



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 SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

1. PURPOSE: To establish policies and procedures for all Unaccompanied Military and Civilian personnel eligible to reside in Senior Leader Quarters (SLQ) and Enlisted Quarters (EQ) at Area I.
2. APPLICABILITY: This Standard Operating Procedures (SOP) is applicable to all Soldiers and Department of Defense (DOD) Civilians who are eligible for Unaccompanied Personnel UPH at Area I.
3. REFERENCES:
 - a. Army Regulation 420-1, Army Facilities Management, (RAR) 24 August 2012
 - b. DA Pamphlet 420-1-1, Housing Management, 2 April 2009
 - c. IMCOM First Sergeants Barracks Program (FSBP) 2020 Handbook, 26 March 2014
 - d. DPW, Single Soldier Housing (SSH) / Unaccompanied Personnel Housing (UPH) and First Sergeants Barracks Program (FSBP) Leaders Guide, March 2014
 - e. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 August 1993
 - f. IMCOM-Pacific Policy Memorandum #17, 21 September 2012
 - g. USFK Regulation 37-57, Temporary Lodging Allowance (TLA), 1 April 2010
 - h. 2ID/ USAG Area 1 Installation Housing Assignment and Management Policy, March 2014
 - i. Standard Operating Procedures Furnishings Management Branch (FMB), March 2014

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

4. RESPONSIBILITIES: The Chief, Housing Division will be responsible for the effective management of the UPH program and provide the following services for personnel assigned to or attached to Area I.

- a. Provide adequate housing facilities and services.
- b. Manage housing furnishings program.
- c. Provide housing services to assist Soldiers and DOD Civilians and their families locate acceptable, affordable, and nondiscriminatory housing in the local communities.
- d. Assign Senior Leader Quarters (SEQ) based upon need and availability.
- e. Ensure Senior Leader Quarter (SLQ) occupants are responsible for their assigned quarters and assignments/terminations are in compliance with all regulatory and policy procedures.
- f. Ensure Key and Essential (KE)/Key Billet (KB) duplex's and single houses occupants are responsible for their assigned quarters assignments/terminations are in compliance with all regulatory and policy procedures.
- g. Ensure economical use of facilities and normal care and preservation of government furniture and equipment in individual rooms and common areas.
- h. Ensure strict compliance with fire and safety regulations.
- i. Ensure hand-receipted government furniture is not removed from the quarters or exchanged with items in other quarters without the Chief, Housing Division's approval and without proper adjustments to Hand Receipts.
- j. Ensure energy conservation. In heating seasons, room temperatures must be set at 68F and 78F during cooling seasons. Turn off all electrical equipments and lights when not in use. Secure windows and doors when air conditioning is on in order to prevent introduction of unconditioned, highly moist outside air that causes subsequent mold and mildew problems.
- k. Ensure unit/resident Common Areas are signed for, policed and kept clean at all times (See Resident Guidelines at Appendix A).
- l. Staff, track and report all Exception to Policy (ETP) IAW USAG directives.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

5. POLICIES:

a. Establish assignment priorities and categories as prescribed in AR 420-1 and G-1 Key Billet (KB). Ensure the minimum space adequacy and privacy standards are met.

b. Assignment and termination of UPH quarters.

c. Ensure maximum utilization of adequate UPH space.

d. Establish and enforce the Building Manager's Program.

e. Provide counseling to Senior Leaders on entitlements and responsibilities as a resident of the UPH.

f. Categories of UPH:

(1) Duplex/singles houses are designated for Key Billets (KB) with a Command Sponsor Position (CSP) number Z for Camp Red Cloud and X for Camp Casey in the grades O-5 and above, in a command position and E-9s command position and key and essential Civilians in grade GS-14 and above.

(2) Field Grade Quarters (FGQ) Camp Red Cloud are designated for use by officers in grades O-4/O-5, CW4/CW5, and key and essential Civilians in grades GS-12 thru GS-14.

(3) Field Grade Quarters (FGQ) Camp Casey is designated for officers in grades O-4 through O-5 and E-9's, CW4 thru CW5, and key and essential Civilians in grades GS-12 through GS-14.

(4) Company Grade Officer quarters (CGQ) are designated for officers in grades CW3, O-3 and key and essential Civilians in grades GS-9 thru GS-11.

