



DEPARTMENT OF THE ARMY
2D INFANTRY DIVISION and USAG-RC and AREA I
CAMP RED CLOUD, KOREA
APO AP 96258

EAID-CG

14 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area I and 2d Infantry Division Installation Housing Assignment and Management

1. References.

- a. Army Regulation 420-1, Army Facilities Management, RAR 24 August 2012.
- b. Army Regulation 735-5, Property Accountability Policies, RAR 22 August 2013.
- c. Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and Non Sensitive), 30 September 1993.
- d. Army in Korea Pamphlet 420-1, Fire Prevention and Protection Program, 30 September 2008.
- e. Common Table of Allowances 50-909, Field and Garrison Furnishings and Equipment, 20 July 2009.
- f. First Sergeant's Barracks program 2020 Handbook, 26 March 2014.
- g. 8A OPOD 15-11-03-02 (CCTV Program Management), 3 November 2014

2. Purpose. This policy sets barracks management policies and procedures to ensure occupants live in clean, safe, functional, and secure unaccompanied personnel housing (UPH).

3. Applicability. This policy applies to all unaccompanied personnel housing (UPH) occupants in Area I and all 2ID Soldiers living in unaccompanied housing (UH) throughout Korea. Paragraphs 8b(4), 8b(5), 10, 12, 13c, and 13e of this policy are punitive. Violations of these provisions may subject offenders to non-judicial or judicial action under the Uniform Code of Military Justice.

4. UPH is government-owned and government-controlled unaccompanied personnel housing for permanent party (PP) personnel to include barracks. The functional manager for UPH programs is Assistant Chief of Staff for Installation Management - ACSIM. The functional manager accounts for the operation and maintenance, Army (OMA) appropriation. Moreover, addresses requests for exception to policy or waivers in PP housing operational matters.

5. Assignment of unaccompanied personnel housing to all Area I units and 2ID Soldiers throughout Korea is as follows:

- a. Senior Leader Quarters are for sergeant first class (E-7) and above.
- b. Single Living Quarters (barracks) are for Soldiers: staff sergeant (E-6) and below.
- c. Unaccompanied Soldiers married to another service member on separate tours will be assigned to housing on the same basis as unmarried personnel per AR 420-1 Chap 3, paragraph 3-20 d. (4).

6. First Sergeants Barracks Program (FSBP).

a. The First Sergeants Barracks Program (FSBP) is the Army barracks management partnership between Mission Commanders and the Installation Management Command (IMCOM). Under the FSBP 2020 Program, IMCOM provides UPH facilities; mission units manage property for their Soldiers. Responsibilities are outlined annex E of the FSBP and appendix B of ALARACT 201/2012 Headquarters, Execution Order 261-12, First Sergeant's Barracks Program (FSBP) 2020, 30 July 2012.

b. The Area I Housing Services Office is located at Camp Red Cloud. The office provides long-term sustainment/renovation planning and Army policy oversight to assist military units. The housing manager is the technical point of contact for Enterprise Military Housing (eMH) implementation and training. eMH is the Army system of record for units to manage housing spaces.

c. All Area I commanders and 2ID commanders throughout Korea are responsible for FSBP program management, implementation, and oversight. Units are required to publish Single Living Quarter (barrack) Standard Operating Procedures (SOP) at each level of command.

d. All Area I commanders and 2ID commanders throughout Korea will use Building Managers to support each barracks facility. Building Managers are responsible for identifying and coordinating safety, demand work orders, energy savings, and fire marshals for their facilities. The Unit fire marshal will ensure fire marshal programs comply with Army in Korea (AK) Pamphlet 420-1, Fire Protection and Prevention Program, dated 1 October 2008.

e. FSBP assignment procedures. Unit FSBP Managers, in coordination with the unit First Sergeants, assign Soldiers to a barracks room. Whenever possible, female Soldiers will be consolidated on a single floor within the barracks. The unit and incoming Soldier will jointly inspect the room during move-in. Any deficiencies noted at move-in will be annotated on the checklist provided by FSBP manager and will be returned to the housing office or FSBP manager within three working days, so that service orders or room conditions can be processed and data entered for tracking into eMH.

f. All government property in the room will have a signed hand receipt with the occupants accounting for the liability and responsibility for both individual and shared room property items. The latest and updated hand receipt will be placed on the back of each door for inspection by unit leadership as well as periodic joint inventory and bar coding efforts by the Barracks Manager, the leader and the Soldier. The original hand receipt will be kept with the FSBP Barracks Manager. All furniture will be bar coded and uploaded into the eMH system.

