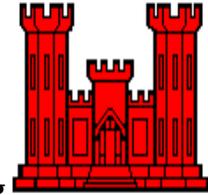


**DIRECTORATE OF PUBLIC WORKS
HOUSING DIVISION
SINGLE SOLDIER HOUSING (SSH) /
UNACCOMPANIED PERSONNEL HOUSING (UPH) &
FIRST SERGEANT BARRACKS PROGRAM
(FSBP) 2020**

LEADERS GUIDE



**USAG AREA I
SINGLE SOLDIER HOUSING OFFICE
BUILDING: CRC #267, Stanley #2339, Casey #2440
USAG AREA I APO AP 96258, 96257, 96224
OFFICE: 732-7487, 732-9147, 730-3913
30 June 2014**



Message from Chief of the Single Soldier Housing

Dear Leaders,

Welcome to the Single Soldier Housing (SSH) and Unaccompanied Personnel Housing (UPH) Barracks Leaders Guide. We have prepared this guide to provide you with an understanding of how we accomplish the most important work we do - **SERVING SOLDIERS!**

The Directorate of Public Works, partnering with the Area I Senior Noncommissioned Officers, is committed to providing your Soldiers who live in the barracks with an exceptional quality of living. We will work together with you and your Chain of Command to ensure that you and your Soldiers are pleased with the barracks program in Area I.

This guide serves as a supplemental tool to AR 420-1, Chapter 3 and the IMCOM FSBP 2020 Handbook along with any published 2ID, USAG and tenant units policies or operational instructions.

We are extremely proud for the opportunity to serve you and your Soldiers and are eager for you to meet and work with our outstanding team of FSBP 2020 professionals.

