



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

JUL 31 2012

IMPC-HAW-ZA

MEMORANDUM FOR Permanent Party (PP) Army Personnel Assigned or Attached to US Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum, USAG-HI-12, Unaccompanied Personnel Housing (UPH)

1. Reference AR 420-1, Facilities Engineering, Army Facilities Management, Chapter 3, Housing Management, 12 Feb 08 with Rapid Action Revision issued 28 Mar 09, Chapter 3, Housing Management.
2. Purpose. To provide policy for the assignment, termination, maintenance, inspection and management of USAG-HI UPH PP quarters.
3. Scope. This policy covers Bachelor Officer Quarters (BOQ), and Enlisted Quarters (EQ) E-9 and below.
4. Applicability. This policy applies to all PP Army personnel who are permanently assigned or attached to installations located in Hawaii and eligible for UPH.
5. Responsibilities.
  - a. The USAG-HI Commander's representative, namely the Chief, Housing Division, will:
    - (1) Provide adequate UPH PP units and related services and operate/manage the UPH program in accordance with (IAW) the above reference.
    - (2) Manage day-to-day operations, administration, maintenance and inspections of BOQs and EQs.
    - (3) Review and make recommendations regarding Exception to Policy (ETP) Requests for Garrison Commander approval IAW with enclosure 1.
    - (4) Implement the First Sergeants Barracks Program (FSBP) under Unit control:
      - (a) Operate an Area Building Management Office per Brigade as identified by the Garrison Commander.

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(b) Provide Single Soldier housing orientation to eligible unaccompanied Soldiers upon arrival and provide newcomer orientation briefings within 24-hours of room assignment.

(c) Assign and terminate barracks spaces/rooms, maximizing unit integrity within the Brigade/Battalion areas. Assign Soldiers outside their brigade area only with coordination between Barracks Management Representative and the Brigade Command Sergeant Major.

(d) Ensure the most efficient and effective utilization of the barracks with a goal of at least 95% occupancy (installation wide) while preserving unit integrity as much as possible.

(e) Monitor and provide status of service/work requests. Through coordination with Directorate of Public Works (DPW), track completion of preventative maintenance schedules, Between Occupancy Maintenance schedules and service orders. Provide status of service order request to housing's Contracting Officers Representative (COR) and UPH Manager.

(f) Conduct periodic inspections of facilities to determine maintenance and repair requirements and submit work and service orders as needed. Coordinate with DPW for completion. NOTE: Any abuse to UPH facilities will be the responsibility of the unit for repair. DPW will no longer accept Service Orders/Work Requests to repair/replace UPH facilities due to abuse or negligence. Normal wear and tear issues will continue to be repaired by DPW.

(g) Perform a joint inspection of the room, furnishings and equipment with the Soldier upon move-in and move-out as needed and prepare an inventory/condition report, hand receipt and issue keys. Prepare Statement of Charges, Financial Liability Investigation, and/or other documents for damages to rooms and furnishings or equipment annotated beyond normal wear and tear. Soldiers will be accountable for damages beyond normal wear and tear.

(h) Conduct a joint walkthrough of barracks with unit leadership and USAG-HI representatives at times of pre-deployment and redeployment.

(i) Coordinate the transition of facilities scheduled for Whole Barracks Renewal, Barracks Upgrade Program, Barracks Improvement Program and other Army barracks programs. This may include occupant relocation or reassignment plans, scheduling the removal of appliances and furnishings, etc.

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(j) Coordinate to ensure all barracks have the appropriate sets of furniture and appliances in each room, dayroom, community rooms, kitchens, and laundry rooms.

(k) Attend meetings and briefings to provide input, answer questions or conduct briefings on areas of responsibility.

(l) Provide regular recurring reports on operations, such as ETPs for Certificates of Non Availability, barracks utilization, assignment and termination, etc. Adapt to changes in unit missions, force structure and other areas, which affect workload and report any substantial impacts to the Garrison Commander.

(m) Conduct customer surveys, evaluate survey results, and take corrective actions as necessary.

(n) Conduct periodic inspections of vacant rooms; correct and adjust minor physical deficiencies to the rooms, furnishings and equipment. Perform minor repairs, and provide necessary tools, equipment and materials.

(o) Coordinate with the UPH Manager to prepare and submit the quarterly Installation Status Report for each barracks building to DPW Real Property Planning Branch.

(p) Maintain key control, management and accountability while ensuring that unit leadership (typically 1<sup>st</sup> Sergeant or above) has access to the barracks 24 hours a day, seven days a week, to include Common Access Card, SAFLOK, KABAILCO, PSN, and other card-key systems.

