



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

IMRD-ZA

1 Dec, 2014

MEMORANDUM FOR All Tenant Units Assigned Within Area I, Korea

SUBJECT: Single Soldier Housing (SSH) and First Sergeants' Barracks Program (FSBP) 2020, Key Management and Control Standard Operating Procedures (SOP)

1. PURPOSE: Provide standard operating procedures for the control and use of standard keys, key cards, cipher locks and metal dog tag keys on for all Unaccompanied Personnel Housing within Area I.
2. APPLICABILITY: This SOP is applicable to all who use and control barracks keys and key cards within Area I.
3. REFERENCES:
 - a. Army Regulation 190-13, The Army Physical Security Program, 25 February 2011.
 - b. Army Regulation 190-16, Physical Security, 31 May 1991.
 - c. Army Regulation 190-51, Security of Unclassified Army Property, 9 September 1993.
 - d. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
 - e. DA Pam 190-51, Risk Analysis for Army Property, 30 September 1993.
 - f. IMCOM FSBP 2020 Handbook, 26 March 2014.
 - g. SOP for Duplex and Senior Leaders Quarters (SLQ), June 2014.
4. DEFINITIONS:
 - a. Key management is the process of issuing keys on a permanent basis, and the management of where and to whom those keys are permanently issued.
 - b. Key control is the physical control of the keys.
 - c. Master keys are keys that allow access to all rooms in a single facility.
 - d. Sub-master keys are keys that open select rooms or floors within a facility.

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e. Master key rings are groups of individual room keys/cards or groups of sub-master keys/cards to select rooms or floors.

5. RESPONSIBILITIES:

a. Directorate of Public Works:

(1) Provides functional support and quality assurance oversight of the Installation's First Sergeants' Barracks Program under the Single Soldier Housing (SSH)/Unaccompanied Personnel Housing (UPH) Branch.

(2) Update this SOP as required.

(3) Provides SSH/UPH training on process and procedure for FSBP 2020 management.

(4) Provides subject matter expertise (SME), mentorship and advice for general FSBP 2020 operational support.

(5) Provides enterprise Military Housing (eMH) access and training.

(6) Conducts Quality Assurance (QA)/Quality Control (QC) reviews and records, reports and tracks finding to the applicable levels of responsibility/accountability.

(7) Sign for UPH buildings when a military unit vacates an entire building or spaces/floors are not issued to units.

b. FSBP 2020 Military Team Representative:

(1) FSBP2020 Military team representative unless otherwise addressed consist of Commander, First Sergeant, FSBP Barracks/Building Manager and Supply Sergeant.

(2) Administer the FSBP 2020 key control program and all related key management and control procedures.

(3) Issue keys and assign barracks rooms.

(4) Submit service orders to DPW, O&M Divisions Service Order desk for locking mechanisms and key replacements.

(5) Sign for building and all keys or cipher combinations to include established and justified master access keys/cards from SSH Branch.