PEDRO SALDANA JR.
Chief, Single Soldier Housing Branch

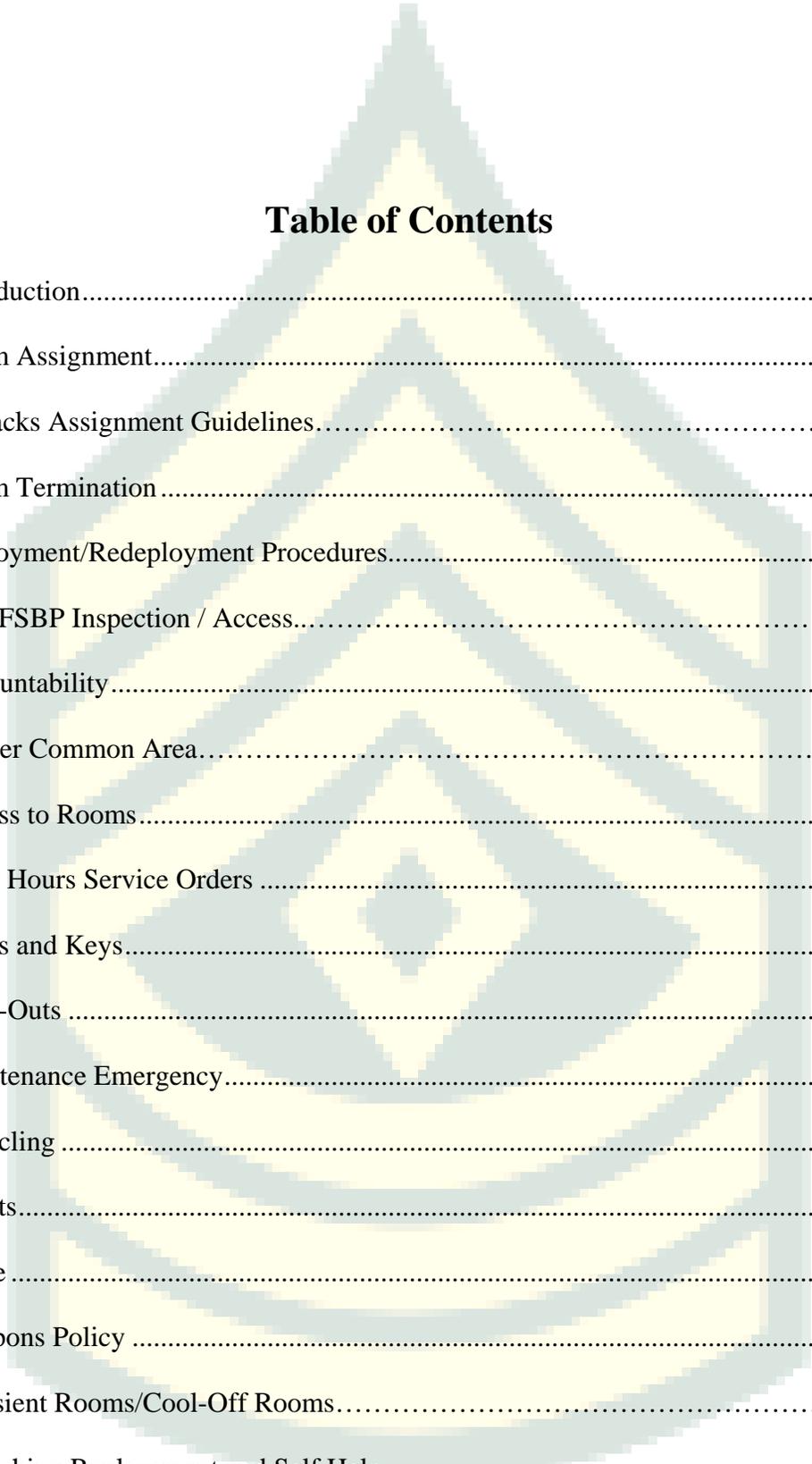


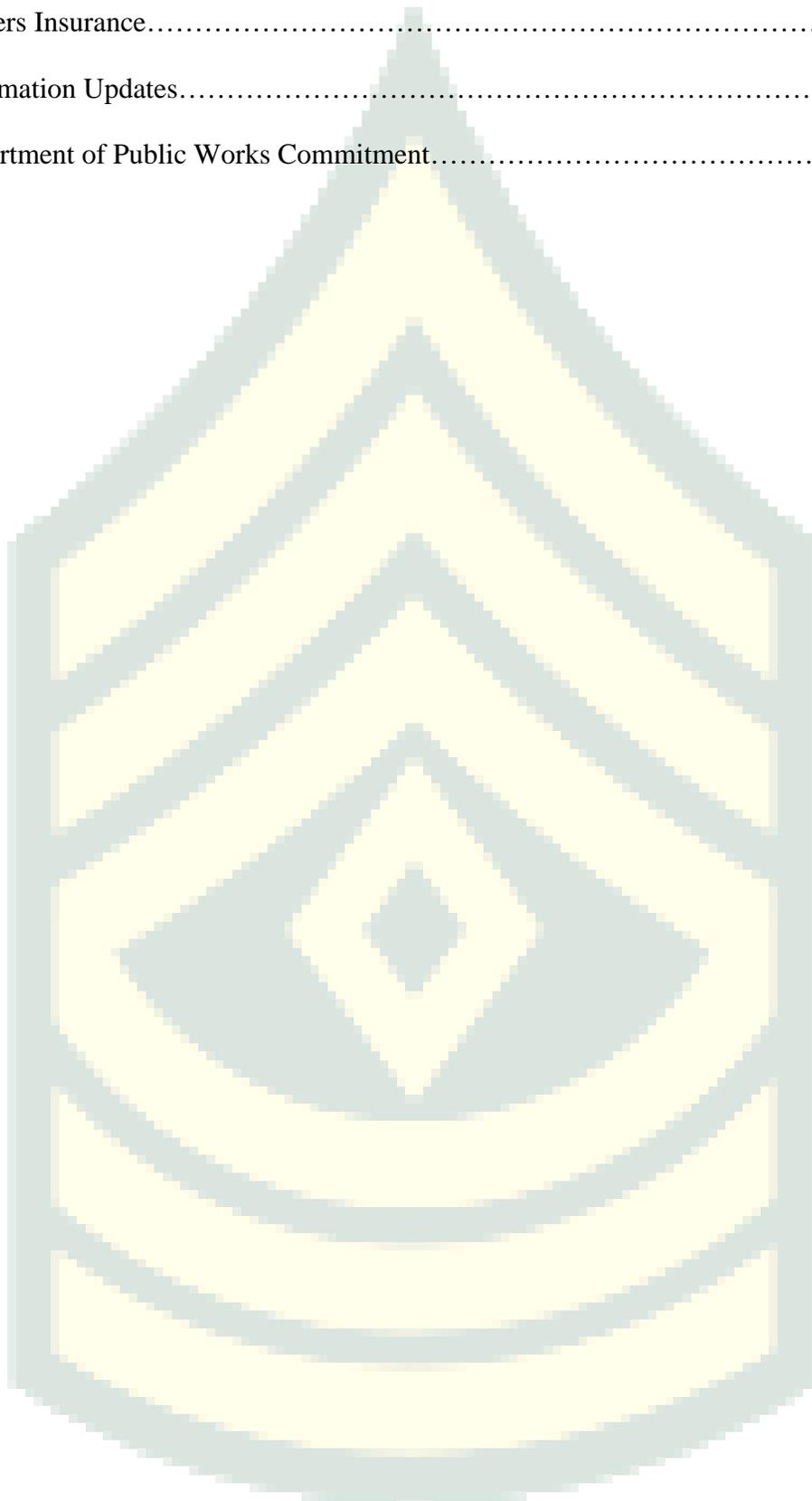
Table of Contents

1.0	Introduction.....	5
2.0	Room Assignment.....	5
	Barracks Assignment Guidelines.....	6
3.0	Room Termination.....	8
4.0	Deployment/Redeployment Procedures.....	9
5.0	Non-FSBP Inspection / Access.....	9
6.0	Accountability.....	10
7.0	Soldier Common Area.....	11
8.0	Access to Rooms.....	11
9.0	After Hours Service Orders.....	12
10.0	Locks and Keys.....	13
11.0	Lock-Outs.....	13
12.0	Maintenance Emergency.....	13
13.0	Recycling.....	14
14.0	Guests.....	14
15.0	Noise.....	14
16.0	Weapons Policy.....	14
17.0	Transient Rooms/Cool-Off Rooms.....	15
18.0	Furnishing Replacement and Self Help.....	15

19.0 Renters Insurance.....16

20.0 Information Updates.....16

21.0 Department of Public Works Commitment.....16



1.0 Introduction

Single Soldier Housing (SSH)/Unaccompanied Personnel Housing (UPH) is a partnership between the Garrison and military/tenant units on CRC, Stanley, Bonifas, Casey, Hovey & Jackson (hereafter referred to as Area I) who have responsibility for property management of barracks under FSBP 2020. Garrisons will provide housing and facility management subject matter expertise support for the housing of single Soldiers in permanent party FSBP barracks. Senior Leader Quarters are directly supported by housing office UPH personnel.

