

USAG-RC SINGLE SOLDIER HOUSING

HANDBOOK

2ND EDITION – JUNE 2014

A GUIDE TO QUARTERS CLEARANCE



USAG-RC & AREA I



TABLE OF CONTENTS

Quarters Clearance Memorandum	3
General Information	4
Final Inspection	4
Recheck Inspection	4
Rescheduling Inspections	4
Damages to Government Property	5
Keys	5
Appliance Service Order & other Service order before the Final-Inspection	5
Self-Help Responsibilities	6
Pets	6
Cleaning Standards	6
Furnishings Clearance	6
Outgoing TLA	7
Congratulations!	7

Appendixes

Appendix A	
SLQ Clearing Standards	8
Appendix B1-2	
FSBP 2020 Barracks Room Clearing Standards and Checklist	9
Appendix C	
Housing Cleaning Standards Prior to Termination of UPH	11
Appendix D	
SLQ Move-in Condition and Move-out Inspection Checklist	12
Appendix E1-2	
FSBP Move-in Move-out Inspection Checklist	13
Appendix F1-2	
TLA Understanding Brief Sheet	15
Appendix G	
A List of Important Phone Numbers	17



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTES, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I
UNIT # 15707
APO AP 96258-5707

REPLY TO
ATTENTION OF:

IMRD-ZA

MEMORANDUM FOR Military and Civilian Personnel Occupying UPH Quarters
SUBJECT: Quarters Clearance

1. Out-processing can be a hectic and stressful time. There is so much to do and so little time to do it. However, by following your inspector's advice and the information in this handbook, you should have no trouble passing your final inspection.
2. This Quarters Clearance Handbook contains many items designed to assist you in successfully completing all of your requirements for clearing quarters. It identifies your responsibilities as a vacating resident of Unaccompanied Personnel Housing (UPH), as well as the responsibilities of the Directorate of Public Works and Housing Division.
3. One important point to remember is to "get answers to questions, inventory discrepancies, damages and items of this nature prior to your final inspection." Waiting to take care of items at the last minute could result in failure, delays and possibly unnecessary expenses. A small amount of effort on your part now will make clearing your quarters much easier. Proper planning and forethought are imperative to the successful completion of your inspection.
4. Your Inspector is your guide throughout this process. It's difficult to capture all clearing requirements and place them in print due to numerous variables such as your daily housekeeping practices and other factors. Your inspector has an in-depth knowledge of clearing requirements and can provide helpful instructions.
5. The Housing Division is available to assist you with any housing issues that may arise as you prepare to depart our community. A quick reference telephone listing of helpful numbers for areas who provide assistance in your upcoming move can be found at the end of this handbook.
6. As always we ask for your comments and suggestions for improvements. Please take the time to fill out and return customer questionnaires. Your valued comments can help us achieve higher levels of excellent customer service.
7. Congratulation, in advance, on your upcoming successful termination of quarters!

JOHN W. HAEFNER
COL, EN
Commanding

GENERAL INFORMATION

Final termination inspection should be scheduled 30days in advance of your PCS. All military personnel are reminded that they are responsible for completing self-help items as well as other clearing requirements. The list of self-help requirements in this handbook can be used as a checklist. All self-help items are required to be repaired as needed prior to the final-inspection. Pre-Check out Inspections are not required and generally not needed for Senior Leader Quarters (SLQ). However a Pre-Inspection can be requested between 30-90 days prior to check out when UPH Building Managers/Inspectors are available. Pre-Check outs for FSBP Barracks are highly encouraged and should be scheduled with the FSBP 2020 Barracks/Building Manager or your NCO Supervisor using the Clearing Standards Checklist provided at Check in or this handbook (Appendix B1-2).

FINAL INSPECTION

During final Inspection the inspector will ensure you have met all your clearing requirements. A furnishings inventory will be conducted to account for all property on your hand receipt. If all your clearing requirements have been satisfied, the inspector will collect all keys and you will be stamped on your clearance record from housing inspector and cleared from quarters.

RECHECK INSPECTION

If you did not pass your final inspection on the first appointment you would be required to schedule a recheck inspection. Your inspector will leave you with a deficiency list that shows the area(s) of failure. Ultimately, you are still responsible for the standards, as listed in this handbook, until final clearance is granted. Military/Civilian Personnel are reminded that charges may be assessed for failure to properly complete your final inspection.

RESCHEDULING INSPECTIONS

If you can't make your scheduled inspection please notify the UPH Branch at least one day prior to your scheduled inspection. Missed inspections are extremely costly to the government. Manpower, energy and time are all wasted if you fail to arrive at your inspection on time.

