

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation
No. 210-9

11 October 2000

Installation
SINGLE SOLDIER QUALITY OF LIFE PROGRAM

Supplementation of this regulation is authorized; however, supplement must be approved by the Special Court Martial Authority. Furnish one copy of each supplement to DOIM IASB.

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1. PURPOSE. The purpose of this regulation is to establish equitable treatment for single soldiers in their living conditions.

a. This document does not relieve commanders of their responsibilities to provide for the health, morale, welfare, discipline, and training of every soldier entrusted to their commands. These responsibilities will be carried out regardless of a soldier's marital status or the location at which a soldier resides.

b. Fort Sill is committed to treating all soldiers with dignity and respect to which every soldier is entitled. While great strides have been made in eliminating the vestiges of inequity in our rank, Fort Sill must now move forward in the critical area of Single Soldier issues. The objective in

*This regulation supersedes USAFACFS Regulation 210-9, 10 April 1997.

this program is to treat our soldiers as mature men and women who have made a voluntary commitment to the Army and the nation. This regulation does not apply to initial entry training soldiers.

2. SCOPE. This regulation applies to all United States Army Field Artillery Center and Fort Sill (USAFACFS) barracks facilities, with the single exception of the trainee barracks.

3. REFERENCES.

- a. AR 190-51, Security of Unclassified Army Property.
- b. USAFACFS Reg 190-5, Installation Physical Security and Crime Prevention.
- c. USAFACFS Reg 210-50, Installation Housing Management.

4. ENFORCEMENT. Violations of the italicized portions of this regulation may be punished under Article 92, UCMJ.

5. CONCEPT. Commanders will ensure compliance with the intent of this program by ensuring the following procedures are followed.

- a. Single Soldier Status.
 - (1) Treat single soldiers fairly within limitations established by Army and USAFACFS regulations.
 - (2) Ensure single soldier's issues are surfaced and addressed at community meeting, unit, and post single soldier councils.
 - (3) Ensure a fair representation of single soldiers attend the Fort Sill Army Family Action Plan and the headquarters Department of the Army Family Action Plan Forum (funding provided from community resources).
 - (4) Ensure single soldiers know about and are included and attend in Army Community Service programs, the Army Sponsorship program, installation single soldier activities, and installation volunteer activities.
 - (5) Conduct commander, command sergeant major, and first sergeant seminars at battalion and brigade level to educate leaders on single soldier issues.

b. Single Soldier Quarters Responsibilities and General Policies.

(1) Responsibility. All soldiers and leaders are responsible to ensure high standards of readiness, accountability, and cleanliness are maintained in the single soldier rooms, common areas, and work areas. Commanders, command sergeants major, first sergeants, platoon leaders and sergeants, and staff duty officers/NCOs will conduct regular checks of individual rooms and common areas.

(2) Commanders are responsible for the health, welfare, cleanliness, functionality, neatness, security, and accountability of their units. With this in mind, they will conduct periodic scheduled and unannounced health and welfare inspections of their soldiers' quarters and facilities. Commanders will ensure that all members of the command adhere to the standards prescribed herein.

(3) First Sergeants and NCOs have daily supervisory responsibility for the health, welfare, cleanliness, functionality, neatness, security and accountability of their soldiers, including maintaining sanitary conditions in the single soldiers' quarters area.

(4) Soldiers are expected to read and comply with this regulation and individual unit SOPs; perform all duties as directed in a timely manner; respect and maintain all areas IAW standards; ensure that all personnel and military property are properly secured; and perform additional common area maintenance tasks as assigned by their chain of command.

6. GENERAL POLICY.

a. General. It is the responsibility of each commander to ensure that our soldiers understand the importance of providing optimum care and security for the renovated facilities. To assist in this process the commanders will establish a written soldier quarters policy that clearly defines resident responsibilities in the room, in common areas, and also the commanders/leadership responsibility in response to their individually designated living quarters. Commanders will work with the DPW Housing Office for the assignment and termination procedures for the Single Soldier Quarters they have been designated. DPW Housing Management will serve as an administrative assistant to commanders. Commanders have the

ultimate responsibility for the Single Soldier Quarters, to include providing room assignment rosters IAW this regulation and AR 210-50 to the DPW Housing Management Division. Commanders also are responsible for the accountability and maintenance of all common use furnishings and areas. Commanders will ensure each single soldier receives a copy of this policy, the unit policy/SOP, and a copy of the Single Soldier handbook when the soldier is assigned a room. Nothing in this regulation is intended to limit the inherent authority of a commander.

b. Personal Items. Commanders should attempt to minimize restrictions placed on soldiers by their unit specific policies, particularly on subjects such as ownership of privately-owned vehicles, stereos, televisions, personal computers, personal furniture, and room decoration. However, commanders continue to maintain their authority to issue orders and restrictions necessary to maintain good order and discipline or to protect the safety, welfare, and security of their soldiers.