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- (6) Sign out a spare key(s) or master key to an appropriate unit leader for emergencies and for short durations only. Inform the Chief of the Single Soldier Housing Branch, DPW, within two hours when a master key is unaccounted for.
- (7) Appoint on orders, using memorandum format, a Key Control Officer (KCO) and an Alternate KCO.
- (8) Issue standard and non-standard room keys or sub-master keys, when applicable, on DA Form 5513 or enterprise Military Housing (eMH) generated hand receipts.
- (9) Enter and maintain key data into the Army's eMH barracks management system.
- (10) Maintain, track and replace the full key inventory per room/suite consisting of a 5 key/card package; one issued each resident, one kept in FSBP key room as the alternative back-up, one issued the FSBP Barracks/Building Manager for their master/sub-master key ring, one issued as determined by unit policy to the unit identified Brigade or Separate Battalion SDO or Company CQ for their master/sub-master key ring.
- (11) Inventory alternate keys monthly within the key control box/room using DA Form 5513. An inspection will performed by the FSBP designated person. A quarterly inspection will be performed by the Unit First Sergeant.
- (12) Inventory master/sub-master key/cards issued the FSBP Barracks/Building Manager managers/inspectors using DA Form 5513. Inspection performed by FSBP Barracks/Building manager or First Sergeant monthly. Quarterly Inspection performed by the Company Commander or Executive Officer.
- (13) Inventory master/sub-master keys that were issued the SDO and CQs monthly reporting findings on the Daily Activity Report (DAR) or memorandum format. Quarterly inspection will be conducted using DA Form 5513. Each key used by the SDO and CQs will be validated against the actual door to verify serviceability.
- (14) Initiate appropriate actions for reimbursement to the Government of keys lost or damaged due to negligence or willful misconduct.
- (15) Conduct and record monthly, quarterly and semi-annual key inspections in accordance with AR 190-51, Appendix D. Document inspections with a memorandum signed by the FSBP 2020 Barracks/Building Manager and Unit First Sergeant.
- (16) Maintain a roster, hand receipt, issue log and files of all unit representatives who are permanently issued unit keys to include exceptions approved by the Battalion

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or Brigade Commander. Rosters will include name, rank, unit, duty phone, and an after duty contact number. Files will include any exceptions to policy, and a statement that the appointees understand their key responsibilities along with financial liabilities, and that they were provided a copy of this SOP.

(17) Maintain forms and records required for key control

(18) Coordinate for the replacement of broken, defective, or compromised locks

(19) Keep key depositories locked at all times when keys are not being issued, returned, or inventoried. Secure key boxes to building structure.

(20) Do not mark keys in any manner that easily allows an unauthorized individual to match a key that was lost, stolen, or misplaced to the lock. Use building codes on all key card master keys. Place room numbers on room key cards envelopes; however, do not identify the building number. Place room codes and building codes on hard keys; however, do not identify room or building numbers.

(21) Identify to the DPW O&M maintenance/key & card supply team or unit designated key card machine manager any keys, cards locking systems requiring expedited replacement due to security and safety reasons. Report to the FSBP Barracks/Building Manager, First Sergeant or SSH Branch Chief any action not completed within 3 days.

(22) Identify and report and key, card or locks not cut or replaced within 7 days of submitted service order to the SSH Branch Chief.

(23) FSBP building manager/inspectors will secure their sub-master keys under double lock and key after hours in the unit with a monthly inventory log attached to the inside cabinet door for random QA/QC review.

(24) Maintain a set of keys/cards in the First Sergeants Office ensuring keys are assessable only by responsible key management/control personnel and signed out on key log as applicable.

(25) Maintain a key access roster on the exterior doors where keys are controlled inside.

(26) Maintain a reporting and tracking database of all keys on order to include date and status.

(27) Report all master/sub-master keys missing, lost or stolen immediately (no later than two (2) hours from initial identification) to the Military Police, FSBP Building Manager, First Sergeant, Commander and SSH Chief.

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(28) Conduct random key accountability checks of subordinate personnel to validate both subordinates and units are maintaining 100% accountability of all keys 100% of the time.

c. Military Units:

(1) Provide access to Soldiers who lose their room keys both during duty hours and after duty hours.

(2) Establish rules regarding key control of unit transient rooms.

(3) Maintain key and cipher code control of barracks room keys and key cards.

6. PROCEDURES:

a. During duty hours

(1) Nonfunctioning locks and keys

(a) Hard Key:

(i) If a hard key is not opening a door (for example, the key is bent or broken) the FSBP 2020 Barracks/Building Manager will complete a key request form and turn in to DPW service order desk to obtain a new key. At the same time, the FSBP 2020 Barracks/Building Manager will verify the Soldier's room assignment and issue alternate key to the Soldier. Occupants will not be charged for damaged keys if the damage is due to fair wear and tear. However, occupants will be charged for damaged keys by use of DD Form 362 or 139 (Statement of Charges) when a key is lost, missing, or the damage is assessed by the FSBP 2020 Barracks/Building Manager representative to be other than fair wear and tear.