Military unit leadership have day to day operational management responsibility for the barracks and property within the barracks to include bar coding and Enterprise Military Housing (eMH) data entry.

The Garrison determines when adjustments to a military unit's footprint is necessary to accommodate changes to installation population, maximize barracks utilization, and minimize certificates of non-availability.

The Garrison retains the responsibility for maximizing utilization of barracks by assigning Soldiers to adequate space available on the installation. Unit integrity is maintained at the Brigade or Separate Battalion level but will not result in issuance of certificates of non-availability until the Garrison reaches a 95% utilization rate.

The Garrison staff and military unit leadership will participate in meetings to serve in strengthening the partnership between units and the garrison. This is necessary for the success of the program.

All Soldiers are responsible for ensuring that high standards of cleanliness are maintained in the rooms, common areas, and outside the barracks buildings. Soldiers are also responsible for their visitors' actions while in the barracks. The Chain of Command has the authority and responsibility to conduct no-notice inspections to ensure that conditions in the barracks provide the best quality of life for all Soldiers.

2.0 Room Assignment

All newly arriving Soldiers to Area I must sign in to their assigned units to receive a FSBP barracks room. When soldiers can't receive an immediate permanent room, they will be housed in a transient room maintained by the unit. A temporary room will be provided until the Soldier can sign for a permanent room by the unit. The transient room is Company, Battalion or Brigade controlled. Each Soldier will sign for and clear this room through the FSBP Barracks/Building or FSBP Management Team.

All Single Soldiers in the grade of E-6 (SSG) and below, and a "dual military Soldier" E6 and below are required to live in the barracks unless approved to reside off post as command sponsored, joint domicile, non-command sponsored or exception to policy. Dual military couples will not collect OHA at the with dependent rate. Dual military couples must occupy UPH housing unless give an ETP by the 1st LTC in their chain of command. Approvals for CNA are

only issued by Garrison Commander when occupancy exceeds 95%. Approval to reside off post for Dual military couples is not the basis for OHA without an issued CNA & ETP approval. Permanent room(s)/space assignment will be processed through the Unit FSBP 2020 Office. Each Soldier will receive an assignment packet that consists of room keys, a copy of the hand receipt (the hand receipt will be prepared and signed by the Soldier accepting responsibility for the room and all furnishings), a move-in inspection form, cleaning standards, and finally a card that describes Lock-Out Procedures and the Unit FSBP 2020 contact information along with a resident information packet.

Barracks Assignment Guidelines

The FSBP 2020 representative will enter Soldier's data into the enterprise Military Housing (eMH) database system. The FSBP 2020 representative will prepare the eMH generated assignment order and transmittal document. One copy will be given to the Soldier and a copy will be kept in the unit FSBP files. FSBP 2020 Barracks/Building Manager will prepare a file folder. The file will contain the Soldier's PCS orders and copies of all signed and dated documents.

Every effort must be made by the FSBP 2020 Barracks/Building Manager to conduct a joint move-in inspection. In the rare cases, when a joint inspection is not possible, Soldiers will inspect their assigned space immediately upon arrival to their room. The Soldier will annotate deficiencies on the Barracks Move-In Condition/Inspection Checklist and return it to the FSBP 2020 Office within 5 working days. If the Soldier notes any deficiencies, a FSBP 2020 Barracks/Building Manager will verify the deficiency and the hand receipt or condition of quarter's checklist will be reconciled accordingly. It is important to inspect the entire room, flip the mattress to look at all sides, and inspect the appliances, window screens, and furniture carefully. The Move-In Checklist is the Soldier's one opportunity to document any discrepancies when he or she moves in so as not to be charged for pre-existing damage when he or she clears the room.

Soldiers residing in the barracks will be held financially responsible for all furniture and appliances (including parts) that they have signed for on a hand receipt. Soldiers are encouraged to cover their mattress with a mattress pad to reduce the chance of damage or excessive wear. Soldiers who fail to return a hand receipt or reconcile discrepancies within the aforementioned 5 working days constitute concurrence with the original signed hand receipt and accountability weighed against that version of the hand receipt. The unit is responsible and accountable for common area furnishings and laundry rooms in their assigned barracks buildings.

Approval from the First Sergeant and FSBP 2020 Barracks/Building Manager must be received **before** a Soldier changes rooms. Room changes are conducted only upon time availability of the FSBP representative. If a move is approved, the rooms must be cleared IAW current clearing policies and standards (following the guidance of the FSBP 2020 HB minimizing "unnecessary" moves).

Soldiers other than NCO's assigned to a suite (two rooms by themselves) are instructed not migrate into the adjoining space. Soldiers must always have the adjoining room ready to receive a roommate.