c. Upgrades. DPW Housing will work with the commanders for the accomplishment of furnishing upgrades, M&R activities, and will provide guidance on the utilization requirements for all Single Soldiers Quarters spaces.

d. Visitation. *With limited restrictions, soldiers residing in single soldier quarters may have visitors of either sex. When more than one soldier resides in the room, they must jointly agree to visitation prior to the visit. The rights of privacy take precedence over visitation and all soldiers in barracks must be afforded private time during each day when no visitors are present. The following restrictions apply.*

(1) *Hours of visitation are--*

(a) *Duty days before duty days: 1700-2400.*

(b) *Duty days before non-duty days: 1700-0200.*

(c) *Nonduty days before nonduty days: 1000-0200.*

(d) *Nonduty days before duty days: 1000-2400.*

(Nonduty days are defined as Saturday, Sunday, and Holidays)

(2) *A legal parent or guardian must accompany any nonmilitary visitor under the age of 18 and not a member of the soldier's immediate family (brother, sister, or spouse).*

(3) *Soldiers are responsible for their visitors' actions in single soldier quarters. Soldiers will ensure visitors will sign in/out at the desk.*

(4) *Cohabitation is strictly prohibited. Cohabitation means that visitors may not take up even short-term residence in the barracks - the same guest frequently sleeping there or use of it as a "crash pad" for a large number of visitors.*

(5) *Soldiers on shift work may have visitors starting at 1000 on weekdays.*

(6) *Unit command must approve individual exceptions to this visitation policy.*

(7) *Accompany all visitors at all times.*

(8) *A visitor is defined as any military/nonmilitary person not assigned to the same unit.*

e. *Living Space Objectives.*

(1) *Do not house senior noncommissioned officers (sergeants first class and above) or geographical bachelors in Single Soldier Quarters. Senior enlisted quarters or private rental housing is available to satisfy the housing of bonafide senior noncommissioned officers, and private rental housing is available for geographical soldiers. Soldiers married to another soldier who are both serving on separate tours are eligible to reside in on-post barrack facilities. Treat them as bonafide bachelors for housing assigned purposes.*

(2) *Assign not more than one sergeant (SGT/E-5) or staff sergeant (SSG/E-6) per room.*

(3) *Assign not more than two specialist or corporals (SPC, CPL/E-4) and below per room.*

(4) *As facilities become available, move all administrative and logistic functions out of the Single Soldier Quarters. The intent is to isolate Single Soldier Quarters from unit administrative and logistic functions.*

(5) *As possible, provide a separate personal storage area for soldiers to keep items not regularly needed out of Single Soldier Quarters rooms. Commanders can and should inspect these*

storage areas as part of health and welfare inspections, just as commanders can inspect any other part of the single soldier quarters.

f. Room Standards.

(1) Decorations. Single Soldier Quarters residents are allowed to decorate and arrange their room in accordance with rules similar to those for Army family housing. Decorations will not be offensive. Pictures of scantily clothed persons, either male or female, may be offensive to other people. No picture/poster will reveal pubic hair or body parts. Pornographic as well as any other material concerning this matter is unacceptable. No pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decoration. In cases where there are two soldiers in a room, both roommates must agree on the décor. Commanders can and should, however, order removal of items prejudicial to good order and discipline, such as items associated with extremist organizations.

(2) Alterations/additions. No permanent alterations or additions are allowed in the Single Soldier Quarters facilities. Soldier will pay for violations. The soldier may also be subject to UCMJ.

(3) Supplies. Supplies used to decorate old barracks rooms that have not been renovated to Single Soldier Quarters standards must adhere to fire and safety regulations (i.e., lead based paint is prohibited).

(4) Food/Trash. Store open food items in airtight containers or in the refrigerators provided in each single soldier quarters. Empty trash cans in rooms and clean them periodically to ensure good sanitation is maintained at all times. Do not throw sweat soaked PT clothes on the furniture provided, or hang from exterior banisters.

(5) Bedding. Soldiers are required to use bed linen. Soldier may use personally-owned civilian bed linen but must keep it clean and in good repair.

(6) Obtaining/Clearing Quarters. Residents will return their rooms to the original condition before they clear quarters. Unit command will assume responsibility for the AWOL

soldier or in the event a soldier cannot clear due to health or emergency reasons. Soldiers are required to fill out a room inventory and inspection checklist and list all deficiencies they find in their Single Soldier Quarters. DPW Housing will provide this checklist to soldiers upon assignment to their room and give specific guidance on how to properly complete the checklist. Upon completion the soldiers will return the checklist to DPW Housing, who will in return submit appropriate work requests if deficiencies are noted. Single soldier residents are responsible for maintaining accountability for the government property within their designated room assignments. A hand receipt is provided to all residents of single soldier quarters upon initial assignment. Soldiers must clear the hand receipt prior to the final termination of their individual room assignment.