7. Barracks.

a. All Area I commanders and 2ID commanders throughout Korea are responsible for: (a) assignment and termination of quarters; (b) issuance of room furnishings; (c) movement and handling of one-for-one replacements of furnishings; (d) coordination of quarters assignment when a Soldier is to be housed in another unit's barracks; (e) maintenance of hand receipts; (f) key issuance and control; (g) self-help activities; (h) requesting demand maintenance orders; (i) overall health, safety, and security; and (j) maintenance of the Enterprise Military Housing ("eMH") database.

b. All Area I commanders and 2ID commanders throughout Korea are responsible for maintenance of common areas within the barracks areas and within 50 feet of the barracks buildings, and any ancillary structures within that area such as picnic areas, bike racks, outdoor grills, tables, benches, sidewalks, and parking areas. Common areas include dayrooms, hallways, stairwells, storage rooms, closets, kitchens, and common latrines. Commanders will ensure that duty rosters for regular maintenance of common areas are posted and enforced.

c. All Area I commanders and 2ID commanders throughout Korea will use their Building Managers to ensure there are supervisors on each floor of the barracks. The floor supervisor is responsible for the general cleanliness of all common areas on their floor, informing the chain of command of any deficiencies or damage, and alerting the chain of command to any situation on the floor that poses a significant threat to good order and discipline or safety of the occupants.

d. All Area I commanders and 2ID commanders throughout Korea will take proactive measures to ensure security and safety of their Soldiers. Unit First Sergeants and their FSBP Managers are responsible for Key Control. They will maintain a current barracks roster and barracks utilization report to validate occupant identities. When a Soldier is locked-out of their room, they will report to their FSBP Barracks Manager or First Sergeant. Once the occupant's identity is verified, only the FSBP Barracks Manager or First Sergeant will provide access to the barracks room with a master key. The master key will always remain under the control and accountability of the First Sergeant and FSBP Barracks Manager and never released to occupants to gain room entry. If there is a technical malfunction of a key or lock that the FSBP Manager or First Sergeant

cannot remedy with a master key, they will contact the appropriate HSO during duty hours:

- Camp Casey/Hovey: 730 - 3913
- Camp Red Cloud/Camp Jackson: 732 - 7487
- Camp Stanley: 732 - 9147

Unit First Sergeants and FSBP Managers are responsible for key control. The unit or Soldier is financially liable for key replacements and lockouts arising from negligence. If Soldiers need access to their room they must contact the Charge of Quarters, First Sergeant, or FSBP Manager responsible for Key Control.

e. FSBP Managers, in coordination with unit First Sergeants within Area I and for all 2ID units throughout Korea, will coordinate all room moves prior to execution. Soldiers will not move from their assigned barracks room without prior approval from and coordination with their unit FSBP Manager and First Sergeant. Unit FSBP Managers will inspect all vacant rooms and provide a recurring presence within their respective barracks to ensure no unauthorized access or occupancy of vacant barracks spaces.

f. All Area I commanders and 2ID commanders throughout Korea will establish and maintain a Charge of Quarters (CQ) duty roster for each barracks building. Personnel on CQ Duty will be certified through the Charge of Quarters Certification Program. CQs must be posted in a location within the barracks, that best ensures good order and discipline and maximum visibility. All units will have Standard Operating Procedure (SOP) on hand at the CQ's post. At a minimum, the CQ SOP will state the following requirements: CQ personnel will stay alert, make hourly checks of the barracks, and ensure the Soldier's visitor sign in and out using a visitor log. First Sergeant's will maintain all logs for no less than 30 days.

8. Occupancy Standards.

a. All personnel in grades E-1 through E-4 are required to have a roommate. Temporary exceptions may be granted in exceptional circumstances. Approval authority is the Soldier's company commander. Company commanders may delegate this authority to their company first sergeant. Unaccompanied Soldiers are not authorized to live off-post.

b. The senior-ranking Soldier for each room, along with the occupants' first-line supervisors, are responsible for ensuring that all room occupants comply with the rules below:

(1) Soldiers may re-arrange the furniture in their rooms, but must ensure both cleanliness and property accountability. Nails, screws or hooks may only be used on the walls. Microwaves are authorized in accordance with reference c. Nothing in the rooms will endorse racial intolerance, gang activity, drug activity, overt sexual activity or

degrade the military chain of command. Company commanders are authorized and required to order the removal of such items or any other item or decoration that the commander determines to be prejudicial to good order and discipline.