Removal/swapping out of any furniture in the barracks rooms/buildings is prohibited.

Practice good housekeeping. Soldiers are responsible for the appearance and cleanliness of their assigned room and shared spaces.

Smoking is prohibited anywhere in the barracks, and 50 feet from the building. Smoking materials must be disposed of properly. Soldiers found to have been smoking in unauthorized barracks rooms will be held liable for the full restoration cost and smoke removal expenses to include mattress replacement.

When cooking in rooms equipped with cooking appliances, items must not be left unattended. (Failure to comply will result in liability for fire damage to facility and appliances.) Soldiers residing in the barracks are not authorized to have hot plates, electric skillets, or other similar small appliances without unless approved by Fire Department. Other prohibited items include space heaters, window A/C units, car batteries, gas cans, or other combustible items. Candles, incense, or any open flames are prohibited within the barracks.

It is illegal to tamper with smoke detectors (remove, turn-off, cover, etc.). These devices are there for safety of Soldiers and others visiting the barracks.

Tampering with any fire prevention/safety equipment may result in punitive action. This includes exit lights, signs, fire extinguishers, emergency backup lighting, and exit hardware. Hanging of any item from fire suppression systems is prohibited. The discharge of any fire prevention/safety equipment caused by a Soldier can be determined as gross negligence. 100% of the cost for water cleanup, building damage and private property replace can result in the thousands of dollars and be charged to the Soldier if gross negligence is determined.

Parking in designated fire lanes or within 15 feet of a fire hydrant or fire department connection is prohibited. Parking in the gravel areas around the building is strictly forbidden. Vehicle owners will be ticketed and/or towed for parking/driving a POV in non-designated parking/driving areas. FSBP 2020 personnel will report violations to the respective unit leadership or Military Police. Unregistered vehicles are not allowed to be stored in the parking lots. Vehicle maintenance and repairs will not be performed in the parking lots.

Soldiers are responsible for maintaining their assigned room in a good working condition by calling in routine and emergency service orders as needed (A/C or heating issues, plumbing problems, appliance issues). Service Orders are submitted by calling the FSBP 2020 Barracks/ Building Manager (numbers posted on the bulletin boards) during normal business hours or DPW service order desk during normal duty hours or Fire Department after duty hours, weekends and holidays for Priority #1 service order (see definition of Priority Service Orders).

Tampering with or modifying any interior/exterior door for any reason, including allowing unrestricted access to either a soldier's room, common area, or building may result in punitive actions. This includes blocking access doors open, jamming locking mechanism, taping or otherwise rendering locking/security devices inoperable, or disabling door peepholes.

Pregnant Soldiers prior to 27 weeks without family members must go to the Housing Office with 1) a memorandum from her Commander requesting OHA at the without dependent rate; 2) a pregnancy statement or a copy of the pregnancy profile by a physician with a due date annotated on the paperwork; 3) and a copy of her orders bringing her to Area I. The SSH/UPH Housing team will submit the request to the DPW Chief of Housing for approval. A Certificate of Non Availability (CNA) will be issued once approved. Army regulations require Soldiers to report to the Housing Services Office (HSO) before making any permanent off-post living arrangements. The HSO Staff will brief the service member on the availability of off-post housing and guide Soldiers through the apartment hunting steps.

3.0 Room Termination

Soldiers should schedule a pre-clearing inspection appointment with the FSBP 2020 Office 10-30 days prior to their final out processing appointment. Soldiers will be provided with room cleaning/clearing standards. Soldiers are provided a final inspection appointment the morning of their final out or their last day in the barracks, whichever is sooner.

Prior to the final appointment, all rooms must be emptied and cleaned. Soldiers are responsible for the proper removal of unwanted items. Items belonging to the Soldier found in common areas will cause the room to fail the check out inspection. For Soldiers who share a shared suite, the common areas (kitchen, bathroom) must be clean.

The FSBP 2020 Barracks/Building Manager will meet the Soldier at their assigned room for the scheduled inspection. The room cleaning standards will be reconciled against the Barracks Move-In Condition/Inspection Checklist (that the Soldier was directed to turn in within 5 working days of the barracks room assignment) to determine any damage beyond fair wear and tear. The FSBP 2020 Barracks/Building Manager will complete a Final Clearance Form for each appointment and provide a copy to the Soldier. Any deficiencies/damages will be documented with a DD Form 139 (Pay Adjustment Authorization) or DD362 (statement of charges/cash collection voucher) and presented to the Soldier for signature and forfeiture of pay. If the Soldier failed to submit a Barracks Move-In Condition/Inspection Checklist within 5 days of the initial room assignment, or did not note any discrepancies, he/she will be held liable for any and all discrepancies/damages in their assigned room.

Soldiers are required to clear their rooms in order to final out process the installation but have a departure arrangement on a different date are required to vacate the barracks room prior to the final out-processing appointment. Soldiers should check with their chain of command if requiring a space in one of the units transient rooms.

Soldiers must complete the clearance process with the FSBP 2020 Office. He/she must present a copy of the Final Clearance Form (the form the Inspector provided them when they cleared the room) to the FSBP 2020 Staff. The Soldier will then be processed through the eMH database and cleared (terminated) from the assigned barracks room and their clearing papers stamped. Soldiers are required to have a stamp on their clearance papers from the applicable housing office FSBP 2020.