(7) *Trash.* Soldiers must place their room trash and garbage in the dumpsters provided. Exterior garbage cans are provided and are used for minor trash, litter, and not room trash. Take personal dayroom garbage to the dumpster or throw out with room trash. Soldiers must not place trash on balconies or stairwells.

(8) *Heating and Air Conditioning.* Change the filter in the heater/air conditioner unit (HVAC) semiannually. Unit R&U personnel are responsible for assisting in taking care of this.

(9) *Prohibited Items.* The following are prohibited in Single Soldiers Quarters rooms.

(a) *Pets.* The only pets allowed in the single soldier quarters are fish. Limit aquariums to a 35-gallon aquarium per person in double occupancy rooms and up to three aquariums in a single room. The occupant is liable for damage caused to the facility by their pet(s). Exotic pets, such as snakes, lizards, alligators, wild cats, skunks, monkeys, and so forth, are prohibited. No farm animals, wild animals, or wild fowl are permitted. The cleaning of deer or any animals to include domestic is prohibited.

(b) *Barbecue grills.*

(c) *Cohabitation.*

(d) *Flammable liquids, paints, pressurized gases (except cosmetic) and room decorations hanging from ceiling.*

(e) *Electrical timers.*

(f) *Hot plates or toaster ovens.*

(g) *Smoking in bed.*

(h) *Sterno fuel.*

(i) *Ammunition, firearms, destructive devices, and other similar prohibited property as defined in appendix B, USAFACFS Regulation 190-1, Installation Physical Security and Crime Prevention, 24 February 1997.*

(j) *Live Christmas trees over 2 feet tall and lighted Christmas trees/plants of any type/size.*

(k) *Multiple outlet extension cords (Power strips with an overload protective device not exceeding 15 amps may be used.)*

(l) *Automotive rebuilding parts and auto batteries.*

(m) *Burned candles or incense.*

(n) *Overnight guests.*

(o) *Gambling.*

(p) *Open flames.*

(q) *Portable heaters.*

(r) *Waterbeds.*

(s) *Unsealed foods.*

(t) *Under-aged drinking (refer to your command/unit SOP).*

(u) *Residents climbing on top of Single Soldiers Quarters buildings.*

(v) *Halogen lamps.*

(10) Single Soldier Quarters will be maintained within Army standards as outlined in AR 210-50. Soldiers will go on a duty roster managed by their particular first sergeant/battery commander. The unit commanders, first sergeants, platoon sergeants, first line supervisors, and designated personnel will

inspect government quarters to evaluate living conditions. Dignitaries visit the Single Soldier Quarters from time to time because of their importance to Army Quality of Life issues. Soldiers must render all appropriate customs and courtesies when these officials enter your room. Commanders and first sergeants have the authority to conduct no-notice inspections. The first sergeant and supporting NCO leadership should inspect, when deemed necessary by the commander, for health, safety, morale, and general cleanliness. Do not conduct TA50 layout inspections in the barracks or single soldier quarters. **Commanders are responsible for these buildings, and DPW Housing Division will serve as their administrative assistant.**

(11) Furniture.

(a) Personal Furnishings. Personal furnishings should be in good and safe condition, and they must present a neat and acceptable appearance. Personal furniture within the assigned room/space should not interfere with passage in the rooms for fire fighting capabilities.

(b) Dayroom Furniture. Residents are not allowed to remove any furniture from the dayrooms. If any dayroom furnishing is damaged, lock dayrooms pending investigations or repair. If soldiers see any misuse of government furniture, they will notify their command or the Installation Housing Manager immediately.

(12) Double Occupancy. Soldiers currently housed in a double occupancy room must keep one closet and one wall unit empty. The extra bed must remain free and clear of all personal equipment, clothes, etc., because when members arrive, the room must be available immediately.

(13) Security. Residents are required to insure high cost items are securely stored when occupants are absent from the room. The Army will not pay claims on stolen items that are not secured. Residents must insure windows and rooms are locked when unoccupied.

(14) Room Exteriors. Room numbers, nameplates, and approved message plates will be the only things mounted on your door. Update nameplates to reflect the most current status. Residents must not tape or affix PCS or separation orders to door surfaces. Profanity or other lewd messages are not authorized on message boards. Decals, stickers or posters are not allowed on the outside doors.

(15) Common Use Kitchen. Maintaining the appliances, cabinets, and walls in the common use kitchen requires special attention. Individuals using kitchens in Single Soldier Quarters will clean them (after each use). Residents using the appliances are required to clean the top burners, to prevent a fire hazard. Residents should not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppage. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease build-up.