(5) Officer Quarters (OQ) are designated for officers in grades O-1/O-2 and WO1/CWO2 and key and essential Civilians in grade GS-7.

(6) Command Sergeant Major (CSM) and Sergeant Major (SGM) quarters are designated for E-9's at CRC only.

(7) Senior Enlisted Quarters (SEQ) is designated for grades E-7 and E-8.

g. Priority of assignment to UPH. The Garrison Commander will mandatorily assign all eligible UPH personnel assigned to Area I into UPH to maintain optimum occupancy rate of 95% or higher. The Housing Office will inform Soldiers of the UPH availability and mandatory assignment. UPH priorities for assignment are as follows.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(1) Priority I: Key and Essential personnel/Key Billet (Military and Civilian) who must reside on post due to Military necessity.

(2) Priority II: Permanent party Soldier assigned or attached to the installation for duty.

(3) Priority III: Permanent party unaccompanied personnel receiving Bachelor Allowance Housing (BAH) support for family members as a result of divorce or separation agreement.

(4) Priority IV: Service Members (SM) in OCONUS, entitled to BAH at the -with dependent rate but unaccompanied by family members for personal reasons.

(5) Priority V: Title 32 Active Guard Reserve (AGR) assigned or attached for duty within commuting distance of the installation; and foreign Military personnel are assigned on a space-available basis. Not required to be occupy UPH and minimum standards of adequacy do not apply to these categories.

(6) Priority VI: Military and Civilian personnel not otherwise eligible (OCONUS only) (see note 2, Table 3-5, Page 44, AR 420-1).

6. PROCEDURES:

a. Assignment to UPH is mandatory for all unaccompanied Soldiers when quarters are available and occupancy rate is below 95%. No exceptions to policy to live in the economy will be granted.

(1) Incoming Soldiers must provide the following documents to the Housing Office prior to room assignment:

(a) DD Form 1746 or HSG Form 9A (Application for Assignment to Housing)

(b) PCS Orders

(c) Pinpoint Assignment Orders

(d) DA Form 31 (Request and Authority for Leave - if requested)

(e) DA 137-2 (Installation Clearance Record – if requested)

(2) Unaccompanied Soldiers married to another Soldier on separate orders/tours will be assigned to permanent party housing on the same basis as unmarried personnel.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(3) UPH Soldiers in the grades of E-6 and below will be assigned to their Brigade/Battalion unit footprint barracks and managed by their unit FSBP Building Managers. These Soldiers have no requirement to report to the Housing Office.

(4) UPH Soldiers in the grades E-7 and above will be assigned SLQ accommodations as close to the foot print where their Soldier resides when possible. SLQ's are managed by the Single Soldier Housing (SSH)/Unaccompanied Personnel Housing (UPH) Office.

(5) All Soldiers who are housed in UPH (FSBP/SLQ/DUPLEX) are considered to be adequately housed until Date Eligible for Return from Overseas (DEROS).

(6) Assignments are permanent and relocation will not be authorized except for health or safety reason and/or as directed by the Garrison Commander. Any exception to policy will be processed to the Housing Chief for response/staffing actions.

(7) Soldiers who attain promotable status while occupying UPH quarters are authorized to go on the waiting list for their promotable grade. However they will not be assigned a new location if their DEROS is less than six (6) months. All costs associated with this move will be borne by the Soldier.

(8) Check-in inspections will be performed by the Soldiers – the condition of the room, government owned furnishings and appliances will be recorded on the Move in Condition Inspection Checklist provided by the Housing counselor. This form must be returned to the Housing office within 5 working days.

(9) Soldier who chooses to live off-post for personal reason must terminate their UPH quarters and will NOT receive Overseas Housing Allowance (OHA), furnishings or appliances support from the Housing Office.

b. Termination:

(1) Soldiers living in UPH will notify the Housing Office at least 30 days prior to DEROS to schedule a final-inspection.

(2) Housing counselor will inform of cleaning requirements and Housing inspectors conduct the inspection for any damages to government property, furniture and appliances inventory.

(3) All personal items and trash must be removed prior to final-inspection.

(4) Soldier/Civilian is required to conduct joint final-inspection with housing inspector. Housing inspector will provide "clearance paper" once rooms passed final-inspection.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(5) If Soldier/Civilian fails his/her final-inspection, re-inspection will be conducted on the same or next available day and TLA will not be authorized.