4.0 Deployment and Redeployment:

During periods of deployments of 90 days or more, Soldiers residing in SSH/UPH are required to terminate their room(s)/space prior to deployment. Personal property will be packed and stored during deployment. FSBP 2020 staff will work closely with the Chain of Command throughout the deployment and redeployment process.

During period of deployments of less than 90 days, Soldiers residing in SSH/UPH are not required to terminate their room(s)/space during deployment; however, the following procedures apply:

1. Soldiers will have their personal property, government furnishings and equipment inventoried and rooms secured.
2. Only the FSBP 2020 Barracks/Building Manager and the rear detachment will have access to Soldiers' rooms for emergency purposes.

A Soldier's personal property that was packed and stored at government expense during deployment will be returned to the Soldier's quarters at government expense.

5.0 Non-FSBP Inspections/Access

Commanders, First Sergeants, and immediate supervisors are highly encouraged to make random checks (on a regular basis) of their Soldiers' room/living areas for maintaining a standard of health, cleanliness, functionality, neatness and security. This includes all day rooms and other common areas.

Visibility of unit leaders within Soldiers quarters will enhance morale, foster teamwork, and improve living conditions and the well-being of all barracks residents.

DES personnel such as MPs, MPI and CID agents can search Soldiers quarters common areas pursuant to their official duties upon presentation of their credentials IAW governing rules, regulations and laws. The FSBP Barracks/Building Manager, Command Sergeant Major and Unit Commander and First Sergeant will be promptly notified of the request to search and the use of military dogs.

Periodic inspections and inventories will be announced in advance when possible.

Unannounced health, welfare, safety and security inspections may be conducted with military unit leadership.

Whenever possible, at least 24 hour notice will be given prior to maintenance/repair personnel entering the room.

All entries without the Soldier present requires that a Notice of Entry Form be left in plain sight notifying the Soldier of the reason for entry and by who (sample Notice of Entry Forms are available from FSBP).

6.0 Accountability

At the time an FSBP 2020 Barracks/Building Managers or First Sergeant assigns a Soldier a room, the Soldier will sign an Understanding of Liability Statement for Damages. This statement explains the rules that apply to unaccompanied personnel housing. In accordance with AR 735-5, a Soldier is liable to the United States for damage to any assigned housing (barracks room) and related appliances and furnishings, if the damage is caused by the Soldier's abuse or negligence. Damages include lack of cleaning or failure to clean when a resident clears/moves out of an assigned room. Furnishings accountability shall be maintained via Enterprise Military Housing (eMH).

Common area government property in any building or module will be hand receipted to the unit's designated representative. Should common area use property become damaged or lost and the person responsible cannot be determined, a Financial Liability Investigation of Property Loss (FLIPL) will be initiated. It is the responsibility of the FSBP 2020 Barracks/Building Manager to ensure common area property is correctly signed for and monthly, quarterly or semiannual inventories/validations are conducted. When the unit has not provided a designated representative to take responsibility for the property on a hand receipt, the First Sergeant or the FSBP 2020 Barracks/Building Manager will sign for the common area property.

The Unit Commander, in coordination with the Furnishings Management Office (FMO) in the Housing Division of DPW will maintain hand-receipt files for furniture and appliances issued to UPH rooms and common use areas. The Commander or designated representative will conduct inspections/inventories of common area furnishings in coordination with the common area furnishings hand receipt holder on a cyclic 10% monthly schedule.

Exchange/turn-in of unserviceable furnishings.

1. After unserviceable furnishings are discovered, the unit will contact the FSBP 2020 Barracks / Building Manager to check the status of the furniture in the warehouse. If the items are not in stock, the FSBP 2020 Barracks / Building Manager will fill out an "in-house" furniture request form as a reminder to request the items as soon as they are in-stock.

2. When the FMO warehouse team has the furniture in stock, a date and time will be coordinated with the unit by the FSBP team to pick-up and replace the furniture. The FSBP 2020 Barracks/Building Manager or the unit supply will transport, deliver and pick-up both serviceable and unserviceable furniture. It may take up to five days to replace the furniture depending on the FMO warehouse schedule and funding. Therefore, close coordination is required with the FMO for all issues of this nature.
3. All property turn-ins and pick-ups must be scheduled with FMO. Property must be separated by serviceable and non-serviceable. Non-serviceable items will be inspected by FMO for fair wear and tear. Items determined as not meeting fair wear and tear will require a FLIPL or statement of charges before turn-in is accepted.

7.0 Soldier Common Area

Soldier Common Area is for the convenience and relaxation of the Soldier and for use by occupants and their guests only.

Areas will be kept free of trash.

Clothes will not be left unattended in the laundry rooms. Unattended personal belongings are not the responsibility of the garrison. No TA-50 is allowed in washing machines or dryers.

Use of grills must comply with all local garrison safety and fire prevention guidelines. No grills are allowed within 50 feet of any building. Any grills charcoal or lighter will be removed by the unit, other residents or SSH when discovered and disposed of.