(16) Insect Control. Take insect control measures by using commonly available commercial insecticides. If more extensive treatment is needed, residents or the unit R&U must contact DPW Service Order desk. Prior to terminating quarters, residents must ensure quarters are free of all insects and rodents.

(17) Leave or Extended TDY. If residents will be leaving their quarters unoccupied for extended periods of time, over 30 days, they must make arrangements for security, prudent care, and periodic inspections of their quarters with their chain of command. Soldiers will inform DPW Housing Management Division of intended absence and provide the name of a person designated to have access to perform normal occupant maintenance. Residents will not turn off their HVAC system during their absence.

(18) Liability. SSQ residents are liable for damage to equipment and furnishings to include smoke detectors or any other fire department device. Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member or the member's guests. AR 210-50 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys; provides directions on how to request reconsideration; describes appellate procedures for denied claims; and explains how enlisted members can submit requests for remission of debts. Currently there is no liability insurance available in the state of Oklahoma for Single Soldiers Quarters. The housing manager can answer specific questions.

(19) Damage to Quarters. Damages to quarters to include windows and window screens beyond reasonable wear and tear is resident responsibility. Repairs and replacements must meet

Army standards. For damages not corrected within the time allowed, the Army may elect to make repairs and bill the responsible party. The housing team can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government. The costs vary depending upon circumstances encountered.

(20) Energy Conservation. Resident assistance is needed in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Residents will keep exterior doors closed during heating and cooling periods to conserve energy. Residents must not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building.

(a) Water. Residents should use normal and reasonable amounts of water and not be wasteful. Excessive use results in increase costs and depletion of the source of supply.

(b) Heating and cooling. Recommended temperature settings are as follows: heat 70F, air conditioning 76F. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **Residents must do their part to conserve energy.**

(c) Heating and air conditioning (HVAC) systems. There are different types of systems used in the Single Soldier Quarters. All use hot or cold water in a closed loop for either winter heating or summer cooling. Residents must not block the HVAC vents with furniture, boxes, or other items. If this happens, airflow is cut off, mold and mildew start to grow, and damage to the fan and motor may occur. If damages to the fan and motor are caused by neglect, residents may be found liable. If moisture on the HVAC outlets or on the windows during the cooling season occurs, raise the thermostat setting a few degrees to help eliminate the problem. Residents must keep all windows and doors closed or the HVAC system will not operate properly.

(d) Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Residents can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 1300 to 1900. Residents should not leave television or radios on and unattended. When residents leave their room they must unplug irons and turn off all appliances and room lights.

(e) Laundry facilities. Washers and dryers are provided at no cost to the soldiers. Washing with full loads is recommended to conserve energy. Residents should not overload washers or dryers. Overloading causes damage to the machine. Never place plastic articles, pens, or other markers in washers or dryers. Soldiers are not allowed to wash/dry TA50 in the washers and dryers. Single soldier residents must clean the dryer vent before they start the dryer. The washers and dryers are maintained by a contract. Report problem with the washers or dryers in the single soldier quarters to DPW Inspection Branch, 442-6015/3104.

(f) Environment. Several reminders: Do not pour trash, engine oils, engine coolants, car grease, and other similar products into plumbing, drainage system, or on the ground. Dispose automotive tires and batteries through recycling programs.

(21) Smoking and Drinking.

(a) Smoking. No smoking in barracks unless an air quality survey has been conducted. IAW AR 600-63, "smoking is permitted in individually assigned unaccompanied personnel living quarters as long as the quarters do not share a common heating/ventilation/air conditioning (HVAC) system. Allow smoking in quarters with common HVAC systems if an air quality survey can establish that the indoor air quality protects nonsmokers from environmental tobacco smoke." Smoking in bed is absolutely prohibited. Thoroughly soak any smoking material with water before discarding. Do not allow smoking in common areas. These nonsmoking areas include dayrooms, hallways, stairwells, and bathrooms.

(b) Drinking. Legal age for drinking is 21. Only soldiers 21 or over may have alcohol in their room. Soldiers under 21 cannot drink. No exceptions, it is law.

(22) Vehicles.

(a) Repairs of vehicles are not authorized in the single soldier quarter's areas or parking lots. Do automotive work in the Auto Craft Shop. Authorized minor work consists of cleaning or waxing and air filter changes. Do not clean or wash of vehicles on sidewalks, grass, or seeded areas. Do not park vehicles on seeded areas. Note: Vehicles not operational are not authorized in the single soldier housing areas.

(b) Oil changes in the parking lot are **prohibited**. Military police will ticket offenders.

