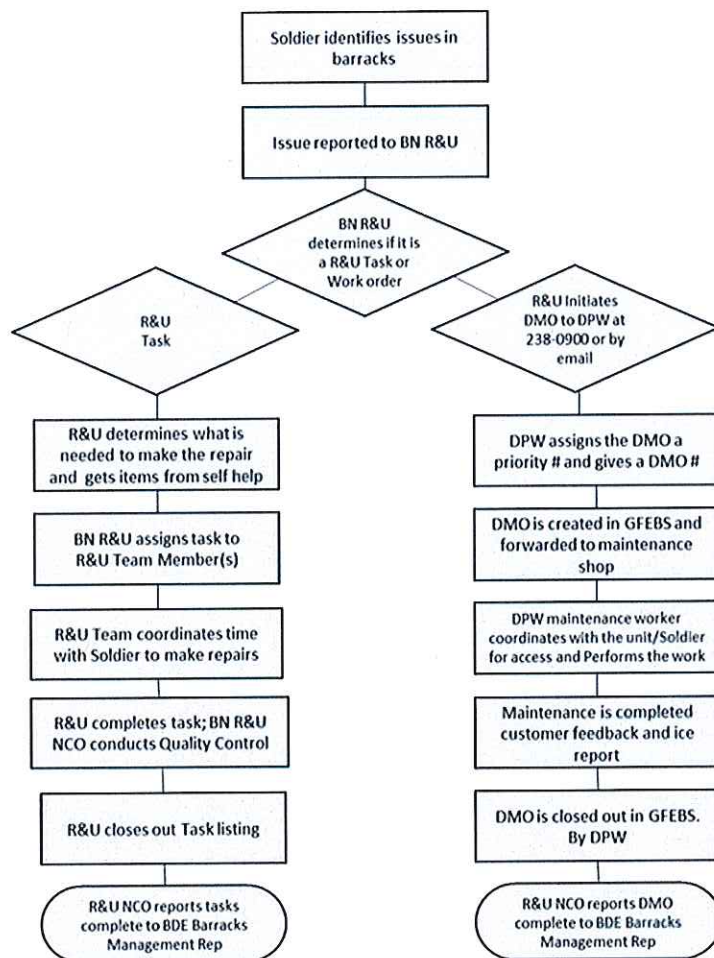
These issues are a low priority and will be performed after higher priority service orders are completed. Example: toilet constantly runs.

4-8 DMO Status Checks

1. The R&U and 1SG should review maintenance records in ArMA and conduct weekly follow-up checks of their facility to ensure DMO's submitted to DPW/Skookum were repaired.
2. DPW tracks all DMO requests in ArMa,
3. The Barracks Manager, R&U, or 1SG can request weekly ArMA reports for their respective building or contact DPW for an updated status on DMO at 785-239-0900.
4. BN R&U NCO will have read access only to ArMA.

4-9 Self-Help Program

1. The purpose of the Self-Help Program is to allow units and directorates the ability to conduct minor facility repairs and projects; enabling them to show pride in their buildings and maintain their areas of responsibility.
2. Repairs: Unit R&U teams can conduct minor repairs of their facilities' real property. Repairs will be done within an individual's competency level. DPW will not conduct work on DMOs that are considered R&U level responsibilities.
3. R&U Self-Help supplies can be picked up by the R&U in limited quantities from DPW Supply Issue Counter, building 372 or through the UPH office at building 7305.
4. Appointed Self-Help personnel (R&U) must attend the DPW Self-Help certification class and receive a Self-Help Card to conduct self-help level projects, or to draw materials/equipment from the Self-Help Warehouse.



4-10 Self-Help Authorized Work

1. Electrical
 - a. Change non-LED light bulbs housed ≤ 10 feet from the floor.
 - b. Change bulbs in exit/emergency lights.
 - c. Replace outlet covers, switch covers, light covers, diffusers, and globes.
2. Plumbing
 - a. Unplug commodes, urinals or sinks with a plunger.
 - b. Replace toilet seats, toilet paper holders, and soap dishes.
 - c. Repair or replace towel bars.
 - d. Repair or clean showerheads.
3. Carpentry/Painting
 - a. Tighten door hardware.
 - b. Repair or replace door sweeps, bumpers, or holders.