(6) If a Soldier deploys or is being discharged from the Military on a short notice and does not have sufficient time to clear his/her room. A Power of Attorney (POA), nominating another person to clear the room on his/her behalf must be submitted to the housing office. If the final-inspection is not passed, the unit of the individual will take full responsibility for the clearance of the room.

(7) If Soldier goes on emergency leave and does not return, the unit is responsible for clearance of the room.

c. Temporary Lodging Allowance (TLA)

(1) Incoming TLA:

(a) Service Members (SM) will be authorized TLA if permanent or temporary quarters are not available. They must in-process within 48 hours of unit assignment, not including non-duty days to start TLA. A 30 day limitation of TLA will be authorized unless quarters will not be available within 60 days.

(b) Military personnel on TDY/Field Duty may have their spouse process their TLA with a power of attorney.

(2) Outgoing TLA:

(a) Service Members residing in SOQ, FGQ, CGQ, OQ or SEQ will be authorized a maximum of three (3) days TLA.

(b) TLA will not be authorized or processed until government quarters or economy quarters have been properly cleared. Sample format for economy quarters clearance (Appendix D).

(c) Military personnel on TDY/Field Duty may have their spouse process their TLA with a power attorney.

d. Furniture:

(1) Upon assignment of quarters, each occupant will sign a hand receipt for furnishings and will be held liable for any damages that may occur while the property is in their possession. Movement of furnishings from common areas or from quarters to quarters is not authorized.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(2) Repairs on all government furnishings and/or appliances are to be coordinated through Bldg# S-2824, Furnishings Branch, Housing Division in Camp Castle.

(3) Failure to properly clear UPH hand-receipts and quarters prior to departure from Area I, may constitute possible negligence in determining liability for loss and/or damage to government property.

e. Temporary use of UPH. Temporary use of excess UPH may be authorized on a temporary basis to Soldiers and civilians on Temporary Change of Station (TCS) or Temporary Duty (TDY) orders or visiting temporarily for other official purposes, such as Soldier of the month/quarter boards, promotion boards, and similar functions where the installation visited is not the permanent station. When assigned temporary UPH quarters under these conditions, the following will apply.

(1) The primary location for temporary housing requirements for all personnel outside Area 1 is with DPTMS at Camp Casey Warrior Exercise Barracks (WEB) or Lodging Facilities. All requests for billeting within permanent party Senior Leader Quarters (SLQ) require written approval as an exception to policy (ETP) for use versus the WEB. ETP's will be staffed with at least a LTC endorsement and full justification to include travel status, dates of request and individual's name/rank. The approval official for ETP's for Area 1 is the Housing Division Chief. Requests that are of concern or are questionable will be forwarded to the Garrison Commander for approval/disapproval. Request to quarter personnel within Area 1 in unit barracks is approved by the unit Command Sergeant Major or First Sergeant as applicable provided they are quartered within the units assigned space and no permanent party soldier is dislocated. All persons will be entered into eMH data base for historical tracking.

(2) Non-permanent Soldiers may be assigned to UPH only on a space available basis and provided that no permanent party Soldier or mission is affected (i.e. no permanent party may be issued a Certificate of Non-Availability in order to accommodate the temporary use by a non-permanent party).

(3) Soldiers in TCS or TDY up to 180 days status receive per diem pursuant to the joint federal travel regulations. Soldiers in TCS or TDY status who are assigned to temporary UPH will not be entitled to the lodging portion of their per diem for any nights that they were assigned to UPH. The entitlement to BAH for dependents remaining at the Soldier's home station should not be affected; however, all Soldiers should consult with their servicing G-1 office for guidance on their entitlements while in TCS or TDY status.

(4) Individuals assigned to temporary UPH are not required to obtain a Certificate of Non-Availability (CNA) to occupy these quarters and do not participate in any permanent party waiting list for quarters. Assignment of Soldiers to excess UPH is a privilege, not an entitlement. Occupants may be required to share quarters. Minimum

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

standards of adequacy and square footage do not apply to space available, temporary lodging assignments.