(ii) When the occupant cannot provide the damaged key, the issue will be treated as a lost/stolen key, see (2)(a) below. The FSBP 2020 Barracks/Building Manager will have the lock changed and issue new keys. This will be considered a priority two service order and will be quickly accomplished. The occupant will be charged for all costs associated with replacing the lock core and issuing new keys.

(b) Key Card:

(i) If a Soldier's key card does not work, they will contact the FSBP 2020 Barracks/Building Manager who will verify the room assignment and will determine by using the master and spare key card that the lock is serviceable. If the lock is serviceable, the FSBP 2020 Barracks/Building Manager will collect the defective key card and issue an alternate key card to the Soldier. The FSBP 2020 Barracks/Building

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Manager will complete the key/card replacement form and submit to the DPW Service Order Desk or the unit designated key card machine manager to replace the issued card.

(ii) If the door lock is determined to be not operating correctly, then the FSBP 2020 representative will initiate a priority one service order to repair the door lock.

(2) Lost/Stolen Keys.

(a) Hard Key:

(i) Barracks keys are official government property. Soldiers and unit leaders are not authorized to duplicate keys.

(ii) The FSBP 2020 Barracks/Building Manager will initiate a request memo to replace a lost or stolen key when applicable. The replacement key will not be produced until a statement of charges has been completed and submitted to finance. All lost keys and recoupments will be reported to SSH on the monthly Dashboard.

(iii) DPW O&M will change the affected lock and issue five (5) new keys to the FSBP 2020 representative.

(iv) FSBP 2020 representative will collect any old keys and issue one new key to the occupant and one new key for all established master key rings.

(v) The FSBP 2020 representative will charge the occupant for the replacement cost to include service call expenses by DD Form 362 or 139 Statement of Charges.

(b) Key Card. The FSBP 2020 Barracks/Building Manager will complete the key/card replacement form and submit to the DPW Service Order Desk or the unit designated key card machine manager to replace the issued card. The FSBP 2020 Barracks/Building Manager will issue a new key card at the occupant's expense. When a new key card barracks room key is made, the key card must be inserted in the door lock to activate the new key. This will deactivate the old key card and any old key card backups.

b. After Duty Hours (1630-0800 Weekdays, Weekends, and Holidays) Procedures:

(1) The Soldier's chain of command will assist the Soldier in gaining access to his/her room.

(2) In the event the keys maintained by the SDO/CQ are defective and do not permit entry to the room, the SDO /CQ will assist the Soldier to contact the unit FSBP Barracks/Building Manger, First Sergeant or Commander to resolve the lock out. The

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FSBP 2020 Barracks/Building Manager will initiate the key request memo to replace a defective key.

(3) The SDO/CQ will document key usage /room access into the Duty Log and report the entry to the FSBP 2020 representative and the First Sergeant or Command Sergeant Major to have the keys re-secured IAW the outlined procedures.

(4) Weekly the SSH will review the DPW O&M Service Order & Locksmith reports and collect completed key replacement memo's. The purpose is to review key actions and to ensure proper physical security and cost recoument's are taking place.

c. Units in violation of key control discipline by releasing or issuing to any unit or person keys not authorized by this policy will be identified and reported to their Senior Mission Commander by the Garrison Commander.

d. SSH will establish no less that semi-annual key accountability and control reviews. SSH will provide QA/QC results to the First Sergeant, Command Sergeant Major and Housing Division Chief for notification and corrective actions as applicable. Serious deficiencies will be reported to the Garrison Command Sergeant Major and the Garrison Commander as applicable.