(2) The following is prohibited: (1) removal of screens or window treatments such as curtains or blinds; (2) installation or alteration of satellite antennas, paneling, corkboard, or plumbing fixtures; (3) painting the walls or ceiling; (4) use or storage of kerosene or other combustible fluids; (5) alteration of any government-owned furniture, fixtures or equipment; (6) deactivation or removal of smoke and carbon monoxide detectors, emergency exit lighting or backup lighting; (7) use of hot plates for any reason (only properly installed stoves and microwaves are authorized cooking devices); and (8) hanging any items from any safety or fire suppression equipment (sprinklers, fire extinguishers, exit signs, emergency egress lighting).

(3) Using of candles and incense is prohibited in barracks. Decorative candles with “unburned wicks” or wicks removed are permitted IAW AK Pam 420-1. Electric warmers for melting wax must be turned off before occupants leave the room.

(4) Tobacco and Alcohol. Smoking is prohibited in the barracks. Soldiers under the age of 21 will not consume or possess alcohol. Soldiers will not provide alcohol to any individual under the age of 21. Soldiers who are 21 or older may possess no more than: six 12oz. containers of beer or one 1.75 liter of wine or liquor per occupant of legal age. Alcohol will not be stored in common areas or vehicles in order to avoid these limitations. The senior-ranking Soldier in each room is responsible for ensuring that all alcohol stored in the room complies with these limitations. Soldiers will properly and promptly dispose of all empty alcohol containers. Commanders have the authority to revoke a Soldier’s privilege to possess and consume alcohol in the barracks.

(5) Pets. All Area I units and 2ID units throughout Korea may not keep any pets, animals, fish, amphibians, or insects in the barracks. Examples are dogs, cats, fish and turtles.

9. Visitation.

a. All Area I units and 2ID Soldiers throughout Korea may have visitors in their barracks rooms during the hours of 0500 – 0100. Company commanders may set more restrictive visitation hours, as they deem necessary to maintain good order and discipline. Overnight visitors and room occupants not assigned by the unit First Sergeant are prohibited. Soldiers will sign their visitors in and out at the CQ desk and be responsible for their visitors’ actions while in the barracks.

b. When more than one Soldier resides in the room, both Soldiers must agree to visitation prior to the visit. When a visitor is present, regardless of gender, the main door to the barracks room will be open all the way and remain open until the visitor has

departed. Any non-military visitor under the age of 18 and not a member of the Soldier's immediate family must be accompanied by a parent or legal guardian.

10. Quiet time. All Area I Soldiers and 2ID Soldiers throughout Korea will minimize noise from 2100-0600 when the next day is a duty day or from 2200-0800 when the next day is not a duty day. The maximum threshold is defined as any noise which can be heard outside the room or through the walls.

11. Closed Circuit Television (CCTV).

a. The purpose of CCTV use in the barracks is for security and the prevention and detection of illegal or unauthorized activities. All Area I commanders and 2ID commanders throughout Korea will have a standard operating procedure (SOP) to ensure all CCTV command and control measures are enforced. SOPs will be kept on file at the battalion-level and will be available for inspection upon request. CCTV recordings will be stored in a locked container and are only accessible by unit leadership. The chain of command is responsible for CCTV oversight in each of their respective barracks locations. A chain of custody log with Date Time Group (DTG) and name and position of individual will be maintained at each location where the recordings are stored. Commanders, First Sergeants and MPI or CID are the only personnel authorized to monitor CCTV recordings, and the respective command teams will ensure there is no unauthorized access to secured CCTV equipment, monitors, and channels.

b. When a suspected illegal or unauthorized act is observed on a given CCTV live feed, the CQ or staff duty NCOIC will take immediate steps to protect the property and safety of any individuals involved. The CQ or staff duty NCOIC will notify appropriate command leadership and the staff duty Officer in Charge (OIC). The OIC will notify the military police as appropriate. Footage and information obtained from CCTV recordings is for official use only. CCTV recordings will be maintained for at least thirty (30) days or to the maximum number of days allowed by an individual CCTV systems memory rewrite capabilities. The footage will be used for purposes of official investigations (law enforcement, 15-6 and commander's inquiries only) or other Military proceedings, whether administrative or judicial. CCTV recordings may only be disclosed to third parties, including law enforcement, when required by applicable law, regulation, jurisdiction, or in the normal capacity of official investigative duties.