- c. Replace ceiling tiles. Ceiling tiles with fixtures (i.e., sprinklers, motion sensors, or speakers) must be submitted as a DMO.
- d. Repair holes in sheetrock or small holes/cracks in masonry walls.
- e. Install shelf brackets.
- f. Repair or replace building/room placards.
- g. Replace or re-glue vinyl wall base.
- h. Paint/spot paint walls and doors.
- i. Texture repaired walls.
- j. Hang bulletin boards/picture frames.

4. Barracks Guidance: Units have responsibility for day-to-day barracks management operations. The Unaccompanied Personnel Housing Office is a partner that provides program oversight, to include monitoring, coaching, teaching, and mentoring. The UPH office is in Building 7305.

4-11 Project Work Order (PWO)

1. A Project Work Order (DA Form 4283, statement of work and cost estimate) is required for new work. Project Work Orders are also used for maintenance and repair of minor construction projects exceeding the scope of a Demand Maintenance Order. Examples of types of requests not covered above but would still require a DA 4283 are antenna poles, reimbursable projects, and proprietary approval projects. Project Work Orders are subject to project estimating/approval and funding availability. PWO's are initiated through a DA 4283. Submit DA 4283 Work Order, through the Units S4 to ensure supplies are tracked, then submit via email to BMR and Estimator. This request provides the scope of work, justification for the work and staffing coordination to ensure the work is warranted and done in a safe and code compliant manner.

2. Critical life, health safety emergency work requests can be submitted at any time. Also, simple work requests for new signage (Change of Command) or Bulk self-help supplies can be submitted through this process.

3. Work request approval process: The approval of a DA Form 4283 for a project will proceed in the following sequence:

- a. R&U will work with BMR and DPW Representative to verify work and complete appropriate paperwork including a DA Form 4283.
- b. Unit S4 signs DA Form 4283 and tracks submittal of work requests.
- c. DPW Receives work request, review requested work and determines the appropriate execution method: Contract, Troop construction, or Self-help.
- d. DPW staffs all work requests to appropriate Installation organizations.
- e. DPW approves (with delegated authority from the Garrison Commander) work requests.

4. R&U have a role in the processing of work requests. They will be the individual assigned to process the work requests for their unit through Skookum to ensure facility needs are met.

CHAPTER 5: QUARTERS ELIGIBILITY

5-1 Who can live in Unaccompanied Personnel Housing (UPH)

1. Unaccompanied Personnel Housing (UPH) is designated for bachelor personnel only.
2. Grades E1 – E5 are required to reside in UPH. A newly promoted Staff Sergeant may elect to reside off post and will receive BAH; this will not automatically happen. The SM must go through unit's S1 to initiate BAH.
3. Instances of divorce and/or a child custody agreement may also be a factor. A Soldier who is receiving BAH difference for paying child support is entitled to reside in the barracks.
4. Unaccompanied Soldiers (E5 and below) that are married to another service member in separate service locations, not accompanied by additional dependents, will be assigned to housing on the same basis as unmarried personnel.
5. Enlisted military police and personnel assigned to military police units will be billeted in facilities separate from other Soldiers, including those areas of barracks separated by wings or floors.

5-2 Information for eligibility

1. Reviewing the Soldier's orders to determine the dependent eligibility and Family status.
2. Reviewing the Unit Commander's Finance Report (UCFR) which may be obtained through the garrison budget office.
3. Requesting a copy of the Soldier's latest Leave and Earnings Statement (LES).
4. Requesting a copy of DA 5960 from finance confirming the Soldier's BAH status.

5-3 Non-Eligible Factors

1. Unaccompanied personnel with dependents who voluntarily separate from their dependents are referred to as "geographic bachelors."
2. Commissioned officers, Warrant officers and Senior NCOs are not entitled to reside in UPH housing.
3. FRK has a BOQ/BEQ for Senior personnel located in Bldg. #27 on main post.