(q) Develop complaint and resolution process.

b. Unit Commanders/First Sergeants will:

(1) Maintain Soldiers' Quality of Life through Health & Welfare inspections.

(2) Provide unit leadership during FSBP regular barracks inspections.

(3) Inspect common areas on a regular basis.

c. The DPW will:

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(1) Perform real property master planning. The Garrison Commander controls the unit allocation of barracks spaces based on strength and assets available.

(2) Work on approved service orders, to include interior/exterior maintenance and repair for all barracks buildings within the DPW area of responsibility.

(3) Perform grounds maintenance within the DPW area of responsibility.

6. Categories of UPH PP are enlisted troop barracks and BOQ/ Senior Enlisted Bachelor Quarters (SEBQ).

a. EQ. Housing designated for use by enlisted personnel in grades Sergeant (E5) and below.

b. BOQ. Housing designated for use by bachelor officers in grade Lieutenant Colonel (O5) through 2<sup>nd</sup> Lieutenant (O1) and Warrant Officers.

c. SEBQ. Housing designated for use by Senior Enlisted bachelor Noncommissioned Officers in grades Sergeant Major (E-9) through Staff Sergeant (E-6).

7. Priorities of Assignment.

a. Inbound Soldiers entitled to Basic Allowance Housing (BAH) at the "with dependent" rate, who are voluntarily separated from their Family members, may be authorized assignment to UPH PP for up to 30 days on a space available basis. Requests for additional periods will require an ETP. This affects all permanent party categories and all ranks except for chaplains as set forth in Reference. The Garrison Commander retains the authority to identify and assign key and essential personnel to UPH.

b. Priorities for assignment for EQ, SEBQ and BOQ are as follows:

(1) Priority I - Key and Essential personnel (military and civilian) who must reside on post due to military necessity (see note 1).

(2) Priority II – PP military personnel assigned or attached for duty at the installation including PCS students who are entitled to BAH at the "without dependent" rate; and Reserve Component Service Members in medical holdover status exceeding 30 days.

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(3) Priority III – PP unaccompanied military personnel receiving BAH for support of Family members due to divorce or separation (court ordered decree or legal separation agreement), or individuals with legally supported Family members, for example, children or parents (see note 2).

(4) Priority IV – Not applicable; excludes Hawaii.

(5) Priority V – Title 32 AGR assigned or attached for duty within commuting distance of the installation; and foreign military personnel (see note 2).

(6) Priority VI – Military and civilian personnel not otherwise eligible (OCONUS only) (see note 2).

The Garrison Commander may deviate on a case-by-case basis to alleviate undue hardships IAW procedures outlined in enclosure 1.

*Notes:*

<sup>1</sup> *Title 10 Soldiers whose duty assignments are within one hour commuting distance of the installation will be treated the same as those members assigned to the installation.*

<sup>2</sup> *Personnel in priorities III through VI are assigned on a space-available basis. They are not required to participate in a waiting list for PP, not required to occupy PP, and not required to obtain a certificate of non-availability (CNA). Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, these individuals should be advised in writing they may be required to vacate housing for personnel in priorities I and II upon 30-days notice. Housing Managers must determine whether diversion to other use (for example, UPH (TDY) is appropriate if a PP space available situation persists. The maximum period that a Title 32 member may reside in Government housing is 4 years.*

8. Conditions of Termination.

a. Assignments to UPH PP will be terminated in writing under the following conditions:

(1) When the installation ceases to be the permanent station of the Soldier.

(2) When the housing is required for higher priority personnel.

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(3) On request of a Soldier voluntarily occupying inadequate housing; or as a single Soldier in the grade of staff sergeant (E6) or above who desires to reside off post. (See enclosure 1).

(4) Under conditions other than the above when approved by the Garrison Commander. (See enclosure 1).

b. In cases of involuntary termination of housing, the Garrison Commander will notify the individual concerned in writing stating the conditions of termination. Thirty days (30 days) advance notice will normally be given.

#### 9. Visitation.

a. Guests under the age of 18 are not permitted in the UPH facilities unless accompanied by their parent/guardian. Guests will be accompanied at all times. All UPH occupants are responsible for conduct of their guests and will ensure they abide all regulations and/or policies. Unit Commanders retain their inherent responsibility authority to restrict or withdraw visitation privileges when there is evidence of abuse or non-compliance with the installation's regulations and policies.

b. Overnight guests in UPH facilities are not authorized.

