**DEPARTMENT OF THE ARMY**
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

5 June 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #51 Unaccompanied Personnel Housing (UPH)

1. REFERENCE:

a. First Sergeants Barracks Program 2020 Handbook, OACSIM, 26 March 2014.

b. AR 420-1 (with/RAR Dated 24 Aug, 2012), Army Facilities Management, 28 March 2009, Chapter 3.

c. Fort A.P. Hill (FAPH) Regulation 190-11, Registration and Control of Privately Owned Firearms and Other Weapons on Fort A.P. Hill.

2. PURPOSE. To establish policy and guidance for Unaccompanied Personnel Soldiers and their chain of command to ensure proper single Soldier living standards and conditions are maintained in UPH rooms within building 179 or other assigned facilities located on Fort A.P. Hill. Soldiers have individual responsibilities in this area, and will be held accountable within these policies and established guidelines.

3. APPLICABILITY. This policy applies to all Personnel assigned or attached to Fort A.P. Hill.

4. POLICY. This policy provides guidance for effective in/out processing, maintenance, Soldier responsibilities, and housekeeping of UPH.

a. Assignment of Room.

(1) Requests for assignment of UPH rooms are made through the Directorate of Public Works (DPW) Housing Office located in building 1220. The point of contact for UPH is Mrs. Linda Wax, Housing Manager at (804) 633-8445. Soldiers will complete an Application for Assignment to Housing (DD Form 1746) and submit one copy of assignment orders to the Housing Manager.

(2) Before the assignment of rooms, the Soldier will be briefed by the Housing Manager concerning policies, standards of conduct, and responsibilities for residing in UPH.

b. Termination of Room Assignment. Upon receipt of orders or notification of the requirement to vacate assigned rooms, the Soldier will report to the Housing office to schedule pre-termination and termination inspections. This must be done at least thirty (30) days prior to the desired termination date. Clearance from the Housing office is required before unit/installation clearance can be obtained. Soldiers will be required to reimburse the government by means of a Cash Collection Voucher (DD Form 1131) or Statement of Charges (DD Form 362) for any damage to the UPH.

c. Service/Work Orders. Service/work orders are to be reported by the Soldier to the Housing Manager. Soldiers should coordinate with the Housing manager for the DPW representative to gain access to the UPH to make repairs to the room.

d. Lockouts. Soldiers should contact the Housing Office at (804) 633-8445 for lockouts occurring during duty hours, 0700-1530 hours. Soldiers should contact Directorate of Emergency Services (DES), Fire Department at (804) 633-8317 for lockouts occurring during non-duty hours.

e. Alcoholic Beverages. All alcohol consumption should be in accordance with Virginia law. Soldiers under the age of 21 are prohibited from consuming alcoholic beverages. Soldiers over the age of 21 are not prohibited from consuming alcoholic beverages in the UPH room. This policy is not meant to encourage the use of alcohol and all Soldiers should act responsibly.

f. Pets. Pets are not permitted in the UPH rooms. However, there may be an exception granted for service and/or therapy animals.

g. Privately Owned Weapons. Privately owned weapons and ammunition will not be stored or allowed in the UPH at any time. Soldiers must register all weapons brought onto the installation with the Visitor Control Center IAW FAPH Regulation 190-11. Additionally, Soldiers must store their privately owned weapons in their unit arms rooms or other authorized storage facilities IAW AR 190-11.

h. Smoking. Smoking is prohibited in UPH rooms.

i. Visitation. Overnight guests are not authorized in UPH rooms at any time. Visitors under the age of 18 are not permitted in individual rooms unless they are: (1) visiting a family member, or (2) accompanied by an adult member of their own family. Soldiers are responsible for their visitors' actions in the rooms. Cohabitation is strictly prohibited. Visitors may not take up even short-term residence in the rooms. Visiting hours end at 24:00 hrs when the nights are followed by a work day. Visiting hours end at 02:00 hrs when the nights are followed by a day off.

j. Inspections: Under normal circumstances inspectors will give 24 hours advance

notice to the Soldier and may enter for the purpose for smoke alarm inspections, and/or for normal inspections and repairs. The Garrison Command, Unit Leadership, and DPW facilities manager/maintenance personnel may enter, inspect, and/or repair the premises at any time in case of emergency or suspected abandonment. A Soldier's unit leadership may also inspect the Soldier's room with little to no notice for the purpose of Life/Health/Safety (L/H/S) and Welfare inspections. In most cases the military unit of assignment will give notice prior to any L/H/S and Welfare inspection. The DPW Housing Manager/Directorate of Emergency Services (DES) is authorized to assist the unit leadership to accomplish access in extraordinary circumstances.

k. Energy Conservation. Soldiers will maintain room temperatures in an energy efficient manner at all times. Lights, radios, TV, stereos, and other electrical items should be turned off when not in use. Windows should be kept closed when heat or air conditioning is on. Curtains and/or blinds should be closed during the day to prevent heat loss in the winter and to keep rooms cooler in the summer. Soldiers should also avoid excessive use of hot water.

l. Prohibited Items: The following is not an exhaustive list of all prohibited items. There may be other items which are prohibited that are not listed below. Soldiers with questions should contact the Housing manager for clarification of items permissibility.

(1) Ammunition, firearms of any type, knives with blades over 3 inches long, switch blades, weapons, fireworks, etc (See FAPH Regulation 190-11 for full list).

(2) Illegal drugs.

(3) Melting of paste wax or boot polish.

(4) Space heaters.

(5) Storage of flammable or combustible materials (paints, solvents, gasoline, charcoal, lighter fluid, etc.)

m. Prohibited Activities: The following is not an exhaustive list of all prohibited activities. There may be other activities which are prohibited that are not listed below. Soldiers with questions should contact the Housing manager for clarification.

(1) Gambling;

(2) Tampering with or disconnecting smoke detectors and fire alarms.

n. Quiet hours. Soldiers will not make excessive noise at any time during the day or week, and will observe reserved standards of conduct and noise between the hours of 2200 through 0530 daily in order to respect all residents' schedules.

o. Renters Insurance. Recommend Soldiers procure renters insurance to cover loss/damage to their personal property.

p. Laundry. Laundry facilities will be provided to Soldiers occupying UPH rooms.

5. Point of contact for this policy letter is Ms. Linda Wax, Housing Manager, (804) 633-8445.

PETER E. DARGLE
LTC, AR
Commanding

Distribution:
UPH Residents
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