5-4 Certificate of Non-Availability (CNA)

1. CNAs are needed for single Soldiers E1-E5 to receive BAH at the without dependent rate. CNAs will be processed at BLDG 7305 and once approved, will be reviewed every 12 months. Occupants will not make final termination appointments or clear housing until he/she has verified their eligibility to receive BAH. Soldiers wanting to check authorization for CNAs can report to the UPH office at building 7305.

2. Examples of a Soldier that qualify to receive a CNA are:

- a. The Soldier is pregnant (20 weeks or greater with doctor's confirmation).
- b. The Soldier has a pre-existing lease after divorce. CNA will only be approved until end of lease.
- c. The Installation has exceeded 95% occupancy rate (requires the Garrison Commander's approval).

3. Examples of Soldiers that DO NOT qualify for CNA are:

- a. Pets, excessive household goods, or Soldiers who previously resided off post at another installation.
- b. Soldiers choosing to live in quarters outside the unit footprint does not justify a CNA.

CHAPTER 6: ASSIGNMENTS, TERMINATIONS, AND REPORTS

6-1 General. Enterprise Military Housing is the DoD housing program application used by the Air Force, Army, Coast Guard, Marine Corps and Navy. Units can request access to eMH at: <https://www.emh.housing.navy.mil/> after completing eMH training. Units will operate and manage barracks only using enterprise Military Housing (eMH) management software application. Use eMH exclusively for all assignments, terminations, space management, facility/furnishing inventory management, and reporting.

6-2 Assigning a Barracks Room in eMH: The Barracks Manager will verify the Soldier is authorized to live in barracks. When authorized, the Barracks Manager will check the Soldier into their predetermined room using the Soldier's DODID number. Units will operate and manage barracks only using enterprise Military Housing (eMH) management software application.

6-3 Issue a Room Key: Barracks Managers are the key custodians and responsible for issuing all keys to occupants in the building and maintaining serviceable keys to vacant rooms for issuing. Soldiers do not go to Unaccompanied Housing office for initial issue.

1. Physical Key Cards with serial numbers will be retained and issued by the Battalion Barracks Manager using DA Form 5513 IAW the Army's Key Control Program. After a room has been inspected and signed for by a new occupant, the Barracks Manager will issue a key to the occupant using DA Form 5513.

2. Occupants with lost keys will go to the UPH Office to have keys made.

6-4 Joint Initial Barrack's Room Inspection

1. The new occupant, 1st line supervisor, and Barracks Manager will conduct a joint initial barracks inspection of the room and furnishings utilizing a Joint Inspection Worksheet, and furniture inventory sheet. At times when a large amount of Soldiers report to the unit at the same time and the Barracks Manager is unable to conduct individual joint room inspections, the new occupant and supervisor will conduct a joint inspection and turn all documents in to the Barracks Manager within 72 hours.

2. At the initial inspection, the Soldier, the 1st line supervisor, and Barracks Manager will check the general condition of each item on the Room Inspection Worksheet ensuring new occupants are not held responsible for pre-existing conditions at move-out.

3. The occupant and 1st line supervisor will specify deficiencies or shortcomings to the Barracks Manager. If the item needs repair or replacement, and a description of the maintenance required will be filled out on the Room Inspection Worksheet. Any deficiency will terminate the room inspection and a new room will be located for the new occupant.

4. The new occupant and Barracks Manager will sign the Initial Joint Room Inspection Worksheet, checking sheet generated from eMH and the Furnishings inventory (this form serves as the hand receipt). The room must be signed for and documents turned into the Barracks Manager the same day of inspection, but the new occupant will have 72 hours to report any additional deficiencies to the Barracks Manager not found in the initial inspection. If nothing is added, the new occupant will be at fault for any non-reported deficiencies in the room.