7. MASTER and SUB-MASTER KEYS:

a. Master keys/Sub-master key cards can only be keyed for a specific building or floor but not multiple buildings, multiple floors or combinations of rooms. The Brigade Commander, Command Sergeant Major or their designated representative must at all times maintain strict accountability.

b. The FSBP Barracks/Building Manager will issue to the Warrior Transition Unit Battalion Commander commander sub-master key for each company commander to use for their company rooms.

c. Key cops will be used for master and sub-master keys.

d. All master/sub-master keys will remain secured in a locked and sealed container (separate key box) until needed for the reasons listed below. Once the need is met, the master/sub-master keys will be immediately placed back into the container locked and re-sealed. Master/sub-master keys must be accounted for daily or upon change of possession. Master/sub-master keys cannot be transferred below the FSBP 2020 Military team reprehensive level. The master/sub-master key(s) must remain on key rings(s) provided and never stored/handled jointly with other keys.

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e. The master/sub-master keys will only be used for the following situations:

(1) Commander's safety, health and welfare checks

(2) Emergency situations to include any catastrophic maintenance issues for example; major water leaks when damage to property could occur.

(3) An emergency situation when a Soldier is believed to be locked in his room and immediate access is required due to a potential life threatening situation.

(4) Soldier is locked out of his room and positive identification of the Soldier and ownership of the room has been made.

f. Master/sub-master keys cannot be used to provide access in a Soldier's room in the Soldiers' absence for deliveries of goods, installation of cable television or Internet, or telephone service.

g. Master/sub-master keys cannot be used to temporarily or permanently put Soldiers in a vacant room. 1SG's have transient rooms to temporarily house Soldiers for temporary situations.

h. The Staff Duty Officer (SDO) or Change of Quarters (CQ) will enter into the log every situation that requires usage of the master/sub-master key to include no less than: Soldier's rank and name, unit of assignment, date, time, reason for access, room number, building number, and the name of the Staff Duty Officer or NCO that unlocked the room and provided entry.

i. Monthly accountability inspections and surveillance checks of the master keys will be conducted by the FSBP 2020 representative to ensure compliance with this policy.

j. Hard Key - If a master/sub-master key ring is compromised for any reason, FSBP 2020 Barracks/Building Manager will immediately notify the Installation Physical Security Office, DPW O&M contractor, and the Chief of SSH. The FSBP 2020 Barracks/Building Manager will ensure each new master key/sub-master is tested thoroughly throughout all building doors and the remaining master keys/sub-master are provided to DPW or Housing as applicable.

k. Key Card - If a master key/sub-master card are compromised for any reason, the FSBP 2020 Barracks/Building Manager will immediately notify the Physical Security Office, DPW O&M, and the Chief SSH. The DPW O&M will promptly coordinate with FSBP 2020 Barracks/Building Manager to reset all affected lock systems in the facility to ensure physical security and safety. FSBP 2020 Barracks/Building Manager will ensure each new master key is tested thoroughly throughout all building doors and the

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remaining master keys are deactivated and disposed of properly/given to DPW O&M.

l. Upon loss of a master key/sub-master card key, responsibility and/or fault is assessed for financial liability and the responsible person(s) and or unit(s) will be assessed the cost for full reimbursement.

m. Lack of control of master/sub-master keys is an offense punishable by Uniform Code of Military Justice action.

8. ESCORTS:

a. Units will be responsible for providing an escort or arranging for the Soldier to be available when maintenance is scheduled. The O&M team will leave a notice of entry form in the room upon departure when the occupant was not present.

b. DPW O&M or maintenance personnel can sign out individual room keys or the building sub master key when required to perform maintenance by going to the designated FSBP 2020 Barracks/Building Manager or Single Soldier Housing (SSH).

c. Single Soldier Housing (SSH) and First Sergeant Barracks Program 2020 (FSBP) Barracks/Building Managers are allowed single person entry/access to all rooms when conducting property accountability, property upgrades, facility condition checks, and general maintenance during normal duty hours. Access during non-duty hours will be for emergencies repairs and checks only. A notice of entry form will be left in the room upon departure.