(5) When Soldiers are assigned temporarily to UPH the Garrison will not incur additional costs associated with their assignment beyond life, health, and safety, such as cost of linen (housing does not issues linen), and cost for movement of furnishings to or from the assigned UPH. In addition, occupants are responsible for cleaning prior to checkout, and will be held responsible for any damages or loss that may occur during their temporary assignment.

(6) Requests for temporary lodging in UPH should be made to the responsible Housing Office at least three weeks in advance, but no less than seven working days, prior to anticipated date of arrival at the TCS or TDY station. All accommodation requests must be submitted and approved by the Housing Office in advance. All persons who arrive without receiving confirmation of UPH availability in advance may not be accommodated, and should be prepared to find alternate lodging.

(7) Everyone provided temporary lodging under this policy are required to abide by all Housing regulations and local policies. If the excess UPH can no longer be provided on a space available basis due to permanent party requirements or other mission needs, the temporary user may be required to vacate the quarters within 24 hours, or as otherwise directed by the Housing Office. The Housing Office reserves the right to require the temporary user to vacate the premises if it is determined to be necessary in the best interest of the government.

(8) Housing of non-permanent Soldiers in excess UPH does not require reprogramming of UPH (PP) facilities. Housing manager must determine whether diversion to other use is appropriate if space available use of UPH (PP) is so frequent or persistent that it appears that re-categorization is necessary.

(9) Vacant designated quarters due to designee not occupying for any reason will be managed by Housing Office and used IAW AR 420-1 to obtain maximum utilization of adequate housing assets.

e. Pets are not authorized in all UPH facilities.

f. Cooking facilities:

(1) Cooking is not authorized in any UPH facilities that does not have an installed kitchen. Use of hot plates and electric frying skillet is prohibited in UPH rooms or areas that do not have a kitchen.

(2) Charcoal grills will not be used inside buildings or on porches. Charcoal grills will be located at least 10 feet from combustible materials when in use. When cooking

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

has been completed, hot coals will be quenched with water or covered with a noncombustible cover. Charcoal will be properly stored in locations that are dry.

(3) Storage of lighter fluid or LPG tanks are prohibited.

(4) Soldiers are responsible for any fire damages due to unauthorized cooking.

g. Fire prevention:

(1) All UPH rooms are equipped with smoke detectors. Soldiers are not authorized to disconnect or disable them. Replace the battery when it starts beeping. If it malfunctions contact the Fire Department or Directorate of Public Works (DPW) service desk for repair.

(2) Fire alarms and fire extinguishers are installed in all UPH facilities. Tampering with the systems is prohibited and is subject to punishment under the Uniform Code of Military Justice (UCMJ) as adverse administrative actions.

(3) Soldiers should be familiar with the exit route within their building in case of a fire or any emergency.

h. Building Manager program:

(1) UPH building has a Building Manager (BM), appointed by Area I Garrison Commander. BM is not always the senior person in the building, it is based on job position and time remaining on tour (at least six months before DEROS).

(2) Soldiers living in UPH are required to participate in maintaining the cleanliness and appearance of the building. BMs are responsible for ensuring that all personnel are informed of their duties.

i. Maintenance and self help.

(1) Soldiers are required to report maintenance service calls to DPW service work order desk for CRC Enclave at 732-8119 (which includes CP Jackson and Stanley), and for Casey Enclave at 732-8110 (which includes CP Hovey and Bonifas). When calling in to the service work order desk, give them your name, and contact phone number, building/room number and the problem.

(2) When maintenance work is scheduled or being performed it is recommended the soldier be present. The Housing Office will not issue a room key to DPW repairman responding to a work order request submitted by the Soldier. Housing personnel will not escort the repairman unless there is an immediate emergency to enter the room.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(3) Soldiers are responsible for minor maintenance and repair of UPH rooms, such as replacement of fluorescent light bulbs, cracked/broken light or electrical outlet covers/plates, unclog minor drain stoppages clean/replace air conditioning filters and room cleaning.

j. Mold and mildew:

(1) Housing Office will provide incoming Soldiers a pamphlet on taking preventive measures with mold and mildew in the room.

(2) During the monsoon season, mold and mildew grow rapidly if left unattended. Residents who do not take a pro-active approach in preventing the growth of the mold and mildew may incur charges for neglect of government property.