(c) Storage of recreational vehicles, quad runners, utility trailers, and motorcycle trailers, jet skis, wave runner, etc. in the single soldier quarter's area is unauthorized. Storage is available on-post in the 5000 area, north side of Greble Road. Soldiers can contact DPW Housing Management Division, Building 5676, Room 133 for a key.

(23) Fire Prevention.

(a) Fire Evacuation Plan. Commanders will insure a fire evacuation plan is made for each building that shows both primary and alternate routes of escape in the event of a fire. Arrange furnishings so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Inform soldiers of the plan upon assignment to their single soldier quarters room. Direct any questions on fire prevention to the fire department.

(b) Fire Extinguishers. Locate fire extinguishers throughout the single soldier quarter's complex prior to occupancy of the facility. The fire extinguishers are for fire fighting and not for horseplay. *Tampering with fire extinguishers or fire alarms is punishable under UCMJ.* Commanders and/or residents must notify DPW Housing Management Division if they notice an extinguisher is over or undercharged or has been discharged or damaged. R&U's are responsible for periodic inspections of the fire extinguishers. Commanders have the ultimate responsibility to insure inspections are accomplished.

(d) Smoke Detectors. All single soldier residents must evacuate the building when the smoke detector/alarm sounds. Tampering with any device pertaining to the fire department system is a serious offense, punishable under the UCMJ. Vandalism/abuse could result in UCMJ action. Unit is charged for recharge/repair if fire a extinguisher is not used on an actual fire. Inspections of the smoke detectors are performed by the R&U. If soldiers test the detector, the fire department will receive an alarm at the station. **Residents must not self-test detectors or remove them for any reason.** Do not mount articles on, or attach to, any fire protection device, wiring, or smoke detector. Keep combustible material a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

(d) Fire Reporting. If a fire occurs in the single soldier quarters facility, commanders/residents must immediately notify the fire department at 911. Personnel calling will give the fire alarm operator their name, building/room number, and street if known. Report all fires.

(e) Flammable Storage. Storage of flammables is prohibited. Prohibited flammables include: gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetic (nail polish or polish remover). Store all others, including charcoal lighter fluid, outside the premises.

(f) Barbecue Grills. Barbecue grills that are used at pavilions (75 feet) from the SSQs are the responsibility of the owner for any repairs and cleanups.

(g) Space Heaters. Space heaters of any type are **prohibited** in single soldier quarters.

(h) Cooking Appliances. Cooking in the single soldier quarters is prohibited except in microwaves. Plug microwaves directly into wall outlet, do not use extension cords. The only appliances allowed in the single soldier quarters room are: coffee pots, hot air popcorn poppers and microwave ovens using less than 1600 watts, each on a noncombustible surface. Residents in a single soldier quarter's facility with a kitchen should never leave cooking unattended. Should a grease fire occur, residents should cover the burning pan with a lid, turn off the appliances, and call the fire department. **Never use water! Do not attempt to move the pan.** Commanders will insure the kitchen exhaust fan filter is cleaned often to prevent the accumulation of grease. Hot plates, toaster ovens, and convection ovens are **not** permitted in rooms without kitchenettes. (Pork chops, steaks, etc, create a fire) no electric skillet or deep fat fryers.

(i) Extension Cords. Extension cords must be of continuous length without splices and must have the UL seal of approval. Extension cords represent a tripping hazard. Soldiers must position all cords in a manner that will not pose this threat. Do not secure them to walls, placed under floor coverings, or through holes in wall/floors or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

(j) Unplug coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons when not in use.

(24) Commanders will ensure occupant courtesy.

(a) Courtesy. It is not easy for 100 or more people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among residents.

(b) Quiet time. Observe the following quiet time throughout the Single Soldier Quarters area. Sunday through Thursday, 2200-0600. Weekends and holiday, 2400-0800. However, with shift workers living in all Single Soldier Quarters, modified quiet hours are 24 hours a day. If stereo or other noise can be heard outside the room or through the walls, it is too loud. Many soldiers work shifts and are sleeping during the day. Residents must be considerate. They should not assume that their neighbor enjoys the same type of music or television programs as they do. Excessive stereo and television volume is very disruptive and is not authorized. Commanders will develop more specific guidelines for their specific single soldier quarter's facility.

(c) Parties and Social Gatherings. Parties and other social gatherings are permitted; however, unit commanders are the approving authority. The unit commander will establish policy for their specific single soldier quarter's buildings.

(d) Parking. There is very little parking space allocated in the single soldier quarter's area. Visitors and additional vehicles should park outside the areas and across the street in front, if possible. Residents must be reasonable and considerate. Residents must not park on the grass, sidewalks, or fire lanes. Reminder: Storage of recreational vehicles in Single Soldier Quarters areas is not authorized.