DAMAGES TO GOVERNMENT PROPERTY

If at any time the government is required to make repairs or replacements to the property, furnishings or equipment for damages caused by abuse or negligence by you, family members, pets, or guests, you could be held liable to pay the total expense or damage. As appropriate, you will be afforded the right and are encouraged to complete the necessary repairs on your own before the final inspection; however, work must meet government inspection. All work will be accomplished in a thorough and professional manner and must be completed prior to the final inspection. Charges will be assessed if identified damages are not corrected by the final inspection.

KEYS

If you have missing keys, stop by the Front Desk in the Housing Office to request duplication of missing keys for SLQ or see your FSBP Barracks/Building Manager for all Barracks. A Statement of Charges for the missing key will be processed by Housing office or FSBP Barracks/Building Manager. Soldiers will only be cleared once the debt has been resolved.

APPLIANCE SERVICE ORDER & OTHER SERVICE ORDER BEFORE THE FINAL INSPECTION

DPW, Furnishing Branch has a contractor to perform repairs to appliances; Microwave, Stove and Refrigerator. All necessary repairs on appliances must be reported to the Furnishing Branch at 730-3389. In the event the appliance contractor recommends the replacement of an appliance, please provide the information to the inspector. By following this sequence of work, it minimizes the time the quarters remain vacant before the next occupant can move in. Remember a Range Hoods are repaired by DPW. Also any Service order **must** be reported and completed prior to your final inspection. Service order number for CRC/Stanley is DSN 732-8119, for Casey/ Hovey is DSN 732-8110.

SELF-HELP RESPONSIBILITIES

To successfully clear your quarters you are required to ensure all self-help repairs are complete as required. Performing self-help repairs saves the government valuable maintenance dollars. These savings can be used to support future projects throughout our community and improve the over-all quality of life for everyone. Residents are reminded that charges may be assessed for non-completion of or improperly performed self-help items.

PETS

Pets are not authorized in UPH Quarters. However, if you are identified during final inspection that you have pets, you will be responsible to pay charges for damages, fumigation and shampooing of carpet and furnishings. The inspector will provide you a list of charges.

CLEANING STANDARDS

Service members on PCS, separation, or retirement orders are required to clear their quarters to include those that are directed to move for the convenience of the government. Service members that have approval to relocate based on promotion, medical, etc., are still required to clean their quarters prior before moving into a new quarter. Personnel relocation must clear their present quarters within 3 working days. Your inspector will specify the standards required for your final inspection. Refer to Appendix A & B for clearing SLQ and Barracks and useful phone number is Appendix D.

FURNISHINGS CLEARANCE

If there are any problems with your hand receipt you must contact furnishings and resolve discrepancies prior to your final inspection. Individuals, to whom government furnishings were issued, are liable for damage, destruction, or loss caused through negligence or willful misconduct by them or their family members, guests or pets.

OUTGONG TEMPORARY LODGING ALLOWANCES (TLA)

A service member who resides in UPH (SLQ) quarters is authorized up to 3 Calendar days outgoing TLA. Quarters must be cleared before TLA is initiated. TLA can be terminated if the service member does not comply with regulatory requirements, delays for port call for personal reasons, delays or fails final inspection of government quarters or delays airline reservations for personal reasons. All TLA exceptions will be handled on case by case basis and addressed to the Chief, Housing Division. TLA is not authorized when the service member is on leave, out of country where stationed or CONUS. The regulation governing TLA authorizations is USFK Regulation 37-57. Any questions pertaining to TLA can be directed to the Housing Division at Camp Red Cloud 732-7487, Camp Casey 730-3913 and Camp Stanley 732-9147(Refer to Appendix C). **Please Note:** Service Member receiving Certificate of Non-Availability (CNA) from CRC/Casey Lodge must insure that hotel arrangements are made within Area I. Hotel listings can be provided by Lodge. The Housing Offices are not authorized to sign TLA outside of on base. Service Member must contact the housing offices prior to making arrangements outside the USAG-RC vicinity or TLA will not be approved.

CONGRATULATIONS!!! YOU'VE PASSED THE FINAL INSPECTION!!! NOW WHATS' NEXT??

Following your successful clearance of quarters, proceed to the Housing Division (SLQ) or FSBP Barracks/Building Manager (Barracks) to receive appropriate termination orders, TLA documents and have your clearance papers signed, when applicable. And don't forget to complete a USAG-RC, Housing Division Customer Service Survey! You can use the survey form provided by the inspector.