Items Issued to 310-B

Item	Barcode	Serial Number	Condition	PurchaseCost
CHEST OF DRAWERS, UNDER BED CHEST	0000113373-SAGRI/E	*		
LAMP (TABLE) TABLE LAMP SHORT	0000143209-SAGRI/E	*		47.95
DESK, DESK	0000040479-SAGRI/E	*		
MEDIA CHEST, ENTERTAINMENT UNIT TALL	0000040481-SAGRI/E	*		
SINGLE BED	0000040493-SAGRI/E	*		
TABLE, NIGHT STAND, NIGHT TABLE	0000040490-SAGRI/E	*		
CHAIR, DESK, DESK/WR CHAIR	0000040476-SAGRI/E	*		
MATTRESS SINGLE, MATTRESS MATTRESS DK BLUE	0000153393-SAGRI/E	*		137.18


Items Issued to 310-KT

Item	Barcode	Serial Number	Condition	PurchaseCost
MICROWAVE, MICROWAVE MICROFRIDGE	0000117296-SAGRI/E	600019		
REFRIGERATOR, REFRIGERATOR MICROFRIDGE	0000117298-SAGRI/E	71005217		

Signature _____ Date _____

Fort Riley

7305 Apennines Drive
Fort Riley, KS 66442

NAME		ACCOUNT	ARRIVAL DATE	DEPARTURE DATE	SWM UIC
OCID ID	GENDER	KEYS ISSUED	ROOM TYPE	BUILDING	FLOOR / WING / UNIT
DUTY STATION		CELL PHONE	PAY GRADE	PERSON TYPE	ROOM / BED
DEPARTMENT		Notes:			
ADDRESS					
CITY, STATE ZIP					
PERSON E-MAIL					
ROOM PHONE #					
					
HISTORIC NOTES:					
I Certify that I <input type="checkbox"/> am <input type="checkbox"/> am not receiving Basic Allowance for Housing (BAH).					
SIGNATURE / DATE: _____					

5. If the Barracks Manager cannot to do the joint inventory, the new occupant and 1st line supervisor will provide a completed copy of the Room Inspection Worksheet to the Barracks Manager and sign the Check-in form and FMO furnishings sheet. The Barracks Manager will then place the copies in the Battalion's/Squadron's Barracks Room active file.

6. Quarters must be clean and ready for occupancy. Before any room is available for occupancy, the Battalion R&U Team will ensure each room was "reset". If a room is found not to be clean or have maintenance completed before the room is set as available, the Barracks Manager and/or Battalion/Squadron R&U NCO will be responsible for the cleaning, fixing any self-help repairs or they may be financially liable for any charges required. If key needs to be replaced, SM will replace at UHO BLDG 7305.

7. If the quarters are not clean and ready for immediate occupancy the SM is not required to accept the quarters.

8. Establishing cleaning standards and conveying those to the new resident upon move in makes the process easier when the Soldier moves in.

9. The new occupant, supervisor and Barracks Manager have three basic responsibilities when issuing a room and completing forms: Accountability, Serviceability and Cleanliness.

6-5 Terminations

1. When a Soldier needs to clear the room, he/she will report to the Barracks Manager 30 days prior to requested termination date to schedule a Pre-Termination Inspection with the Barracks Manager. The Pre-Termination Inspection will be a minimum of 10 working days before the final Termination Inspection. The Barracks Manager will have a copy of the Soldier's Initial joint Room Inspection Worksheet, check-in form, furnishings inventory/hand receipt, and all issues and turn-ins for their quarters (completed during his/her assignment to the quarters). The Pre-Termination Inspection will help the Soldier identify any faults or cleaning deficiencies he/she will have to pay for if not corrected before the final Termination Inspection. The 10 working days allows time for the Soldier to coordinate with the R&U to fix any repairs or open any DMOs needed.

2. The hand receipt with issues or 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.

3. When performing the termination inspection, the inspector will ensure the room meets the IMCOM/Division/Unit cleaning standard.

4. The Barracks Manager will document all damages to Real Property, missing or damaged FMO items, and any R&U self-help items that need to be addressed.