(e) Repair Work. Major repair work on vehicles or boats is not authorized in the single soldier quarter's area. Use the craft shop for this repair work. This not only maintains the desired appearance in the single soldier quarter's area but also is considerate of neighbors.

(f) Solicitation. All forms of solicitation are prohibited in the single soldier quarters. CQs/staff duty NCOs will report

solicitors to Law Enforcement Command and/or DPW Housing Management Division.

(25) Single Soldier Quarters Maintenance and Services.

(a) Commanders will ensure that their soldiers maintain their individual room and common use areas to a standard that is clean, safe, secured, functional, and neat at all times. Standard room configurations are not required. Commanders will insure prompt notification of any needed repairs is reported to the DPW Housing Management Division.

(b) As facilities are modernized, provisions for conduits for telephone and cable television cabling to each room are made. The goal is to permit soldiers to contract with telephone service form AAFES Barracks Phone Center and the installation cable contractor for private telephones and cable service in their rooms. Soldiers desiring phone and cable service in their individual room will be responsible for all associated costs. Satellite dishes are not allowed in Single Soldier Quarters or other barrack facilities that are to be mounted to any part of the facility, i.e., roof, windows. Do not tolerate cable TV or telephone violations.

(c) Individual residents are responsible for reporting their individual service order requirements to the unit R&U and DPW service order desk at 442-3251.

(d) Unit commanders are encouraged to establish creative, responsive, expanded, U-do-It programs, to maintain high usage, common areas such as hallways, dayrooms, patios, and laundry rooms as resources permit within their designated facilities.

(e) Battalion commanders will designate an accountable officer for all government property in the common use areas of the Single Soldier Quarters. The accountable officer will conduct semiannual inventory inspections with DPW Housing Management Division.

(f) Battalion commanders will designate a location in the single soldier quarter's facilities for a CQ. At a minimum, the CQ will be operational during nonduty hours.

(26) The provision of government-owned furnishings for the single soldier quarters will be--

(1) Individual Rooms.

- Platform Bed
- Desk Chair
- Night Stand
- Mini Blinds for individual window
- Micro/Fridge refrigerator

(2) Common Areas.

- Washer & Dryers, IAW AR 210-50
- TV/Day room packages
- Bike Racks and Picnic shelters within close proximity to the Single Soldiers Quarters if funding permits

7. BAH AT THE SINGLE RATE. Chief, Housing Management Division is the approving authority for BAH. Battery/battalion commanders cannot approve BAH at the single rate for single soldiers to reside off-post. The commander can authorize service members to reside off-post if they choose; however, DPW Housing Management Division must approve a formal request for a Statement of Nonavailability (SNA) for barracks space prior to any single soldier being authorized BAH at the single rate. It is imperative that all soldiers report their accurate marital status to the finance and accounting office and their unit PAC. Soldiers that divorce must report this change in status to their unit PAC and Finance office immediately. Numerous soldiers have negated this responsibility which has resulted in false reporting of actual barracks spaces the installation is required. Soldiers that divorce, have dependent children, and court ordered visitation are authorized a SNA upon completion of required paperwork. Failure to report change in marital status could result in a large debt to the Army for over payment of BAH allowances. The guidance for approval of BAH at the single rate is found in AR 210-50, 3-36, Housing Management.

a. Responsibilities.

(1) SFC and above, single Officers, Warrant Officers, and noncommissioned officers (SFC and above) are authorized to reside off-post regardless of the availability of quarters except those identified as key and essential. They need to report to Community Housing Relocation and Referral Office for off-post housing assistance. Service members in the rank of SFC through SGM are authorized to make permanent arrangements off-post and are not subject to recall in order to maintain 95% utilization of barracks. While it is not the intent of this command to cause undue financial hardship to any soldier, the

Housing Manager has the authority to withdraw BAH for any soldier, if it is necessary for the command due to operational requirement, maintenance of unit discipline, or maintain of law and order on the installation.

(2) The Chief, Housing Management Division is authorized to approve/disapprove requests for BAH at the "without dependent" rate for permanent party (E1-E6). SSG's will be the first authorized a SNA when the installation reaches 95% utilization or higher. If the installation is not exceeding 95%, DPW will not authorize E1-E6 BAH at the without dependent rate unless they meet specific criteria as outlined. Maximum utilization of barracks will be a major criterion in this approval/disapproval process. An occupancy rate of 95% for adequate housing in use by permanent personnel is mandatory without causing undue hardships to soldiers; however, a 95% utilization rate does not automatically justify SNA's.

b. Procedure. In order for Chief, Housing Management Division to approve and process BAH applications, DA Form 4187 (Personnel Action) is prepared by PAC offices and signed by the battery and battalion commander. The DA Form 4187 must state either "date service member cleared barracks space" or "service member never resided in barracks." If soldier occupied single soldier barracks or family housing, he/she must provide copy of the clearance document. DPW will not approve BAH at the single rate if the soldier is occupying any type of government quarters. Sample formats for typical requests where service members are entitled to receive BAH at the single rate and required documentation are listed below.