9. REQUIRED FORMS, RECORDS, and STORAGE:

a. The FSBP 2020 Barracks/Building Manager will issue keys using DA Form 5513, Request for Issue or Turn-In (Hand Receipt), in two copies. The key control clerks in the assignment termination area and the self-help center will maintain the original for a period of 1 year as an inspected item during QA/QC reviews.

b. DA Form 5513, Key Control Register and Inventory annotated "For Inventory Only" will be used as an overall management tool for control of locks and keys. Each key control/accountable person will record keys/locks issued to him/her on the form or attach it to the key inventory sheet provided by the key control team. The form serves as the record to be used for key control and inventory and should include the serial number, location of lock, and number of keys maintained. If any changes occur, the entry may be lined out and new entry made in the same block of the form. The form is used for monthly, quarterly and semi-annual inventories and is maintained in the key depository. This form is maintained in the appropriate file according to the Army Records Information Management System (ARIMS).

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c. DA Form 5513, Key Control Register and Inventory annotated "Issue Only" will be used to record the serial numbers of all keys issued by the key control team. This form will be used as a receipt to issue keys on a temporary basis (less than 30 days). It is also used for transferring custody of the keys between the key control team and the FSBP team members. This form is maintained in the appropriate file according to (ARIMS).

d. DA Form 5513, Key Control Register and Inventory annotated "Master Key" is used to record the master keys for each building and to record issue of all master keys for that team. This form is maintained in the appropriate file according to ARIMS.

e. DA Form 5513, Key Control Register and Inventory annotated "Sub-Master Key" is used to record the master keys for each building and to record issue of all master keys for that team. This form is maintained in the appropriate file according to ARIMS.

f. DA Form 3161, Request for Issue or Turn-In is used to issue keys that are checked out of the depository for longer than 30 days, including barracks room keys, master/sub-master key ring.

g. The access roster will be in memorandum format and signed by the Commander or SSH Chief. The roster must include the full name and rank/grade of individuals allowed key access and will be posted on the key depository.

h. All files and records will be maintained in accordance with current US Army standards.

10. INVENTORIES:

a. The FSBP 2020 Barracks/Building Managers will perform monthly, quarterly and semi-annual inventories using DA Form 5513. The top of the form will read "Inventory Only" with an attached key inventory sheet. The FSBP 2020 representative signature will certify that a 100 percent inventory was conducted and all keys were accounted for. Any discrepancies will be recorded and forwarded up to the First Sergeant, Commander and SSH Office.

b. If an office key or master key to the barracks management offices or the administrative office is lost by the FSBP 2020 Barracks/Building Manager, the First Sergeant or Commander will informally investigate the loss and inform the SSH Manager.

c. The SSH/UH team will perform a monthly QA/QC inspection. The checks will be recorded and provided to the Housing Division Chief, DPW Director and the FSBP Barracks/Building Manager with findings and recommendations.

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11. FSBP 2020 REPRESENTATIVE DAILY ACTIVITY REPORT (DAR):

a. FSBP 2020 representative will record all notable findings, concerns, activities and discrepancies on their individual DAR for submission to their next higher supervisor at the end of the duty day.

b. FSBP 2020 representative leadership (First Sergeant or Commander) will initial the submitted DAR. Initialing signifies the DAR as been reviewed, logged into the applicable systems along with actions taken and actions pending.

c. The FSBP 2020 representative will brief the Chief SSH, as needed, on all serious key control issues to include corrective measures.

d. All DARs will be retained in the FSBP 2020 Barracks/Building Manager for no less than 90 days and are subject to government inspection IAW SOP.

12. SF 701, ACTIVITY SECURITY CHECKLIST - End of Day Checks:

a. The FSBP 2020 Barracks/Building Manager representative will post its SF 701 form on the inside wall by the entrance door of Building 1454 and key control storage areas in a document protector.

b. SF 701 checks 1-5 do not apply to keys. The last individual to leave the office each day will complete checks 6-10.