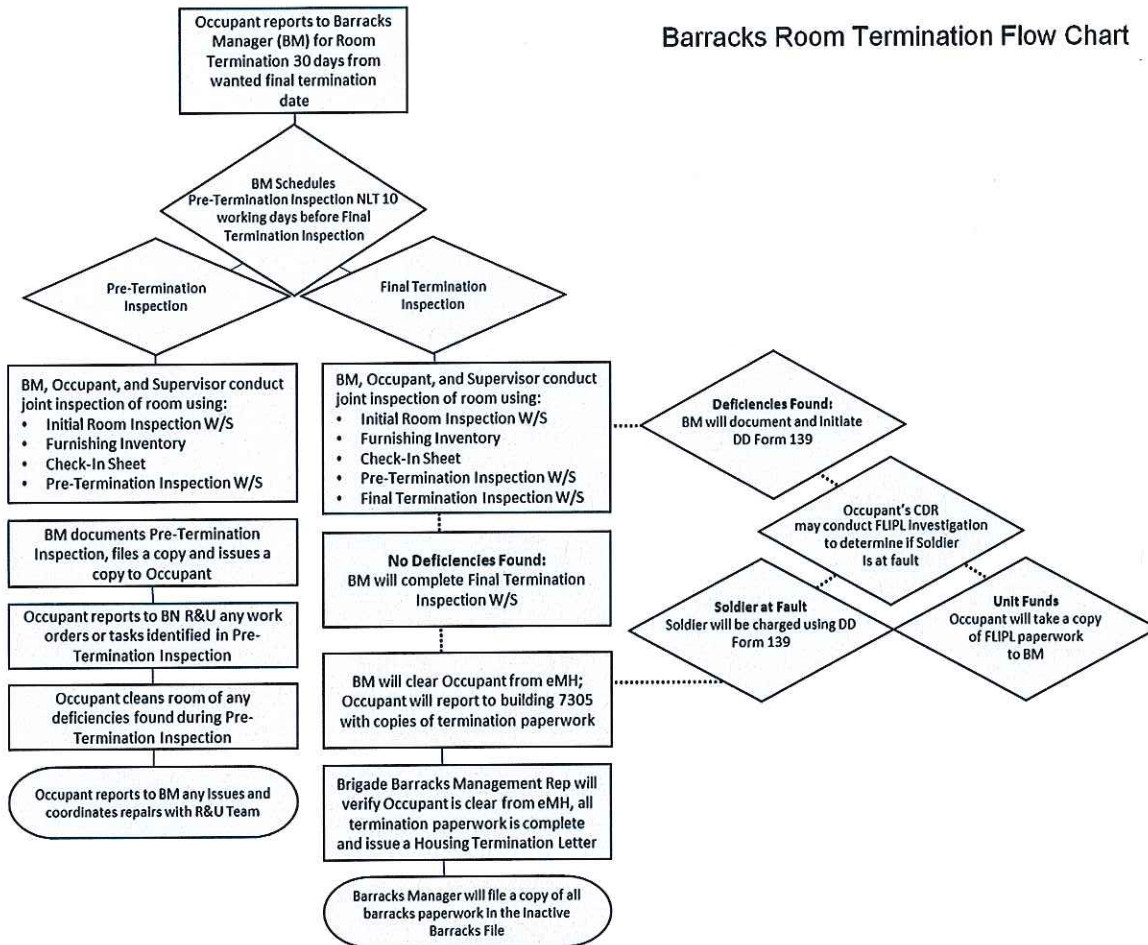
5. The Barracks Manager will enter all deficiencies into eMH and if needed initiate a DD form 139 Statement of charges for the Soldier. When the Barracks Manager initiates a statement of charges for the room, the Soldier can either agree or request his/her Commander conduct a Financial Liability Investigation of Property Loss (FLIPL). The room will not be cleared if there are any cleaning deficiencies, damages, missing furnishings, or a statement of charges/ FLIPL is pending. If the Barracks Manager fails to properly inspect an occupant's room during termination, then the Barracks Manager may be held financially liable for any cleaning or damages done to the room.