(3) During periods of inclement weather or seasonal climate change Housing personnel may have to enter a soldier's room without prior notification and will have a notice of entry.

k. Visitors: Immediate family members are authorized to stay in UPH(SLQ) of their sponsor. Sponsors will submit requests for visits to the Chief of Housing Division. Requests will include the relationship of the family member and dates of arrival and departure. Family members should not reside in quarters for more than 30 days without approval from the Garrison Commander. Families residing for more than 30 days can affect their BAH entitlements if initially residing in the states. Visitation is not to exceed 30 days within a 90 day period.

(1) Family members cannot request 30 days to visit friends, family, or stay off post briefly only to return for another 30 days as this will be seen as an attempt to circumvent policies.

(2) Guests are permitted not to exceed a 24 hour period and must be signed in/out. Dependant Non ID Card holders must be escorted at all times.

l. Smoking:

(1) Smoking is prohibited in the rooms.

(2) Smoking in UPH common areas, such as the day room, kitchen, laundry room, hallway and within 50 feet of UPH is prohibited IAW with AR 420-1.

m. Pregnant Soldiers in UPH:

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

(1) Pregnant Soldiers prior to 27 weeks without family members must go to the Housing Office with a memorandum from her Commander requesting OHA at the without dependent rate.

(2) Must turn in a pregnancy statement or a copy of the pregnancy profile by a physician with a due date annotated on the paperwork and a copy of her orders bringing her to Area I.

(3) The SSH/UPH Housing team will submit the request to the DPW Chief of Housing for approval. A Certificate of Non Availability (CAN) 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.

7. Storage: No government or personal property will be stored or kept outside the assigned quarters in hallways, walkways, stairwells, balconies, or other areas that impedes any egress or access routes. Any item in all outside areas normally used for traffic flow are never allowed to include, but not limited to; chairs, shelves, grills, clothing, boxes, trash, bicycles, weights, mopeds, motorcycles or cleaning material. Any property identified in violation will be removed and disposed of by Housing staff. Storage bins when available will be used, locked and labeled to prevent loss or theft to include removal by Housing staff as abandoned property.

8. Any questions concerning this SOP will be directed to Chief, Housing Division, at 732-6554.


JOHN W. HAEFNER
COL, EN
Commanding

DISTRIBUTION:
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IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIXES

APPENDIX A - Resident Guidelines	A -1-2
APPENDIX B - Designation of Quarters/Key and Essential Personnel	B -1-4
APPENDIX C - Allocation of Quarters	C -1-2
APPENDIX D - Exception to Policy Format	D
APPENDIX E – UPH Visitation Authorization Request	E

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX A-1 RESIDENT GUIDELINES

1. Personnel residing in UPH must abide by the following rules, regulations and standards.
2. In order to avoid conflicts with other individuals and to protect both government and individual property the following rules and standards must be observed.
 - a. Maintain cooperative relations among residents and guests.
 - b. Place garbage and refuse in plastic bags inside the trash receptacles by their buildings.
 - c. Perform police, sanitation and maintenance of common and individual use areas to inside rooms and furniture.
 - d. Control the use of stereos, radios, televisions, and musical instruments so you do not infringe on the right of others in a quiet environment.
 - e. Relocation of furnishings from other units into quarters, or removal of furnishings from quarters or lounge areas is prohibited. Do not move indoor furniture to outside.
 - f. Comply with fire regulations.
 - g. No Smoking in rooms. Comply with designated smoking and non-smoking areas. Do not disable the smoke detectors.
 - h. Pets are not authorized in UPH facilities.
 - i. Residents not utilizing their assigned quarters for living purposes will be required to terminate their quarter's assignment. This applies to personnel granted approval by their commander to live off- post with families during their unaccompanied tour.
 - j. Immediate family members are authorized to stay in the UPH of their sponsor for family visits. However, sponsors will submit a request for exception to policing to the Chief, Housing Division no later than 10 working days prior to arrival of their spouse/family members. Request will include relationship of family members, date of arrival and date of departure.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX A-2 RESIDENT GUIDELINES

k. Take security precaution to preclude loss of personal and government owned property. Maintain control of assigned keys. Doors should be locked when residents are away, and the presence of any unauthorized or suspicious personnel in or around should be reported to the Provost Marshal (PM).

l. Storage. Trunks, footlockers, luggage and other personal items will be stored in the occupant's room or storage area, if available. Items will not be stored in the hallways or under stairs. It is recommended that trunks, footlockers, and luggage are completely empty, if kept in storage areas. The Claims Office, SJA will not authorize reimbursement for high-value items kept in storage areas. Only one storage locker per room is authorized unless request for additional space is approved by Housing Office.

m. Comply with Energy Conservation regulations and policies.

n. You will be held liable for any damage other than normal FWT to government property and may be charged for lost of repair or replacement.