**Appendix A
SLQ Clearing Standard**

SLQ CLEARING STANDARDS

Building: _____ **Room:** _____ **Appointment Date:** _____ **Time:** _____

The following areas will be inspected for out-processing and clearing the post. 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.

Clearing checklist for room

- Ensure that all trash is removed from the room. Trash cans must be clean* inside and outside.
- Ensure that drawers to all furniture and/or cabinets are wiped clean* and completely empty.
- Ensure that all hangers are removed from the closets or wall lockers.
- Ensure that the room is swept properly (under beds, under furniture, etc.)
- Ensure that the room is mopped properly (under beds, under furniture, etc.)
- Ensure that the sink area is properly cleaned* and disinfected.
- Ensure that the toilet and restroom area is properly cleaned* and disinfected (to include tile walls). Mirrors must be clean* and spot free.
- Ensure that the shower or tub is properly cleaned* (to include tile walls).
- Ensure that the lights and trim boards are cleaned*
- Ensure that window, blinds and window sills are clean*
- Ensure that all furniture is wiped off. Any wax, glue or other residue must be removed.
- Ensure that the AC vents and filter are dusted and cleaned* and turned off..
- Ensure that the rug, if applicable , is vacuumed and spot free.
- Turn in key(s).

*If you were granted permission to remove SLQ furniture you must coordinate its return prior to inspection. Otherwise you will not be cleared from your SLQ.

Common Area

Note: Personnel are responsible for cleaning the common areas. If you have other SLQ resident you are still responsible for doing your part to clean the common areas. If possible, have the other resident assist you with cleaning.

- Sofas and coffee tables in applicable suites must be properly cleaned* and stain free.
- 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.
- Remove all trash from common areas.

Personnel that are not leaving post the day they clear and need a place to stay should contact their UNIT for a Transient room for any required additional days over 3 allowed TLA day

Appendix B-1
FSBP 2020 Barracks Room Clearing Standards and Checklist

FSBP 2020BARRACKS Room Clearing Standards and Checklist

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.
- 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 Other residue must be removed.
- Remove all debris and dirt under the mattress and spring. (Applicable beds only)
- Ensure TV set is wiped cleaned. Dust free. Remote control present. (Applicable to WT Barracks only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures will be cleaned*.
- Windows, blinds, and window sills must be clean*.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the Air condition vents and filter are dusted, cleaned* and turned off.
- Floor rug, if applicable, must be 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-

Appendix B-2 FSBP 2020 Barracks Room Clearing Standards and Checklist

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 in applicable suites must be properly cleaned*, free from soap scum and lint.
- Sofas and Coffee tables 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 USAG Red Cloud Area I, Korea the day they clear and need a place to stay should contact their Command Team for a Transient room.

Appendix C Housing Cleaning Standards Prior to Termination of UPH

**Housing Cleaning Standards Prior to Termination of UPH
Reference AR 420-1, Table 3-13**

1	Floors, rugs and installed carpet. Sweep or vacuum. Remove all stains, and dirt sediments. Damp mop floors. Clean area rugs and installed carpeting to remove dirt and spots.	7	Mirror Clean to shine with no streaks.	13	Upholstered furniture Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.
2	wall and ceilings Remove all dirt, cobwebs, crayon marks, pencil marks, food, and so forth from walls. Remove all nails, hooks and spackle all holes. Remove all dirt, smudges, and other spots.	8	Radiators, pipes, and vent registers. Remove dirt, sediments, and stains.	14	Wooden furniture Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Clean doors and drawers to be free of dust, dirt, or other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.
3	Windows Clean inside and outside surfaces of all windows and window frames so that they are free of spots, streaks, or film. Clean windowsills, curtain rods, and mini/venetian blinds. Remove screens, brush and wash to remove lint and dust, and reinstall.	9	Refrigerator and freezer Defrost and wipe doors. Remove all food particles. Clean surface beneath, above, and behind appliance. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils.	15	Bedsprings, box springs and mattresses Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.
4	Doors Remove all paper, tape, nails, gum, crayon marks dirt and heavy stains on both sides. Clean interior and exterior doors and frames so that they are free of dust stains on both sides.	10	Range and Microwave Remove all burned/ crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dirt, rust, food, tarnish, and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side.	16	Self-help Accomplish all self-help items per local requirements as instructed by inspector.
5	Lighting fixtures Ensure all fixtures have operating light bulbs. Clean all components including incandescent bulbs, to ensure that there are no insects, dirt, lint, film, and streaks. Remove, clean, and replace globes and lamshades.	11	Ventilation, air vents, and range hoods Wipe down range hood. Wipe down air vent grills and replace filters as necessary. Remove grease, stains, and dirt sediments inside and outside. Clean or replace permanent filters.	17	Miscellaneous Remove all personal items/ equipment before final inspection
6	Cabinets, closets, drawers, and shades Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items. Clean and wash all surfaces so that they are free of dirt and stains.	12	Kitchen, bathroom, and toilet Remove all stains, lime and mineral deposits, and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls/showers, mirrors and mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware. Clean wall and floor tile. Polish all equipment, fixtures, and wall tiles to a streak-free shine. Move range for cleaning areas under, above, behind, and on either side.	18	Air conditioner Wipe entire surface to include inside of access panel. Replace air filter or wash and air dry reusable filter.
				19	Storage cage Clean and remove personal padlock <i>1. All furniture will be moved away from the walls 6 inches to allow inspectors to inspect for cleanliness. 2. All keys must be returned at final inspection. 3. Maintenance issue with DPW service order at 732-8119. 4. Failure to meet the above requirements may result in re-inspection and/or charges for clearing and slow down your clearing process.</i>

