DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-PWH

30 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Memorandum #36, Policies and Procedures for Assignment to Unaccompanied Personnel Housing (UPH)

1. Reference:

a. Army Regulation 420-1, Army Facilities Management, 17 February 2008 (Rapid Action Revision, 24 August 2012).

b. Army in Korea Pamphlet 420-1, Fire Prevention and Protection Program, 30 September 2008

2. The proponent for this policy is the Directorate of Public Works, Family Housing Division.

3. This Policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose. To prescribe policies and procedures for all unaccompanied military and civilian personnel eligible to reside in Senior Leader Quarters (SLQ) and Enlisted Quarters (EQ) at Camp Humphreys.

5. The Commander, USAG Humphreys, or his designated representative is required to provide adequate housing facilities and services to operate and manage the UPH program.

6. Policy.

a. Centralized management of the UPH program under the direction of the Chief Housing Division.

b. Establish assignment priorities and categories IAW AR 420-1, Table 3-5 and ensure the minimum space adequacy and privacy standards are met IAW AR 420-1, Table 3-7.

c. Assignment and termination of UPH quarters.

d. Ensure maximum utilization of adequate UPH space.

e. Establish and enforce the Building Coordinator Program.

f. Provide counseling to members on entitlements and responsibilities as a resident of the UPH.

7. Categories of UPH.

a. Senior Leader Quarters (SLQ) is designated for Servicemembers in the grades of E7 and above.

b. Enlisted Quarters (EQ) (i.e., barracks) is designated for Servicemembers in the grades of E6 and below.

8. Priority of Assignment to UPH. The Garrison Commander will **mandatorily** assign all UPH personnel assigned to Camp Humphrey's UPH housing to maintain optimum occupancy rate of 95%. Servicemembers will be informed of UPH housing availability and mandatory assignments before or on application of housing. UPH priorities for assignment to UPH will follow AR 420-1, Table 3-5.

9. Assignment Procedures. Assignment to UPH is **mandatory** for all UPH ranks when quarters are available and occupancy is below 95%. No exceptions to policy will be granted. Upon arrival, E7 and above must report to the Housing Office; if after hours or holidays report the next duty day.

a. UPH Servicemembers in the grade of E6 and below will be assigned to their respective barracks and managed by their units.

b. UPH Servicemembers in the grades of E7 and above will be assigned and managed by the Housing Office to Senior Leader Quarters (SLQs).

c. Servicemembers who are housed in UPH are considered to be adequately housed until their DEROS. Servicemembers who attain promotable status while occupying UPH quarters are authorized to go on the waiting list for their promotable grade. However, quarters cannot be assigned until rank becomes official. All costs associated with the move will be borne by the Servicemember.

d. UPH assignments are permanent and relocation will not be authorized except in the case of health or safety and/or as directed by the Garrison Commander.

e. At assignment to SLQs, a joint check-in inspection will be performed with the resident and housing inspector. The condition of the room and the government owned furnishings and appliances will be inventoried and recorded.

f. Personnel who elect to live off-post at personal convenience must terminate their SLQ and will NOT receive Overseas Housing Allowance (OHA), furnishings or appliances support from the Housing Office.

10. Termination Procedures.

a. For termination of UPH, residents are expected to contact the Housing Office at least 30 days prior to DEROS. A pre-inspection will be performed with the housing inspector to inform the resident of cleaning requirements, check for any damages to government property to include the furnishings and appliances inventory and annotate any maintenance and repairs that need to be performed prior to assignment of next occupant.

b. Personal furniture, items and trash must be removed prior to final inspection.

c. Servicemember may hire a cleaner or perform the required cleaning prior to the final inspection.

d. The Servicemember is required to be at the final inspection. The Housing inspector will provided "clearance letter" once room has passed final inspection.

e. If a Servicemember fails the inspection, a re-inspection will be performed the next working day. If the room fails the second inspection charges will be assessed for cleaning of the room. The Servicemember will be required to pay the charges prior to clearing housing and the installation.

11. Furnishings and Appliances.

a. UPH rooms are furnished during your joint check-in inspection; all furnishings and appliances will be inventoried and inspected.

b. Servicemembers are required to clean, polish and maintain government furnishings and appliances.

c. Servicemembers may call Furnishing Management Branch (FMB) at 753 - 8458 for repair of government furnishings while occupying UPH.

d. Upon termination all furniture and appliances will be cleaned and accounted for. If items have been damaged or missing, the Servicemember will be required to reimburse the government. The Servicemember will be required to pay the charges prior to clearing housing and the installation.

12. Cooking Facilities.

a. Cooking is not permitted in any UPH facility that does not have an installed kitchen. Cooking can only be performed in rooms specifically designated and approved as kitchens. The practice of cooking on a hot plate, electric frying pan in areas where no kitchen exists is strictly prohibited.

b. Residents are responsible for all costs of repairing damages caused by the unauthorized use of cooking items or unattended cooking.

c. The use of BBQ or gas grills in external stairwells, porches and patios is prohibited. Grills must be at a minimum of ten (10) feet from the building. Storage of lighter fluids or LPG tanks is prohibited. Charcoal grills will not be used inside buildings or on porches. When cooking has been completed, hot coals will be quenched with water or covered with a noncombustible cover. Charcoal will be properly disposed.

d. Outdoor cooking equipment labeled with resident information will be removed and disposed of by the Housing Office.