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

**APPENDIX B-1
DESIGNATION OF QUARTERS/KEY BILLETS PERSONNEL**

Camp Red Cloud

<u>Position</u>	<u>Unit</u>	<u>Qtrs #</u>
Commanding General	2ID	288
Command Sergeant Major	2ID	289
Commander	604 th ASOS	409
Commander	AREA I	525-A
Commander	AREA I	525-B
Commander	HHBN	526-A
Command Sergeant Major	HHBN	526-B
Chief Of Staff	2ID	612-A
Command Sergeant Major	USAG	612-B
Deputy Garrison Commander	USAG	905
Garrison Commander	USAG	904
Command Position	AREA I	903-101
Command Position	AREA I	903-102

Camp Stanley

Command Sergeant Major	3 rd CAB BN	2224-A
Commander	3 rd CAB BN	2224-B
Command Sergeant Major	23 rd Chem. BN	2366-A

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX B-2

Camp Stanley (Cont'd)

<u>Position</u>	<u>Unit</u>	<u>Qtrs #</u>
Command Position	AREA I	2366-B
Commander	23 rd Chem. BN	2368-A
Deputy Commander	23 rd Chem. BN	2368-B
Command Position	AREA I	2432

Camp Jackson

Command Sergeant Major	NCOA	2128
1 st Sergeant	NCOA	2149

Camp Casey

Brigadier General	ADC-M	61
Command Sergeant Major	1-72 nd AR	1006-A
Commander	1-72 nd AR	1006-B
Commander	1-38 th FA	17-A
Command Sergeant Major	1-38 th FA	17-B
Command Sergeant Major	210th Fires BDE	1875-A
Commander	210th Fires BDE	1875-B
Commander	210 th Fires BDE	1875-C
Command Sergeant Major	2-9 th INF	1889-A
Commander	2-9 th INF	1889-B

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX B-3

Camp Casey (Cont'd)

<u>Position</u>	<u>Unit</u>	<u>Qtrs#</u>
Commander	70 th BSB	2044-A
Command Sergeant Major	70 th BSB	2044-B
Command Position	AREA I	2412-A
Command Position	AREA I	2412-B
Commander	USAG Casey	2413-A
Command Sergeant Major	USAG Casey	2413-B
Commander	PMO, 2ID	2434-A
Command Position	AREA I	2434-B
Commander	6-37 th FA	477-A
Command Sergeant Major	6-37 th FA	477-B
Commander	302 nd BSB	716-A
Command Sergeant Major	302 nd BSB	716-B

Camp Hovey

Command Sergeant Major	1 st BSTB	3558-A
Commander	1 st BSTB	3558-B
Command Sergeant Major	4-7 th CAV	3800-A
Commander	4-7 th CAV	3800-B
Command Sergeant Major	1-15 th FA	3848-A

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX B-4

Camp Hovey (Cont'd)

<u>Position</u>	<u>Unit</u>	<u>Qtrs#</u>
Commander	1-15 th FA	3848-B
Commander	1 st HBCT	3868-A
Command Sergeant Major	1 st HBCT	3868-B

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX C-1 QUARTERS ALLOCATION

Camp Red Cloud

Building# Field Grade officer Quarters / DOD GS 12 and above

112, 113

Building# Company Grade officer Quarters / DOD GS 11/12

115, 116

Building# Company Grade officer Quarters (Primary Junior officers)

215

Building# Sergeant Major Quarters / DOD GS 13 and above

251

Building# Senior NCO Quarters / DOD GS thru 10

49, 247, 255, 284, 317

Camp Stanley

Building# Company & Field Grade officer Quarters (Primary Junior officers) / DOD DG thru 10