Appendix D SLQ Move in Condition and Move out Inspection Check List

SLQ MOVE IN CONDITION AND MOVE OUT INSPECTION CHECK LIST

BLDG-RM:		NAME:					MOVE IN ISSUE DATE:				
RANK:		UNIT:					FINAL- CHECK OUT INSPECTION DATE:				
1. ENTRANCE AND WINDOW AREA			IN		FINAL		4. FURNISHINGS, FIXTURES AND EQUIPMENT				
			Y	N	Y	N	Y	N	Y	N	
a. Door knob, catch, deadbolt operates smoothly							a. Bed set free of stains and turned in good condition				
b. Door clean inside/outside and opens easily							b. Dresser drawers cleaned, free of lint and trash				
c. Window, Screen & Coverings; clean & serviceable							c. Locker/closet: cleaned, free of lint and trash				
2. WALLS, FLOOR, CEILING AND LOCKERS			IN		FINAL		d. Are the following clean, free of stains, dirt, lint and in good condition				
			Y	N	Y	N	1. Sofa, chairs, coffee and end tables				
a. Remove all dirt, smudges, and other spots							2. Bookcase, entertain unit, desk, night stand				
b. Wall plaster free form and cracks and blisters							3. Wastebasket and trash can				
c. Walls free of picture holes							4. Lamp and shade				
d. Walls free of finger marks, soil or smudge marks							e. AC/Heater clean(top, grill, filter and knobs)				
e. Damp mod floors and wide/scrub stains							f. Heating, Ventilation and AC working properly				
f. Floors free of dirt, dust, soil, and boot marks							g. Light fixtures clean and bulbs work				
g. Carpet vacuumed, shampooed and free of stains							h. Mirror clean and streak free				
3. BATHROOM			IN		FINAL		i. Do all wall receptacles work properly				
			Y	N	Y	N	j. Kitchen cabinets & drawers clean and free trash				
a. Floor, tub, tile clean & free of hair, mold/mildew							5. APPLIANCES				
b. Wall tile clean of soap scum							Y	N	Y	N	
c. Plumbing fixtures and faucets clean and polished							a. Refrigerator Clean inside and outside (Plugged In)				
d. Drains and stopper free of hair and other matter							b. Microwave operational and clean				
e. Soap dish and towel rack clean							c. Range: cooking surface clean and free of grease				
f. Shower curtain rod clean and in good condition							1. Oven clean and free of baked on food				
g. Commode clean and free of stains and rust							2. Under cook surface clean/free of grease/food				
h. Floor clean, swept & mopped free of scuff marks							3. Sides and under range clean/free of grease/dust				
i. Mirror clean and streak free							d. Range exhaust fan cleaned and working				
j. Light fixture bulbs work and clean							6. STORAGE AREA (BULK STORAGE)				
k. Ceiling exhaust fan cleaned and working good							Y	N	Y	N	
							a. Remove all personal items/padlock				
							b. Clean storage cage				
<p>The listed room condition and inspection results are reflective of the latest inspection. New occupants are required to sign for the room condition and property inventory as reflected on the check-in sheets. Occupant has 5 working days to complete a validation of the property accountability and room condition. Failure to return this form within 5 working days constitutes concurrence of the data's accuracy and acceptance of liability for any non-noted damages or losses and such results will be held against the occupant to include recoupment of cost to replace or repair. If a discrepancy is noted your Housing UPH Building Manager/Inspector will conduct a physical inspection to validate and clarify any differences. Upon check out the room will be returned cleared and ready for immediate issue minus any pending service orders. Failure to properly clean and account for property will cause a delay of PCS until corrective actions have been taken or cost recouped. All keys must be returned to prevent a full rekeying effort and the full cost of rekeying to include material and labor billed to the resident. Failure to report damages to the UPH Building Managers / Inspectors or prevent quarterly condition inspections from being conducted will result in damaged to be charged against the resident. In the event of multiple residents the cost will be shared when direct liability can not be determined.</p>											
SIGNATURE OF OCCUPANT:						SIGNATURE OF BLDG MANAGER/INSPECTOR:					