The Building Senior Unit Occupant will identify a person to sign a hand receipt and assume accountability for common area furnishings and laundry rooms.

8.0 Access to Rooms

IAW Garrison Policy Memorandum, Single Soldier Housing (SSH) and First Sergeant Barracks Program (FSBP) 2020 Key Management & Control Operating Procedures (SOP). FSBP representatives shall sign for all barracks keys, master / sub-master keys. Keys will only be used for the following room access reason;

1. Commander's safety, health and welfare checks of Soldiers after duty hours.
2. Emergency situations to include catastrophic maintenance issue such as major water leaks when damage to property could occur.
3. An emergency when a Soldier is believed to be locked in his room and immediate access is required due to a potential life-threatening situation.
4. If a Soldier is locked out of his room and the Staff Duty/CQ verifies that the room is assigned to that Soldier.

Unit master / sub-master keys will **not** be used to provide access in a Soldier's absence for routine maintenance, deliveries, installation of cable television, internet, or telephone service or to other Soldiers who may have been granted permission to enter the room without First Sergeants Authorization.

In an emergency or when conducting health and welfare inspections, unit leaders are authorized to enter residents rooms without previous notice. A unit representative may enter the room as escorts for a maintenance team or furnishing replacement. Access by a unit representative will be under a double person entry method and a Notice of Entry Form will be left in the room upon departure.

EXTRACT FROM SOLDIER ROOM ASSIGNMENT PACKETS CLARIFYING ACCESS:

The IMCOM Legal Office has validated that access to a barracks room does not require prior coordination or Soldier notification or two party entries. Although every effort has been made to respect a Soldier's residence and desire for privacy, unit good order and discipline is critical and necessary when managing barracks. Commanders are authorized to conduct both announced and unannounced Health and Welfare Inspections along with good order and discipline standard checks. Units will not conduct TA-50 or similar inspections in the barracks. Single Soldier Housing (SSH) and First Sergeant Barracks Program (FSBP) 2020 Barracks/Building Manager along with Directorate of Works (DPW) maintenance teams are allowed to enter all rooms to conduct 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. Commanders may conduct announced command inspections or unannounced inspections by requesting access to the master keys. Squad Leaders, Platoon Sergeants and Platoon Leaders are not permitted to utilize master keys for routine Soldier checks. All levels of leadership can conduct checks by knocking on a Soldier's door. Soldiers that believe their leadership is violating their privacy or abusing of power should address their Chain of Command. Everyone that enters a Soldier's room without their physical presence is required to leave a "NOTICE OF ENTRY" memorandum in the room that was entered. Notices of entry will identify at a minimum the date and times of entry, reason for entry, name, duty location and contact information. FSBP and Maintenance Teams will make an effort to notify Soldiers of intent to enter so they can be present or seek two party entries when mission and opportunities exist.

9.0 After Hours Service Orders

After normal duty hours and on weekends and Holidays, Soldiers should call their Commander, First Sergeant, FSBP 2020 Barracks/Building Manager and leave a message for all non-priority #1 service orders. The FSBP 2020 Barracks/Building Manager will place the service order with DPW and log the service order number. Soldiers can call back to the FSBP 2020 Barracks/Building Manager for the submitted service order number. The FSBP 2020 Barracks/Building Manager will post the service order number on common area items pending repair to avoid multiple call ins. Priority #1 service orders can be called in directly to DPW by the Soldier, Staff Duty or unit at anytime. Lockouts /lost keys are not considered an emergency and are handled by the respective unit representatives. Soldiers should report to the Unit FSBP 2020 Office during duty hours for lost key replacements to include completion of financial liability forms.

10.0 Locks and Keys

Either metal keys or card keys (cipher locks are limited) are issued to Soldiers. Only the Soldier listed on the Liability for Damage to Assigned Housing Form will be issued a key to the room. Soldiers are not permitted to alter existing locks or install additional locks.

11.0 Lock-Outs

US Government keys are not authorized to be reproduced commercially.

All Soldiers are informed; if you become locked out of your room at any time, you must contact your FSBP 2020 Barracks/Building Manager, 1SG, CDR, SDO or CQ

SDO/CQ must verify that the room is assigned to the Soldier, utilizing the building occupancy report that is provided SDO/CQ weekly prior to admitting the Soldier to the room.