2371, 2373

Building# Senior NCO Quarters & DOD GS thru 10

2370

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX C-2 QUARTERS ALLOCATION

Camp Jackson

Building# Commandant

2128

Building# Deputy Commandant

2149

Camp Casey

Building# Sergeant Major, Company Grade officers (Primary Senior officer), Field Grade / DOD GS 13 & above

468, 691, 1807, 1968, 2362

Building# Company Grade officer Quarters (Primary Junior officers)

67, 68, 72, 73, 74, 77, 80, 81, 82, 452, 645, 726, 1839, 1871, 2369, 2452, 2602,

Building# Senior NCO Quarters / DOD GS thru 10

140, 552, 563, 654, 655, 1009, 1107, 1741, 1808, 1840, 2231, 2402, 2471

Camp Hovey

Building# Sergeant Major, Company Grade officers (Primary Senior officers), Field Grade officer Quarters / DOD GS 13 & above

3822, 3866

Building# Company Grade officer Quarters (Primary Junior officers) / DOD GS 11/12

3633, 3685, 3842, 3908, 3975, 4016

Building# Senior NCO Quarters / DOD GS thru 10

3534, 3571, 3673, 3674, 3687, 3689, 3976, 4017

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

**APPENDIX D
EXCEPTION TO POLICY FORMAT**

(Your unit letterhead goes here)
(REQUIRED)

(Your Unit Office Symbol)

(DATE)

MEMORANDUM FOR Chief, Housing Division, APO AP 96258

SUBJECT: Exception to Policy *(Your Rank, Last, First, Mi, SSN# Last Four)*

1. State reason for request.
2. FULL JUSTIFICATION (State why you feel your request should be approved and if disapproved, what is the impact on you and/or command).
3. Any additional information you wish to add to your request. Include all supporting documentation (i.e. financial, medical, etc).
4. Point of contact for additional information (if other than self, include their phone number, email, etc).

(Your Signature above your signature Block)

Recommend
Approval / Disapproval

**Required to get signature from Unit & Battalion Commander above his/ her Signature Block*

*** ALL REQUESTS FOR EXCEPTION TO POLICY MUST BE ENDORSED
BY THE UNIT COMMANDER & BATTALION COMMANDER
AND INCLUDE A ERB/ORB.**

IMRD-ZA

SUBJECT: Standard Operating Procedure (SOP) for Unaccompanied Personnel Housing (UPH), Senior Leaders Quarters (SLQ); Duplexes, Bachelor Officer Quarters (BOQ) and Bachelor Enlisted Quarters (BEQ)

APPENDIX E
Unaccompanied Personnel Housing (UPH)
Visitation Authorization Request

Unaccompanied Personnel Housing (UPH)
Visitation Authorization Request

1. I _____ (Full Name) _____ (Rank) _____ (Unit) am requesting authorization for visitation of family member in Senior Leaders Quarters (BOQ & SEQ). I currently reside in Bldg # _____. Room # _____

Visitor information:

Full Name: _____, Relationship: _____,

Gender: _____, Contact Information: _____,

Citizenship: _____, Passport#: _____,

Dates of visit: _____ to _____

2. It is the policy of this command to permit visitation in UPH (SLQ, BOQ and SEQ) of authorized dependent or guest (mother, father, brother, sister, etc... Not friends, boy/girl friends etc...) for a period of 30 calendar days when such visits do not infringe on the rights of other residents.
- a. Sponsors are responsible for the whereabouts and conduct of their guest(s) and are expected to enforce high standards of conduct of their guest(s) at all times. A guest who does not have a valid Dependent ID card must be escorted while on the installation at all times.
- b. Guests who fail to adhere to established regulations and policies are subject to revocation of this pass and may be barred from future access to the installation. Sponsors who fail to properly control their guests may face administrative actions.
3. At no time will dependent spouses/children or other family members not on the Service Member's command sponsors orders, be allowed to take up residency in UPH / SLQ / Duplexes facilities. Any time that exceeds 30 days visitation and without the Garrison Commander's written approval for extensions beyond 31 days, will be considered residency and the Service Member is in Violation of Policy and Subject to Corrective Actions.

4. Overnight guests are not permitted in UPH FSBP Barracks.

5. I understand the policy set forth above _____
Signature/Date

Approved / Disapproved

Date

GEORGE W. STAPLETON JR
Chief, Housing Division,
DPW, USAG RC & AREA 1