Appendix E-1 FSBP Move-in Move-out Inspection Check List



FSBP MOVE-IN MOVE-OUT
INSPECTION CHECKLIST
USAG RED CLOUD AREA I, KOREA



NAME & RANK _____	BLDG & RM _____					
MOVE-IN DATE: _____	MOVE-OUT DATE: _____					
FSBP MOVE-IN/MOVE-OUT INSPECTION CHECKLIST	IN		OUT		CONDITION CODES*	
1. ENTRANCE AND WINDOW AREA	NA	Y	N	Y	N	COMMENTS
a. Door knob, catch, deadbolt operates smoothly						
b. Door clean inside/outside and opens easily						
c. Window, Screen & Coverings; clean & serviceable						
2. WALLS, FLOOR, CEILING AND LOCKERS	NA	Y	N	Y	N	COMMENTS
a. Remove all dirt, smudges, and other spots						
b. Wall plaster free from and cracks and blisters						
c. Walls free of picture holes						
d. Walls free of finger marks, soil or smudge marks						
e. Damp mop floors and wide/scrub stains						
f. Floors free of dirt, dust, soil, and boot marks						
g. Carpet vacuumed, shampooed and free of stains						
3. BATHROOM	NA	Y	N	Y	N	COMMENTS
a. Floor, tub, tile clean & free of hair, mold/mildew						
b. Wall tile clean of soap scum						
c. Plumbing fixtures and faucets clean and polished						
d. Drains and stopper free of hair and other matter						
e. Soap dish and towel rack clean						
f. Shower curtain rod clean and in good condition						
g. Commode clean and free of stains and rust						
h. Floor clean, swept & mopped free of scuff marks						
i. Mirror clean and streak free						
j. Light fixture bulbs work and clean						
k. Ceiling exhaust fan cleaned and working good						
4. FURNISHINGS, FIXTURES AND EQUIPMENT	NA	Y	N	Y	N	COMMENTS
a. Bed set free of stains and turned in good condition						
b. Dresser drawers cleaned, free of lint and trash						
c. Locker/closet: cleaned, free of lint and trash						
d. Are the following clean, free of stains, dirt, lint and in good condition						
1. Sofa, chairs, coffee and end tables						
2. Bookcase, entertain unit, desk, night stand						
3. Wastebasket and trash can						
4. Lamp and shade						
e. AC/Heater clean(top, grill, filter and knobs)						
f. Heating, Ventilation and AC working properly						
g. Light fixtures clean and bulbs work						
h. Mirror clean and streak free						
i. Do all wall receptacles work properly						
j. Kitchen cabinets & drawers clean and free trash						

Appendix E-2 FSBP Move-in Move-out Inspection Check List



FSBP MOVE-IN MOVE-OUT
INSPECTION CHECKLIST
USAG RED CLOUD AREA I, KOREA



5. APPLIANCES	NA	Y	N	Y	N	COMMENTS
a. Refrigerator Clean inside and outside (Plugged In)						
b. Microwave operational and clean						
c. Range: cooking surface clean and free of grease						
1. Oven clean and free of baked on food						
2. Under cook surface clean/free of grease/food						
3. Sides and under range clean/free of grease/dust						
d. Range exhaust fan cleaned and working						
6. STORAGE AREA (BULK STORAGE)	NA	Y	N	Y	N	COMMENTS
a. Remove all personal items/padlock						
b. Clean storage cage						
*CONDITION CODES: BR= Broken; BU= Burned; CH= Chipped;CR= Cracked; D= Dirty; DA= Damaged; 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						
THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND BUILDING MANAGER.						
Signature of Occupant: _____			Signature of Inspector: _____			