6. If the room meets the cleaning standards, the Barracks Manager will turn out lights, shut the door, take the key card, make sure it works, and replace in key control for the next occupant.

7. After every room is cleared, the Barracks Manager will coordinate with the R&U NCO to ensure the room is "Reset" before it is available for the next occupant. A room "Reset" allows the R&U team to do any spot painting, repairs to the room or request a DMO that may be needed. During this reset, the Barracks Manager will turn in any unserviceable furniture to be replaced by the FMO and update eMH with statement of charges and required DMOs. To ensure a room being processed for reset is not issued to another occupant, rooms will be blocked in eMH until room is ready for occupancy.

DEPARTMENT OF THE ARMY	
Control Number: 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. The termination reason is:	
5. This move is for the convenience of the government:	
<hr/> DISTRIBUTION FINANCE: 1 INDIVIDUAL: 1 TRANSPORTATION: 1 UNIT COMMANDER: 1	

Barracks Room Termination Flow Chart



8. After the room has been cleared, the Barracks Manager will clear the room in eMH and give the Soldier copies of Termination Paperwork. Occupant will report to their Brigade Barracks Management Representative with clearing paperwork. The BMR will verify the room is clear in eMH, all termination paperwork is correct and issue a letter of termination to the clearing occupant. If Occupant is PCSing or ETSing, the BMR will sign and stamp the post clearing papers.

CHAPTER 7: INSPECTIONS

7-1 Preventative Maintenance Building Inspections

1. The Unit is responsible for performing preventative maintenance and building inspections. Building inspections are the most important “looks” at a building as they give a glimpse in to current problems and provide the Barracks Task Force a way to keep minor problems from turning into major issues.
2. These inspections will be identified using the Joint Building Inspection worksheet (Located in Appendix A).
3. Housing Inspection Tutorial <https://www.youtube.com/watch?v=tCtu7XMLKvA>
4. These visual inspections should be done daily by the CQ and weekly by the Barracks Manager. Inspection results will go to the BN R&U for corrections and filed in the Barracks Active file.
5. The inspection starts as soon as you enter the parking lot. Approaching a facility, you are visually checking the sidewalk, handrails, down spouts, roof shingles, fascia board, storm water drains, windows, entry doors and all common areas for damage. Cut down all voluntary saplings (small trees that grow next to the foundation of a facility) before they grow into trees. The root systems can crack the foundation of a facility. Root systems of plant saplings can also damage sewer and water lines.
6. Inspect all common area lighting, floor tile, walls, hand railing, stair tread, door closers, HVAC, anything that needs to be repaired.

7-2 Health and Welfare Inspections

1. These inspections assist the Commander, who is ultimately responsible for the health, safety, and military readiness of their units. Health and welfare inspections are scheduled inspections geared to ensure the health and safety of all Soldiers, remove contraband, illegal and improper items, and to protect residents of the barracks. The use of Military Working Dogs or other technical means may be utilized in addition to the eyes and ears of the chain of command. Alert BDE leadership about the use of working dogs and the Legal office.
2. The Commander is responsible for giving specific direction regarding where inspectors can look, what they should look for, and what to do if situations arise that require escalation.
3. Every Soldier is subject to the same level of inspection.

7-3 Vacant Building and Room Checks

1. Barracks Managers will conduct a monthly check of all vacant rooms in their footprint using the vacant room checklist. A copy will be filed in the barracks active file and another on the backside of the vacant room's door.
2. If both A and B rooms are empty, open all interior doors so the rooms can breathe. All mini blinds/window shades will be raised allowing the sun light in.
3. Run water in all sinks and flush all toilets to recharge the drain trap to prevent sewer gas from entering the room.
4. Ensure no one has gained unauthorized access to the building or rooms.
5. Make sure the heat is on in the winter months with thermostat set to lowest allowable setting and AC is on in the summer months with thermostat set to highest allowable setting.
6. Visibly check to make sure there are no water leaks.

