DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #79, Appointment and Duties of Building Coordinators and Fire Marshals for Unaccompanied Personnel Housing (UPH)

1. Reference. AR 420-1, Army Facilities Management, 24 August 2012.

2. Purpose. To establish policy, responsibilities, and procedures for the US Army Garrison Daegu (USAG Daegu), Unaccompanied Personnel Housing (UPH) Building Coordinator (BC) Program.

3. Applicability. This policy is applicable to all US Army, Air Force, Navy, Marine Corps, and Department of Defense (DOD) personnel assigned to UPH.

4. General.

a. Maintaining high standards of discipline, cleanliness, and sanitation in UPH is the primary responsibility of the Commander, USAG D. To obtain these high standards, the housing chain of command is established as follows: Commander, USAG Daegu, Director of Public Works (DPW); Chief, Housing Division; Chief, UPH, and Building Coordinator.

b. Senior occupant or occupant with the longest DEROS will be appointed in writing by the DPW.

(1) Appointment orders cannot be refused or further delegated.

(2) Appointments will remain in effect until DEROS, or upon quarters termination.

(3) It is the BCs responsibility to notify the housing division within 60 days of departure to make arrangements to clear quarters.

c. Building Coordinators are the primary hand receipt holders for common use property (i.g., appliances, dayroom furniture, tools, etc.) and will not be cleared from the installation until their hand receipt is reconciled.

5. Responsibilities.

a. Housing staff will:

(1) Inform individual of his/her appointment and provide BC appointment orders within five working days.

(2) Provide BC a copy of the UPH BC Program Policy and USAG Daegu UPH standing operating procedures (SOP).

b. Building Coordinators will:

(1) Complete the following within 10 days of quarters assignment:

(a) Familiarize themselves with the UPH BC Program Policy and USAG Daegu UPH SOP.

(b) View the fire prevention video.

(c) Report to the Self-Help Store, Bldg T-706 (located on Camp Walker), with a copy of appointment orders to establish an account.

(d) Sign for all common use furnishings and appliances.

(2) Ensure that the common use areas are clean, sanitary, and in good repair at all times. Building Coordinators are authorized to assemble occupants as they deem necessary to perform cleaning and maintenance of common use areas, as well as coordinate activities that will improve living conditions of quarters.

(3) Report any maintenance and/or repair problems immediately. If the repair cannot be resolved through use of the Self-Help Store, report service orders to DPW Service Order desk at 768-7969/7066.

(4) Ensure compliance with fire and safety regulations; this includes occupants and property. Call the Daegu Fire Department at 764-5911 (Walker/Henry), 765-4911 (Carroll) to address any noted deficiencies (this includes an inspection of fire extinguishers, fire alarm and detector problems).

(5) Ensure occupants adhere to rules of shared living. Occupants should not operate TVs, stereos, radios, etc., at a volume level that will infringe upon the rights of

the other occupants or neighboring quarters. All occupants will observe quiet hours between 2200-0600 daily; 2400-0800 weekends and holidays.

(6) Settle disputes among residents, guests, or housemates. Report disputes that cannot be settled to the Chief, UPH office for final resolution.

(7) Ensure that the building and/or individual rooms are not occupied by personnel other than those assigned by the UPH office. For questions concerning the authorization of temporary overnight guests (i.e., family, friends), refer to the SOP for UPH or call the Chief, UPH at 768-9081.

(8) Post housing chain of command and general resident information on common use area bulletin board.

(9) Schedule pre-termination inspection at least 45-60 days before departure. Engineering and Inspection Branch (EIB) personnel will brief the BC on the final termination inspection and cleanliness standards.

(10) Clear Self-Help Store (bldg T-706) prior to final termination inspection.

6. This Policy will remain in effect until rescinded or superseded.

7. Point of contact is Chief, Housing Division at 768-7668.

JIM M. BRADFORD
COL, IN
Commanding

DISTRIBUTION:
Housing Manager
BEQ/BOQ/SOQ Building Coordinators