Appendix F-1 TLA Understanding Brief Sheet

TEMPORARY LODGING ALLOWANCE (TLA) Understanding Brief Sheet

Temporary lodging allowance (TLA) is an allowance designed to partially reimburse service members and their families for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodging at overseas permanent duty stations (PDS). (Reference – Joint Federal Travel Regulation, Volume 1, Uniformed Service Personnel, Chap 9)

The Housing Division Chief is the TLA manager for, and will ensure that TLA is managed prudently. The chief shall employ good business practices to preclude the necessity for payment of TLA, to shorten the period of entitlement, and to reduce the amount payable. Service members, regardless of branch do not have a statutory or regulatory right to TLA. TLA is based solely on the availability of quarters, as determined by the housing division.

Incoming TLA: Personnel serving on a 24-mo command-sponsored tour, whose orders read, "concurrent travel to government quarters", service members and their family members are authorized up to 60 days TLA. TLA extensions will be approved in 10 days increments requiring justification after the first 10 days as why the service member has not found adequate quarters. Exceptions granted on a case-by-case basis.

Personnel seeking economy quarters must aggressively pursue housing. Service members who desire additional time to make selections, or who enter into rental contracts that will not be available within the maximum allowable period (first 10 days of TLA) will not be approved additional TLA. However, they may make other arrangements for housing (i.e., if UPH is available, or can remain in temporary lodging at their own expense).

Termination of TLA:

- a. Service member fails to report to housing division with 48 hours of arrival.
- b. Service member fails to seek economy quarters aggressively.
- c. Service member delays occupancy of quarters due to personal reasons (i.e., shipment of whole baggage/HHG). Temporary items (lines, cookware, dishes, small appliances are available on a temporary basis from the Army Community Service lending closet, located in Bldg 16, DSN 732-7779) (90 days government loaner furnishings available).

Outgoing TLA: Economy quarters service members and their family members are authorized TLA for up to 10 calendar days (including weekends and holidays both American and Korean), if living in on post government provided quarters SM's are authorized up to three (3) calendar days (including weekends and holidays both American and Korean). SM residing in BOQ/BEQ will be given three (3) calendar days. Personal planning of appointments, port calls, final out appointments, US & Korean Holidays, etc... are critical to avoid out of pocket cost for lodging in excess of 3 days.

Government Quarters Occupants: Upon receipt of port call, service members should report to housing to schedule final termination from BEQ/BOQ. The housing division staff will provide service member with appointment termination date, and TLA authorization to submit to Military Lodging upon check-in. If the Military Lodging is not available, Lodging personnel may provide a list of other approved contract hotels located within Area I. Service members will not receive additional TLA if they ship their personal property before their final, scheduled check-out. No exceptions. Failure to plan port calls, final out and quarters terminations around long weekends

Appendix F-2
TLA Understanding Brief Sheet

or holidays is not justification for additional TLA days, soldiers may pay additional expense as out of pocket or request use of a transit room with the unit First Sergeant at no cost.

Off-Post Housing Residents: Personnel must report to housing to obtain a lease Agreement Termination Notice, a minimum of 45 days before their scheduled DEROS. Once service member receive orders and plane ticket (Inchon Departure) or itinerary (Osan Departure), they must report to housing to schedule furnishings pick-up/hand-receipt exchange, terminate overseas housing allowance and obtain TLA authorization. Service Members must clear Economy Quarters, and return security deposit to finance before final out processing.

Request for Exception to Policy: All request must contain sufficient justification and be endorsed by Bn/Bde Commander. The final approving authority is the USAG-RC TLA Manager or Garrison Commander.

The housing division and service members must be good stewards of taxpayer dollars and avoid unnecessary TLA expenditures.

I have read the above TLA information and have asked my housing representative for clarification, if required.

(Last, First MI) Please Print

Signature

Date

Housing Counselor

Date

Appendix G
A List of Important Phone Numbers

A LIST OF IMPORTANT PHONE NUMBERS

Fire Department	911
 <u>Camp Casey & Hovey</u>	
Service Order Desk	732-8110
Housing Office	730-3913/4346
Transportation outgoing	730-3362
Travel office (CTO)	730-4711/4712
Self Help Store	730-6605
 <u>Camp Red Cloud</u>	
Service Order Desk	732-8119
Housing Office	732-7487/7506
Transportation outgoing	732-8294
Travel office (CTO)	732-7797
Self Help Store	732-7740
 <u>Camp Stanley</u>	
Service Order Desk	732-8119
Housing Office	732-9147/5073