13. UNIT MAILBOX KEYS:

a. The DPW and SSH are not responsible for issuing, collecting, storing, or maintaining mailbox keys.

b. All issues regarding mailboxes should be brought to the attention of the First Sergeant or Commander.

14. The POC for this SOP is the DPW, SSH Branch Chief, at DSN: 315-732-7506.


JOHN W. HAEFNER
COL, EN
Commanding

Date: _____

MEMORANDUM FOR: Directorate of Public Works (DPW), O&M Division,
Attention Service Order Desk / Locksmith Department

SUBJECT: Lost FSBP Barracks Room Key / Card

The Soldier listed below has lost his / her room key / card.

_____ This Soldier's residence has the new Card-Key device.

_____ This Soldier's residence has the traditional Hard Key entry.

_____ This Soldier's residence has the traditional Dog Tag Key entry.

The Soldier listed below is required to pay the following amount: \$ _____

The full replacement cost will be will be paid in full by DD 362 Statement of Charges.

Soldiers Name (Last, First, MI): _____

Soldiers Last Four SSN: _____

Soldiers Building #: _____ Room #: _____ Unit: _____

The Soldier listed below **has been** verified with the enterprise Military Housing (cMH) system as the resident for this room by the undersigned.

COMMENTS: _____

SERVICE ORDER # _____

Chain of Command Point of Contact for this memorandum is listed below.

Printed Name and Rank
(Only accepted with 1SG or CDR actual signature)

Signature

FSBP Building Manager / Key Control Contact Information / Phone:

Upon Completion of efforts SSH/UPH Housing Office will retrieve these forms weekly from O&M Service Order Department to verify statements of charges were processed at Finance and report finings on Command Dashboards.

(Reference: Sample DD362 & Fact Sheet # 1 Key Replacement / Lock Out and Housing Policies)

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE	
				2. DOCUMENT/VOUCHER NUMBER	
3. ORGANIZATION			4. STATION		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		6. DISBURSING STATION SYMBOL NUMBER		7. ACCOUNTING CLASSIFICATION	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
	Key Card Replacement (Primary)		19.92	0.00	
	Key Card Replacement (Additional for Suite / Roommate)		1.25	0.00	
	Hard Key (Standard)		21.97	0.00	
	Hard Key (Additional for Suite / Roommate)		3.30	0.00	
	Dog Tag Key (Primary)		19.92	0.00	
	Dog Tag Key (Additional for Suite / Roommate)		1.25	0.00	
	Lock System Replacement (Card-Cipher-Disk-Electronic) Other than normal Fair Wear & Tear or Mechanical Failure		251.40	0.00	
	After Hours Service Call		120.00	0.00	
				0.00	
				0.00	
				0.00	
				0.00	
8. TYPE OR ACTION (Select one)					
a. PAYROLL DEDUCTION		b. CASH COLLECTION		c. GRAND TOTAL	
				0.00	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL					
I certify that my signature hereon constitutes					
a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.					
b. An affirmation that the articles are not now in my possession.					
c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE	e. NAME (LAST, First, Middle Initial)	g. CAUSE FOR CHARGE	h. SIGNATURE		i. AMOUNT
	f. SOCIAL SECURITY NUMBER				
10. ORGANIZATION COMMANDER			11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER		
The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735 5, Appendix B.			The amount entered in grand total has been (FAO) check the appropriate action below.		
			a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.		
			b. Remitted through cash collection.		
a. DATE	b. SIGNATURE BLOCK/SIGNATURE		c. DATE	d. SIGNATURE BLOCK/SIGNATURE	