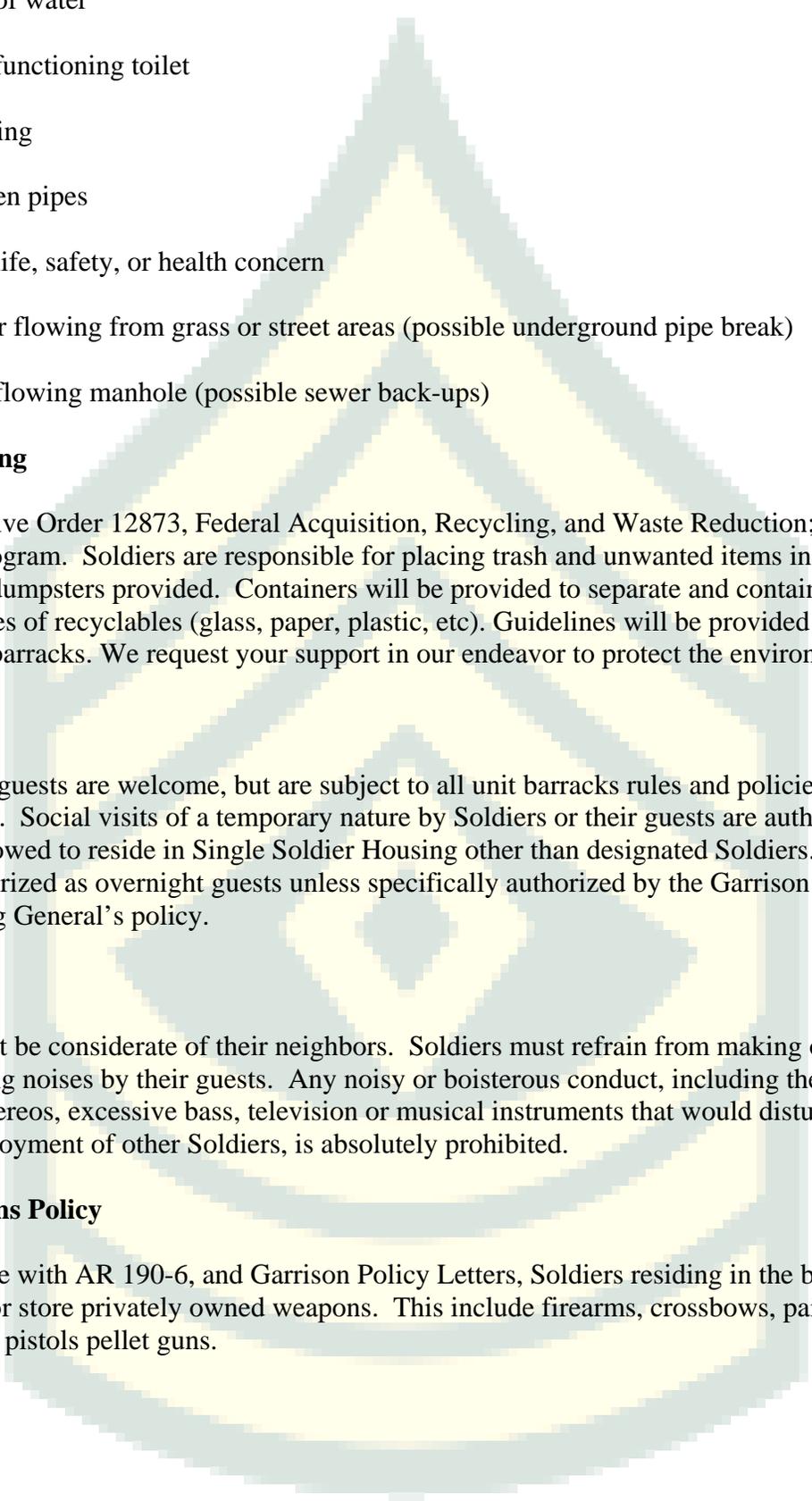
Lost key replacement only: The Soldier must report a lost key to the FSBP 2020 representative, obtain a replacement key if available, and be charged for a replacement key on a DD 139 or DD362. If a replacement key is not available for immediate issue, the Soldier will use the SDO/CQ or 1SG, FSBP 2020 Barracks/Building Manager for access until a key can be provided.

Lost keys requiring a lock replacement: When the room key loss may cause a safety concern the soldier should inform the unit leadership. Locks changed within 1 day as a priority #1. The Soldier is given a temporary key and is charged for a replacement key/lock DD362/DD 139. The FSBP 2020 Barracks/Building Manager or key custodian will then submit a service order for a replacement key, card or lock. If the Soldier is not present when the Locksmith comes to change the lock, there will be a notification card left on the door telling the Soldier that the new key can be picked up with the FSBP 2020 office.

12.0 Maintenance Emergency

Emergencies (Priority #1) will be handled immediately. Emergency situations consist of:

1. Fire – **CALL 911 IMMEDIATELY**
2. Lack of electricity
3. Broken or non-working doors, locks, windows (when they cannot be opened or secured)
4. Roof leaks
5. Lack of heat when outside temperature is below 40 degrees
6. Lack of air conditioning when outside temperature is above 90 degrees

- 
7. Lack of water
 8. Non-functioning toilet
 9. Flooding
 10. Broken pipes
 11. Any life, safety, or health concern
 12. Water flowing from grass or street areas (possible underground pipe break)
 13. Overflowing manhole (possible sewer back-ups)

13.0 Recycling

IAW Executive Order 12873, Federal Acquisition, Recycling, and Waste Reduction; Area I has a recycling program. Soldiers are responsible for placing trash and unwanted items in the appropriate dumpsters provided. Containers will be provided to separate and contain the different types of recyclables (glass, paper, plastic, etc). Guidelines will be provided and posted in all of the barracks. We request your support in our endeavor to protect the environment.

14.0 Guests

Visitors and guests are welcome, but are subject to all unit barracks rules and policies contained in this Guide. Social visits of a temporary nature by Soldiers or their guests are authorized, but no one is allowed to reside in Single Soldier Housing other than designated Soldiers. Visitors are not authorized as overnight guests unless specifically authorized by the Garrison and Commanding General's policy.