12. Inspections.

a. The chain of command is responsible for maintaining good order and discipline in the barracks at all times. Commanders will ensure a frequent, conspicuous leadership presence in the barracks, especially on weekends and holidays.

b. The chain of command has the authority and responsibility to conduct daily inspections of barracks without prior notice to the occupants to ensure that conditions in the barracks are clean, safe, functional, and secure ("health and welfare inspections").

Inspections will be conducted in a disciplined manner that protects both government and personal property from damage and does unnecessarily damage or disorganize the occupants' property. Commanders and their designees will not overturn a Soldier's personal items, open or rummage through drawers or empty their contents, or engage in any other conduct that amounts to "tossing" the Soldier's room.

c. If contraband is found during an inspection, the room will immediately be secured with a posted guard and the inspector will contact company leadership and Military Police.

13. Senior Leader Quarters (Enlisted and Officer).

a. The Area I Garrison HSO is responsible for maintenance and oversight of housing for all Soldiers in the grade of E-7 and above.

b. Residents will protect and care for their quarters, installed equipment, furnishings, and associated grounds in the same manner as would a prudent homeowner. Soldiers may be held financially liable for damage to their quarters or its furnishings.

c. Soldiers who violate the Area I community standards, make excessive noise that disturbs their neighbors, or permit their guests to violate these standards, may face adverse action.

d. Soldiers will cooperate with the Area I DPW, Housing Division, special project contractor, and Public Works to facilitate scheduled maintenance, repairs, and inspections of assigned quarters. And garrison DPW leadership pledges to notify Soldiers as far in advance as possible for routine maintenance of SEQs and SLQs.

e. Before leaving their quarters, Soldiers will turn off electrical appliances, lights, stove, oven, and lock doors. Soldiers will never leave a stove, oven, or other cooking device unattended while in use. Use of hot plates is not permitted for any reason. Smoke detectors will never be removed or tampered with. Such action could result in adverse administrative actions and possible criminal charges.

f. Soldiers will make appropriate arrangement for care of their quarters during absences. Absence does not relieve an occupant of responsibilities for quarters. Soldiers should appoint a responsible individual to check on their quarters during their absence so that any damage can be detected and reported for repair immediately. Failure to identify and repair in a timely manner any broken water lines, heating and air conditioning equipment, other equipment or structures that require maintenance may result in the assessment of charges to the resident.

g. Upon assignment of quarters, Soldiers will sign a hand receipt for furnishings and will be held liable for any damage that may occur while the property is in their possession. Movement of furnishings from common areas or from one Soldier's room

to another is not authorized. Request for issue/turn-in of government furnishings will be processed through the HSO.

14. PCS/ETS Procedures.

a. Departing Soldiers will notify the unit FSBP Manager to schedule a pre-termination inspection of their quarters) when they receive clearing papers (PCS or ETS) and at least 10 days prior to departure from the unit. All deficiencies noted during the pre-termination inspection must be corrected or the Soldier will not be allowed to clear. The room must be returned to standard prior to the Soldier's final check-out inspection.

b. The final check-out inspection will be performed jointly by the unit FSBP Manager, the room occupant, and the first line leader, within five working days of the date the Soldier departs the unit. Leadership will clear the Soldiers only if the Soldier corrected, and the FSBP Manager approved, all deficiencies noted in the pre-termination inspection. Soldiers may be held financially liable for damage to government quarters or furnishings in accordance with reference b. If a Soldier goes on emergency leave and does not return, the unit is responsible to clear the Soldier's quarters.

c. If a Soldier abandons a barracks room or fails to meet the clearing standards, the unit will be responsible for removing and inventorying all personal items, and will coordinate with the garrison HSO to clear the room within 72 hours of notification. This includes rooms that are part of the clearing process for a deployment, ETS, PCS, intra-post moves and legal actions.

15. The point of contact for this memorandum is the Chief of Housing Services Division, USAG Red Cloud and Area I, at 732-6554 or Chief of Staff, 2ID at 732-8889.



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