13. Fire Prevention.

a. All UPH rooms are equipped smoke detectors. Residents are not authorized to disconnect or disable the room smoke detector. If a smoke detector is malfunctioning, contact the Fire Department or DPW for assessment and/or repair.

b. Fire alarms are installed for the protection of all personnel. Malicious actions or horseplay with fire alarms, smoke detectors, or fire extinguishers may result in adverse administrative action, bar from post, early return of dependents, or criminal prosecution under the UCMJ or other applicable laws.

c. All residents should be familiar with exit routes in their building in case of fire or any type of emergency situation.

14. Building Coordinator Program.

a. Each UPH building will have a Building Coordinator. The most senior person in the building will not necessarily be the Building Coordinator based on several factors, such as position, time remaining on tour, etc. The USAG Humphreys Commander will issue appointment orders.

b. All residents of the UPH will be required to participate in maintaining the cleanliness and appearance of their building. The Building Coordinator is responsible for ensuring that all personnel are advised of their duties and managing the duty roster.

c. Residents who fail to participate in the cleanup will be reported to their chain of command and the USAG Humphreys Commander for action.

15. Maintenance/Self-Help.

a. Residents are responsible for minor maintenance and repair of UPH rooms. At a minimum, residents are expected to replace fluorescent light bulbs, cracked/broken switch plates/covers, unclog minor drain stoppages, clean, replace air conditioning filters, replace torn window screens through the self-help store.

b. Residents are required to report maintenance service calls to the DPW service order desk phone number 753-6068. When reporting, state the problem, building and room number, and contact telephone number.

c. Residents are required to be present when DPW maintenance repair work is being performed. The Housing Office will not issue a room key to DPW to perform maintenance unless it is an emergency. Housing personnel will not stand by in place of the resident while maintenance is being performed unless it is an emergency to save the property of U.S. Government.

16. Mold and Mildew.

a. Residents who do not take a pro-active approach in self-help maintenance of mold and mildew may incur charges for neglect of government property.

b. During the months of May - September mold and mildew grow rapidly if left untreated. Keep blinds and curtains open to allow sunlight into room, and set air conditioner at 78 degrees. Residents must perform maintenance on their AC unit (i.e., cleaning, changing filter, drain line and calling in a service order for repairs).

17. Pets. Pets of any kind are **prohibited** in all UPH facilities, including SLQs. No exceptions to this policy will be granted.

18. Housemaids.

a. A resident who elects to hire a housemaid for maid service does so at their own risk. The resident must complete all necessary paperwork associated with providing the housemaid with a pass for the installation. The resident is responsible to ensure that the housemaid's pass is terminated prior to their departure from Camp Humphreys. Housemaids are prohibited from using government appliances, equipment, and services in the performance of their duties. Housemaids, who improperly utilize government resources, may be barred from the installation.

b. Residents may request an additional key be issued for their housemaid; however at the final inspection the second key must be turned in or the Servicemember will be charged for changing of the lock for the UPH room.

19. Smoking.

a. Smoking is prohibited in individual rooms in all UPH facilities, including SLQs.

b. Smoking in common areas such as laundry facilities, dayrooms, and hallways and within 50 feet of buildings is prohibited (AK pam 420-1, para 2-4).

20. Pregnant while residing in UPH Quarters.

a. Single Pregnant Servicemember on UPH orders. Single pregnant Servicemembers can move off post and collect w/out dependent rate OHA at 28 weeks (i.e., 12 weeks from the due date). Servicemember must present proper medical documentation (i.e., pregnancy profile) and, 1SG/Company Commander's approval prior to moving off post. Once the child is born, it is the single Servicemember's responsibility to provide the birth certificate to the Housing Office to change OHA rate from the "without" dependent rate, to the "with" dependent rate OHA. No Certificate of Non Availability (CNA) will be issued and no government furniture will be authorized.

NOTE: This applies if you are a bona fide single Servicemember collecting 'NO" OHA/BAH entitlements. If single and currently collecting dependent rate OHA/or BAH same applies as "Married Pregnant Servicemember on UPH Orders" (see below).

b. Married Pregnant Servicemember on UPH orders. Married pregnant Servicemembers are able to move off post at their own expense. No Certificate of Non Availability (CNA) is authorized. If Servicemember has dependents residing elsewhere collecting "with" dependent rate OHA/or BAH, and once child is born (additional dependent), the soldier must decide where she wants to continue to collect "with" dependent rate OHA or BAH as the Servicemember is only entitled to "one with" dependent OHA entitlement.

NOTE: IAW JFTR Ch 10: Housing Allowances Part E: Assignment Situations/Section 2: Mbr with Dep (U10402E-2) 7. Multiple Dependent Locations: In instances of multiple dependent locations, the member must designate the dependents' primary residence. The housing allowance rate is based on this primary residence.

21. Point of contact is Chief Housing Division at 753-7356.

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COL, AR
Commanding

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