(1) Divorced Service Members.

(a) If soldier is divorced, has visitation rights of minor child/children, and is paying child support, the soldier will submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement or warranty deed if owns a home, and divorce decree with visitation and child support schedule.

(b) If soldier is divorced, has no children but has a mortgage, DPW may approve BAH until the soldier PCS's from Fort Sill or the home is sold. After sale the soldier is required to submit a DA 4187, assignment orders to Fort Sill with all endorsements, warranty deed, and divorce decree.

(c) If service member is divorced, has no children but is renting an apartment or house. DPW will approve BAH until lease expires and soldier is required to submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement, and divorce decree.

(2) Soldier Married to a Soldier.

(a) If soldier is married to another soldier both must be assigned to Fort Sill, or both parties must be stationed in the Fort Sill area and live within a 30-mile radius. They are required to submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement, spouse's assignment orders to Fort Sill, and copy of marriage license.

(b) If soldier married to another soldier who is stationed elsewhere but has orders for Fort Sill, include a copy of orders with the request. DPW will approve BAH no earlier than 2 months prior to arrival of spouse for setup of household (same as (2)(a) above).

(c) If soldier is married to another soldier and one of the members departs on separate tour, do not order the other member to return to barracks unless determined by the chain of command. Soldier will submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement, and spouse's assignment orders to another installation.

(3) Pregnant Soldier. If soldier is pregnant, she may clear barracks and secure off-post housing prior to delivery date. In the event of a miscarriage, adoption or still born, the soldier would not be authorized to continue living off-post and receive BAH at the single rate beyond the period of the current lease. Require soldier to submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement, and a pregnancy statement from doctor.

(4) Custody of Minor Child/Children. If soldier is not married, has fathered/mothered child/children, has visitation rights, and paying child support is required to submit a DA 4187, assignment orders to Fort Sill with all endorsements, current lease/rental agreement, custody agreement. (Either a DHS paternity decree and statement authorizing visitation rights and child support agreement, or notarized statement from the mother/father of the child stating service member is biological parent of child/children, has visitation rights, and paying child support, or court decree explaining visitation agreement

and child support payments) and child/children's birth certificate.

(5) CID Investigators. Billet CID special agents separate from other soldiers and must submit a DA 4187, assignment orders to Fort Sill with all endorsements, and current lease/rental agreement.

(6) Letter of Lateness. Soldier must provide a letter of lateness if the request is over 60 days old. For example: Soldier was divorced 1 January 1999 and applied for BAH at the single rate 1 April 1999 (90 days). The letter of lateness must state exactly why it took the service member so long to report to the Housing Division and apply for BAH. The letter can be hand written, typed, or prepared in the basic memorandum format, but must route through service member's chain of command.

(7) Once applicable documents have been accumulated, soldier must take to Housing Management Division for processing and housing personnel will prepare SNA and submit to Finance.

(8) Exception to policy. DPW will not approve an exception to policy to live off-post due to previous assignment where authorization was granted and soldier has now accumulated household goods. Soldiers that are directed by their commanders to move into unit billets are authorized storage of personal property at government expense when the property is in excess of what can be accommodated in the billets. To apply for this entitlement the soldier must obtain a memorandum signed by their unit commander directing them to move back into the billets and submit the paperwork to DOL Transportation Division.

(a) DPW will approve an exception to policy to live off-post and draw BAH because soldier purchased a home only if the home was purchased prior to receipt of PCS orders to Fort Sill.

(b) Personnel who live off-post at their own convenience cannot draw BAH "without dependents." This includes soldiers who live at home with their parents or other relatives.

(9) Nonavailability Statement. Statement of nonavailability for BAH will be valid until--

(a) It is determined that adequate quarters are available and the soldier is required to move on-post.

(b) The soldier voluntarily moves on-post.

(c) The soldier gains a legal dependent and applies for BAH at the "with dependent" rate.

(d) The soldier is reassigned to another installation.

(10) Quarterly Review. Housing Management Division will review all BAH applications quarterly and submit memorandum to all units requesting verification of information submitted by soldiers to determine if they are still entitled to BAH at the single rate.