15.0 Noise

Soldiers must be considerate of their neighbors. Soldiers must refrain from making or permitting any disturbing noises by their guests. Any noisy or boisterous conduct, including the loud playing of stereos, excessive bass, television or musical instruments that would disturb the peace and quiet enjoyment of other Soldiers, is absolutely prohibited.

16.0 Weapons Policy

In accordance with AR 190-6, and Garrison Policy Letters, Soldiers residing in the barracks may not possess or store privately owned weapons. This include firearms, crossbows, paint guns, BB guns, air and pistols pellet guns.

17.0 Transient Rooms/Cool-Off Rooms

The DPW, Single Soldier Housing Manager when establishing space requirements will factor in sufficient space for transient rooms, providing for each company one for male Soldiers and one for female Soldiers IAW IMCOM barracks policy. The transient room should be located in close proximity to the CQ desk unless requested otherwise by the Command Sergeant Major/First Sergeant. Each transient room will have the maximum numbers of stacked bunks in the room to safely accommodate numerous Soldiers. No additional room furnishing will be placed in the room to maximize space. Upon request, the refrigerator and microwave can remain in the room until needed in another facility or it becomes damaged.

IAW AR 420-1, Soldiers will not be housed long-term in transient rooms.

IAW AR 420-1, transient rooms will be returned to normal rooms to billet single Soldiers before single Soldiers are allowed to reside off-post. This will occur when the installation occupancy rate approaches 95%, the IMCOM trigger point for the Garrison Commander to allow single Soldiers to obtain Certificates of Nonavailability due to lack of space.

FSBP 2020 Barracks/Building Manager, First Sergeants or a designated representative will sign for rooms to include keys and property. The unit will determine how the rooms will be managed and property accountability managed. One key will be provided per bunk in the respective rooms. Under “NO CONDITION” will transient room keys be stored with master keys. Lost keys will be chargeable to the last known person issued the key or the hand receipt holder when this is not known. The CQ generally would have transient room control after hours along with enough keys for 1 key per bed in the room.

18.0 Furnishings Replacement and Self-Help

Soldiers will be provided a living accommodation commensurate with their service to our nation. No Soldier should go longer than a week without a fully functional refrigerator or microwave. Soldier should contact their respective FSBP 2020 Barracks/Building Manager when they discover any defective furnishings or appliances. The FSBP 2020 Barracks/Building Manager will initiate a service order or replacement request once they have conducted an onsite inspection to determine if “fair wear and tear” is the cause. Those cases deterred as not being fair wear and tear will be processed under a statement of charges or financial liability (FLIPL) before the item is replaced or repaired. Items determined not the fault of the Soldier will be processed for pickup and replacement IAW SSH policies. All appliance service orders are called into FMO to coordinate an on-site appliance repair visit, repair or replacement as required. A service provider will attempt to repair within 2 duty days or request replacement within 5 duty days from call in.

19.0 Renters Insurance

Soldiers will be encouraged to purchase renter insurance to minimize their potential financial liability should they be found liable under gross negligence as well as protect their own personal property. Soldiers will not be required to procure renter insurance nor will they be swayed to contact any particular agency. This decision remains the Soldiers. They will only be provided information to consider.

20.0 Information Updates

It is the responsibility of the SSH Office and DPW to provide information updates on policy and procedures. The SSH and FSBP 2020 Barracks/Building Manager will release operational updates to include but not limited to: occupancy reports, service order status reports, financial liability reports, barrack concerns, identified situations that impact property, safety and good order and discipline to the First Sergeant and/or Command Sergeant Major.

Each building will have a bulletin board in the common area. Items posted may include: facts sheets, information flyers, lockout contact information, procedure to report damages and service orders, list of approved room appliances, the SSH and FSBP 2020 support chain, and contact information starting with the respective FSBP 2020 Barracks/Building Manager as well as the hours of operations, lock out and lost key procedures.

The FSBP 2020 Barracks/Building Manager will keep the 1SG and Command Sergeant Major updated with binders consisting of by-name and by-room Occupancy Reports, all policies and SOP's, information sheets, service order status reports, Garrison Policy Memorandum Single Soldier Housing (SSH) and First Sergeant Barracks Program (FSBP) 2020 Key Management and Control Standard Operating Procedures, along with the First Sergeant Barracks Program (FSBP) 2020 Leaders Guide. FSBP 2020 Barracks/Building Manger will encourage the Command Sergeant Major and First Sergeant to register for the online eMH data access account. eMH online access is real time and may be accessed from any location with a CAC card reader.

21.0 Department of Public Works Commitment

Every Soldier has a reasonable expectation to a safe, clean and healthy residence commensurate with their service to our nation. It is the Directorate of Public Works goal to provide that reasonable level of expectation.

Single Soldier Housing (SSH)/Unaccompanied Personnel Housing (UPH) and First Sergeant Barracks Program (FSBP) 2020 requires a strong partnership between the military unit leadership and the Garrison staff with regard to housing single Soldiers in permanent party barracks. Our Soldiers quality of life will continue to reflect our partnering commitment as we work together to provide a safe, clean, and healthy environment for our Soldiers who reside in the barracks.