CHAPTER 8: AUTHORITY

8-1 Violations of this Policy

1. This policy is a punitive order by the Fort Riley Commanding General. Those who fail to follow this order may be punished under UCMJ and/or may be subject to administrative action. Leaders at all levels have a responsibility for implementing and applying the standards contained in this SOP.
2. All Soldiers can report violations of this policy to the appropriate chain of command.

8-2 Point of contact for this SOP is the undersigned.



DEREK NOYES
Command Sergeant Major, U.S. Army
Division Command Sergeant Major








JOHN V. MEYER III
Major General, U.S. Army
Commanding General

APPENDIX A.





DOOR PLACARD (DIVISION STANDARD)

A-1

This example is a Female Soldier over 21 years old and HAS a bow stored in their room. Refer to 2-13 regarding Archery Equipment.

		
UNIT/CO NAME		
PVT Jill, Snuffy		OVER 21
1SG 1SG Jill, Scott	Supervisor SSG Joe, Snuffy	
FEMALE	Work Order QR code:	 

This example is a Male Soldier under 21 years old and is NOT storing a bow in their room.

		
UNIT/CO NAME		
PVT Joe, Snuffy		UNDER 21
1SG 1SG Jill, Scott	Supervisor SSG Joe, Snuffy	
MALE	Work Order QR code:	

Joint Inventory Worksheet				
Building number:		Date:		
Losing Unit:		Gaining Unit:		
DA Form 1687 Representative name:				
1687 Losing Unit Representative Name, Phone:				
1687 Gaining Unit Representative:				
Key Inventory	No Deficiency	Deficiency (Note Room #/Location)	Action Needed (FLIPL/DMO/Self Help, etc.)	Notes
Inspect all facility doors to ensure they are in compliance with the Real Property Key				
Standard 1 key per core				
Other:				
Interior Building Items				
Walls, Floors, & Ceilings:				
Remove marks and smudges from ceilings, walls and floors.				
Fill nail/screw holes, repair broken drywall, all walls back to standard paint colors				
Floors (clean, cracks, no spills/stains, broken or missing tile, non-standard paint)				
Carpet (frayed, rips, worn out)				
Ceiling tiles/ceiling grid (missing, broken, stained)				
Ceiling vents (missing, broken, dirty)				
Vinyl base molding (missing, dirty, damaged)				
Outlet switch covers (missing, broken)				
Doors, Dividers, Windows:				
Doors (operational, hardware functional, door closers functional)				
Clean windows, screens and window sills				
Windows/screens (operational, cracked, missing, hardware broken, ripped)				
Window blinds (missing, broken)				
Misc:				
Thermostats (functional, missing or broken hardware)				
Light bulbs (missing, broken, burnt out)				
Exit signs (missing or broken)				
Emergency Lighting (operational)				
Communication systems (operational, missing, broken)				
Fire alarm system, smoke system, (operational, missing broken)				
Other:				
Bathrooms				
Clean latrines and remove all corrosion, calcium buildup and soap scum.				
Toilets/Urinals (broken, missing, operational, broken/missing hardware)				
Sinks (broken, missing, operational, missing/broken hardware)				
Paper towel/sanitary etc. dispenser (broken, missing, operational)				
Mirrors (missing, broken)				
Vent/fans (operational, broken, missing)				
Other:				
Furniture & Equipment				
ICPBO Furniture remains in the building.				
Furniture appropriate to the defined use of each space remains in the space (ie CO)				
Exteriors				
Remove trash around the facility, including around dumpster locations				
Stairs/corbs unpainted				
Grass should be cut or snow and ice removed.				
Parking lot signs - missing				
Other:				
Abandoned Vehicles				
Report abandoned vehicles to the Military Police (traffic section)				
Phone Lines				
Notify NEC to have the phone lines and LAN turned off or moved.				
Contact NEC to obtain disposition and clearing instructions for SIPR.				
Other:				
Other (Any other deficiencies?) Write on back if extra space needed				
Certification: I certify that the facility has been jointly inventoried and inspected with the losing unit or activity. All deficiencies have been corrected or are identified above. For non-fair wear and tear/loss or damage, an adjustment document has been initiated.				
Losing Unit: Signature:		Date:		
Printed Name, Rank, Phone Number:				
Gaining Unit: Signature:		Date:		
Printed Name, Rank, Phone Number:				
Signature-DPW Master Planning Branch Chief:		Date:		
Printed Name, Rank, Phone Number:				