From: _____

Date: _____

SUBJECT: Room Inspection Results

FOR: Occupant(s)

Room# _____ Building# _____

Your room was inspected today. The following discrepancies, indicated by check marks, were found:

- Ceiling fan needs cleaning
- Carpet needs cleaning
- Waste can was not emptied/rust/needs cleaning out
- Furniture needs dusting
- Bed not made
- Bed linen not exchanged/cleaned
- Clutter under bed
- Ash trays not emptied/cleaned
- Refrigerator door seals need cleaning
- Refrigerator needs cleaning/defrosting
- Clothing not put away
- Items displayed on furnishings not arranged neatly
- Entrance door/frame/dirty/marked/smudged
- Walls dirty/marked/repaint room
- Outside window/window frames dirty
- Sink/vanity area dirty
- Inappropriate pictures/posters displayed
- Occupant's name tag inappropriate/defaced
- Ceiling light fixtures/lamp dirty
- Displays are not clean or neatly arranged under bed
- Lights/stereo/TX left on while unattended
- Blinds not clean/neatly hung
- Suitcases/boxes not stored in lockers or storeroom
- Mirror and frame dirty/dusty
- Multiple outlet plugs in use
- Shower room left dirty/soap build-up walls/floors
- Shower curtain needs washing
- Soap dish is dirty/shower drain clogged or dirty
- Heating/Exhaust vent in latrine dirty/mildew
- Storage area underneath sink not tidy/clean
- Latrine floor needs cleaning

Figure 1. Example of an Inspection Criteria for Single Soldier Quarters

- _____Baseboards dirty
- _____Broken or damaged government fixtures/furnishings:
- _____Microwave oven needs cleaning
- _____Smoke detector (if missing, shows sign of tampering)

2. Your room is rated.

a. Excellent. Keep up the good work. I'll see you again _____.

b. Satisfactory. Except for a few discrepancies, I'll inspect again on _____at_____.

c. Unsatisfactory. You will take immediate action to correct the discrepancies noted above. Your room will be inspected tomorrow, on _____at _____. Your section chief will/will not be present.

Figure 1. Example of an Inspection Criteria for Single Soldier Quarters (cont)

For Commander/First Sergeant to use for the common use areas.

1. Exterior.

a. Pick up all cigarette butts, paper, broken glass, and other debris around the facility, grass, parking lot, or paved areas. Do this daily before 0830.

b. Trim and properly care for trees, shrubs, and bushes.

c. Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.

d. Report leaking water fixtures, inoperable electrical fixtures, facility damage, etc. to the R&U personnel or call in a service order.

e. Place trash inside the dumpster and close all trash dumpster tops.

f. Turn off all exterior lights, and close all trash dumpster tops.

g. Clear all exterior building surfaces of spider webs.

2. Interior.

a. Are all lights working except those removed for energy conservation? Are fixtures in good repair and clean?

b. Clean all secure fire extinguishers. If they are damaged report them immediately.

c. Clean all exit doors, glass, and door frames.

d. Mop and clean all tiled floors.

e. Vacuum all carpeted areas. Shampoo as needed.

f. Clean all drinking fountains and areas around and back of fountains.

Figure 2. Example of an Inspection Criteria for Single Soldier Quarters Common Areas

g. Empty and clean all trash containers. Ensure trash bags are used to line all trash containers; if not, install them.

h. Clean all closets and storage areas. Lock them when you exit the room.

i. Clean all walls, ledges, baseboards, and ceilings.

j. Clean all stairwells and landings. Remove all bicycles parked in stairwells. Are handrails in good repair, painted and clean? If not, notify DPW Service Order Desk. Accomplish painting as a self-help initiative.

k. Clean all air conditioning/heating return air vents. Ensure all filters are changed.

l. Ensure all exterior and fire lights are operational and clean.

m. Turn off the television in the dayroom if not in use.

n. Clean dayroom or lounge blinds; insure they are hung properly and in good repair.

o. Clean dayroom furniture if needed. Report all damage to the installation housing manager at 442-2302.

p. Clean all windows, windowsills, and window casings.

q. Clean all microwave ovens, ice machines, and vending machines.

r. Replace filters in the HVAC units semiannually.

s. Fire doors, stairwell doors, or hallway doors propped open

3. Laundry room.

a. Clean all floor drains of lint and other debris.

b. Clean window and window sills of dust or lint.

c. Clean interior and exterior of the washers/dryers.

Figure 2. Example of an Inspection Criteria for Single Soldier Quarters Common Areas (cont)

- d. Are laundry room lights working? If not, notify the unit R&U.
- e. Pick up the lint and trash behind and under the washers and dryers. Are hoses and wiring wiped down and free of lint?
- f. Clean all vents and exhaust fans. Do filters need replacing? If so, contact your R&U personnel.
- g. Are painted surfaces clean? Remove any mold or mildew from the room.
- h. Clean all entrance and exit doors.

Figure 2. Example of an Inspection Criteria for Single Soldier Quarters Common Areas (cont)

(ATZR-H)

FOR THE COMMANDER :



DAVID C. RALSTON
COL, FA
Chief of Staff

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Director of Information
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