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER				1. DATE 6 JUN 2014	
				2. DOCUMENT/VOUCHER NUMBER	
3. ORGANIZATION HHC 123 AVN BN UNIT 0987 APO AP 12345			4. STATION CAMP RED CLOUD KOREA		
5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		6. DISBURSING STATION SYMBOL NUMBER		7. ACCOUNTING CLASSIFICATION	
STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.	
	Key Card Replacement (Primary)	1	19.92	19.92	
	Key Card Replacement (Additional for Suite / Roommate)		1.25	0.00	
	Hard Key (Standard)		21.97	0.00	
	Hard Key (Additional for Suite / Roommate)		3.30	0.00	
	Dog Tag Key (Primary)		19.92	0.00	
	Dog Tag Key (Additional for Suite / Roommate)		1.25	0.00	
	Lock System Replacement (Card-Cipher-Disk-Electronic) Other than normal Fair Wear & Tear or Mechanical Failure		251.40	0.00	
	After Hours Service Call		120.00	0.00	
				0.00	
				0.00	
				0.00	
				0.00	
8. TYPE OR ACTION <i>(Select one)</i>					
a. PAYROLL DEDUCTION <input checked="" type="checkbox"/>		b. CASH COLLECTION		c. GRAND TOTAL 19.92	
9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL I certify that my signature hereon constitutes a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash. b. An affirmation that the articles are not now in my possession. c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.					
d. RANK/ GRADE SPC/E4	e. NAME <i>(LAST, First, Middle Initial)</i> DOE, JOHN I. f. SOCIAL SECURITY NUMBER 123-45-6789	g. CAUSE FOR CHARGE	h. SIGNATURE SOLDIERS SIGNATURE	i. AMOUNT 19.92	
10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735 5, Appendix B.			11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below. <input checked="" type="checkbox"/> a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. b. Remitted through cash collection.		
a. DATE 6 Jun 2014	b. SIGNATURE BLOCK/SIGNATURE Unit First Sergeant / Commander or Housing DOD GS-11 or Above	c. DATE 7 JUN 2014	d. SIGNATURE BLOCK/SIGNATURE Roger T. Rabbit, CPT, AG Commanding 123 Fin Battalion Maude Hall & Camp Casey Korea		

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.				
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE		
PAY GRADE NO	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA E065503					
FROM Single Soldier Housing (SSH) / First Sergeants Barracks Program 2020 (FSBP)				NAME OF ACCOUNTABLE D.O.				
				SYMBOL NO.	G.A.O. EXCEPTION CODE			
TO	FMCO Camp Red Cloud (CRC) / Camp Jackson Camp Casey / Camp Hovey / Camp Stanley Area I, Korea				YOU ARE HEREBY AUTHORIZED TO			
					<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
LOST KEY (CARD-DOG TAG-STANDARD) / STOLEN KEY / LOCK SYSTEM REPLACEMENT								
BUILDING: _____ ROOM NUMBER: _____ SERIAL #: _____								
TOTAL COST BEING CHARGED TO SERVICEMEMBER \$ _____ INITIALS: _____								
21 Z 20200000A20B5AB1310522540021001 _____ (INSERT LAST FOUR OF S.LDR SSN)								
Service member elects to waive due process and have the debt immediately collected from his/her pay.								
PRINTED FULL NAME: _____		DATE: _____		SIGNATURE: (If not available attach statement)				
The debtor has been afforded due process rights as prescribed by section 10 of the Debt Collection Act of 1982. Requested collection action is under the authority of PL 97-365, as prescribed by 31 CFR 102.3. Collection action should be taken IAW AR37-104-10.								
COST BREAK DOWN: KEY CARD SINGLE: \$19.92 KEY CARD DOUBLE: \$21.17 HARD KEY SINGLE: \$21.97 HARD KEY DOUBLE: \$25.27 DOG TAG KEY SINGLE: \$19.92 DOG TAG KEY DOUBLE: \$21.17 LOCK SYSTEM REPLACEMENT: \$251.40 AFTER HOURS SERVICE CALL COST: SERVICE CALL ROOM ACCESS ONLY: \$120.00								
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.								
FROM Single Soldier Housing / First Sergeants Barracks Program 2020 USAG Area I, Korea				CERTIFYING OFFICER (Name, rank/grade, and signature) Pedro Saldana Jr. GS11 Single Soldier Housing Branch Chief (HSG DIV/DPW/USAG)				
C E R T I F Y I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)							
	TO					TYPED NAME AND GRADE OF D.O.		
						D.O. SYMBOL NO	DATE	
SIGNATURE								