DEVELOPMENTAL COUNSELING FORM For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
PRIVACY ACT STATEMENT AUTHORITY: 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army. PRINCIPAL PURPOSE: These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army. NOTE: For additional information, see the System of Records Notice A0600-8-104b AHRC, https://dpcid.defense.gov/Privacy/SORNs/index/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/ . ROUTINE USE(S): There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above. DISCLOSURE: Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI) Doe, John G.	Rank/Grade E-4	Date of Counseling 22-Sep-2023
Organization Company/Battalion/Brigade/USA	Name and Title of Counselor Company Commander	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.) Approach: <input type="checkbox"/> Non Directive <input type="checkbox"/> Combined <input type="checkbox"/> Directive Type of Counseling: <input checked="" type="checkbox"/> General Form <input type="checkbox"/> Professional Growth <input type="checkbox"/> Performance <input type="checkbox"/> Event Oriented		
o Storage of Archery Equipment in UPH (Barracks)		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points Discussion: The purpose of this counseling is to inform you of the exception to policy regarding the storage of weapons in the barracks. You are being counseled and lawfully ordered to follow the instructions below at all times. Failure to do so will result in revocation of your authorization, and possible UCMJ actions. Steps for Authorization- As your commander, I am charged with ensuring the safety of Soldiers. In order to successfully do that, I must formerly counsel you on the Unit's policy when authorizing any weapon or object in the barracks that can release a projectile that could potentially harm someone. Prior to anyone bringing a bow of any type into the barracks, they must first be counseled by the CO CDR. The CO CDR will then visually confirm that the bow has a case that can be locked, in order to prevent easy accessibility. Then, the CO CDR will recommend to the BN CDR whether or not He/She should authorize the Soldier to store a bow in the barracks. Last, the BN CDR will assume risk by signing an authorization memo or Exception to Policy (ETP), that states the Make/Model/Serial Number of the bow. Rules- - Do not bring a bow into the barracks without a memo of authorization (ETP), signed by the BN CDR. The memo must be displayed on the front of the Soldier's room door IOT show leaders that you are authorized to store a bow in the barracks on behalf of the (current) BN CDR. - Only that specific bow stated in the memo is authorized in your barracks room. - Authorization is for storage purposes only! At no time will a bow be taken out of its locked case while inside the barracks building. This includes to clean, service, upgrade parts, show off, etc. - Squad Leader and above are authorized to have the Soldier open the bow case to inspect the serial number matches the BN CDR memo but must be locked immediately after. - Your division standard name placard (outside your room) must signify you have archery equipment stored in your barracks room, with the archery stamp, (see the example in the 11D Barracks Management SOP). - The authorization memo is only valid while the signing BN CDR is in command. If the CDR changes out, you must get a new memo signed by the current BN CDR.		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).

o by signing this counseling, the SM agrees to adhere to the guidance and orders outlined in the Key Points of Discussion noted above.
SM _____ CDR _____

o SM will, at no time, bring any archery equipment that has not been specifically stated in the Battalion Commander's Authorization Memo.
SM _____ CDR _____

o at no time will a bow of any type be uncased while in the barracks. SM _____ CDR _____

o failure to adhere to this counseling may result in adverse administrative action under the UCMJ. SM _____ CDR _____

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees / disagrees and provides remarks if appropriate.)

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled:

DATE (YYYYMMDD):

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

- o inspect case to ensure it is practical and can be locked.
- o counsel and provide clear rules so the Soldier.
- o provide the BN CDR with recommendation for the ETP.

Signature of Counselor:

Date (YYYYMMDD):

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

SIGNATURES

Counselor:

Individual Counseled:

Date of Assessment (YYYYMMDD):

Note: Both the counselor and the individual counseled should retain a record of the counseling.