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.				
MEMBER (Last name)		(First)	(Middle)	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
DOE		IAM	JOHN	246-13-7890	E5 / SGT	ARMY	06/18/14	
PAY GRADE NO	LAST PAY RECORD EXAMINED		AMOUNT	APPROPRIATION DATA				
				E065503				
FROM				NAME OF ACCOUNTABLE D.O.				
Single Soldier Housing (SSH) / First Sergeants Barracks Program 2020 (FSBP)								
				SYMBOL NO		G.A.O. EXCEPTION CODE		
<p>TO</p> <ul style="list-style-type: none"> FMCO AREA 1, KOREA ****ADDITIONAL COMMENTS: This action must be submitted to Finance within 5 working days or initiating person could be held liable for cost due to failure to process timely actions - Letter of lateness required may be required after 7 days**** 						<p>YOU ARE HEREBY AUTHORIZED TO</p> <p><input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT</p> <p>THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE</p>		
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
LOST KEY (CARD-DOG TAG-STANDARD) / STOLEN KEY / LOCK SYSTEM REPLACEMENT								
BUILDING: <u>1545</u> ROOM NUMBER: <u>203A</u> SERIAL #: <u>N/A</u>								
TOTAL COST BEING CHARGED TO SERVICEMEMBER \$ <u>21.97</u> INITIALS: <u>IJD</u>								
21 Z 2020000A20B5AB1310522540021001 <u>7</u> <u>8</u> <u>9</u> <u>0</u> (INSERT LAST FOUR OF SLDR SSN)								
Service member elects to waive due process and have the debt immediately collected from his/her pay.								
IAM JOHN DOE				18 JUNE 2014		(See Commander / 1SG Statement)		
-----				-----		-----		
PRINTED FULL NAME:				DATE:		SIGNATURE: (If not available attach statement)		
The debtor has been afforded due process rights as prescribed by section 10 of the Debt Collection Act of 1982. Requested collection action is under the authority of PL 97-365, as prescribed by 31 CFR 102.3. Collection action should be taken IAW AR37-104-10.								
COST BREAK DOWN:								
KEY CARD SINGLE: \$19.92				KEY CARD DOUBLE: \$21.17				
HARD KEY SINGLE: \$21.97				HARD KEY DOUBLE: \$25.27				
DOG TAG KEY SINGLE: \$19.92				DOG TAG KEY DOUBLE: \$21.17				
AFTER HOURS SERVICE CALL COST:								
SERVICE CALL ROOM ACCESS ONLY: \$120.00								
PRINTED FULL NAME OF INITIATING PERSON: Billy Joe Bob, SGT FSBP Bldg Manager						INITIALS: BJB		
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.								
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)				
Single Soldier Housing / First Sergeants Barracks Program 2020				Pedro Saldana Jr. GS11				
USAG Area I, Korea				Single Soldier Housing Branch Chief (HSG DIV/DPW/USAG)				
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)							
	TO				TYPED NAME AND GRADE OF D.O.			
					D.O. SYMBOL NO		DATE	
					SIGNATURE			

ACTIVITY SECURITY CHECKLIST			DIVISION BRANCH OFFICE													ROOM NUMBER					MONTH AND YEAR												
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.			<u>Statement</u>																														
			I have conducted a security inspection of this work area and checked all the items listed below.																														
<i>TO (if required)</i>			<i>FROM (if required)</i>													<i>THROUGH (if required)</i>																	
*ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1.																																	
2.																																	
3.																																	
4.																																	
5.																																	
6.																																	
7.																																	
8.																																	
INITIAL FOR DAILY REPORT																																	
TIME																																	

* Fill in each ITEM as needed in order to meet your organization's requirements: e.g. "1. Security alarm(s) and related equipment have been activated (where appropriate)."