10. Adequacy Standards. The Garrison Commander will operate and maintain UPH PP in accordance with this regulation and will ensure that the level of living experienced by UPH PP residents meets or exceeds the following standards:

a. The housing must provide a decent, safe, sanitary, and habitable accommodation in good repair.

b. The minimum space and privacy standards for UPH PP in table 3-9, Reference 1, will be used to determine adequacy. Adequate housing is defined as quarters which meet the minimum space and privacy standards IAW AR 420-1, and which are within one hour commuting distance from work during rush hour.

c. Men and women occupying UPH PP will be similarly housed; however, separate and secure sleeping and bathroom facilities will be provided. Two rooms served by the same bathroom will be assigned to personnel of the same gender.

d. Assignment of housing to unaccompanied law enforcement, criminal investigation, and counterintelligence personnel will be IAW AR 420-1, para 3-18.f.

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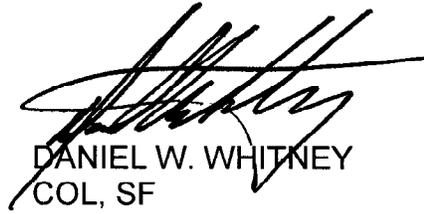
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e. Furnishings shall be provided IAW AR 420-1 Chapter 3, Section IX (Furnishings).

11. This policy supersedes policy memorandum USAG-HI-12, 25 August 2010, SAB, and remains in effect until cancelled or superseded in writing.

12. Point of contact for this memorandum is Ms. Carol Jones, Chief, Housing Division/RCI Project Manager, USAG-HI, at 655-7394.

Encl  
as



DANIEL W. WHITNEY  
COL, SF  
Commanding

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## AUTHORITY TO RESIDE OFF POST

### 1. Troop Barracks Utilization

a. All Priority I and II Service Members (SMs) in rank E5 and below are required to occupy government controlled troop barracks except under the following conditions:

(1) When adequate housing is not available and military necessity is not a factor. Adequate housing is defined as quarters which meet the minimum space and privacy standards IAW AR 420-1 and which are within one hour commuting distance from work during rush hour. For USAG-HI assets, Ft Shafter and Tripler Army Medical Center are within commuting distance of each other; Helemano Military Reservation, Schofield Barracks and Wheeler Army Airfield are within commuting distance of one another.

(2) When the SM is pregnant (at sixth month).

(3) When the SM has purchased a home near the installation prior to notification of assignment to that installation.

When any of the above conditions occur, the Garrison Housing Division will issue the SM a Certificate of Non-Availability (CNA) as authorization to seek adequate off-post housing.

b. Only the Garrison Commander may approve, on a case-by-case basis, requests from Priority I or II SMs in rank E5 and below who wish to reside off post, and do not meet the above conditions. An Exception to Policy (ETP) must be submitted through channels to the UPH Manager. Approval may be made in cases of financial or medical hardship or other extenuating circumstances that would merit SM residing off-post at government expense. Upon approval of an ETP, the Garrison Housing Division will issue the SM a CNA as authorization to seek adequate off-post housing. NOTE: The issuance of a CNA is not an authorization for the SM to reside off post for his/her entire tour of duty at the installation. Each CNA issued is for a maximum of one (1) year. SMs are required to re-certify their CNA within 60 days of the expiration date. SMs may be required to move back on post upon CNA expiration. See sample request below.

2. Senior Enlisted Bachelor Quarters (SEBQ) Utilization - Permanently assigned enlisted personnel in the ranks of E6 and above who are entitled to Basic Allowance Housing (BAH) at the "without dependent" rate may elect to reside in the SEBQ when space is available. BAH is not authorized while occupying Government quarters.

3. Bachelor Officer Quarters Utilization - Permanently assigned personnel in the ranks of warrant officer and officer, who are entitled to BAH at the "without dependent" may elect to reside in the BOQ when space is available. BAH is not authorized while occupying Government quarters.

Enclosure 1

## AUTHORITY TO REMAIN OFF POST

When a SM married to another SM without Family members resides off post and one of the SM departs on a separate tour, the other SM will not be ordered to return to UPH PP housing. When a married SM in the grade of E-5 or below resides off post and divorces, the SM is responsible to request an Exception to Policy within 30 days of divorce decree to remain off post at government expense. Otherwise, the SM may be held financially responsible for costs incurred.

## AUTHORITY TO LIVE ON POST

### Troop Barracks Utilization

1. Priority III through VI SMs in rank E5 and below are not required to occupy troop barracks. They may voluntarily occupy troop barracks on a space-available basis. Minimum standards of adequacy and privacy do not apply. Prior to assignment, SM will be advised in writing s/he may be required to vacate housing for personnel in priorities I and II upon 30-days written notice. If SM elects to live off-post, when not eligible to receive a CNA.
2. Only the Garrison Commander may approve, on a case-by-case basis, requests from Priority III - VI SMs in rank E5 and below to be assigned adequate quarters for the duration of his or her tour. Approval may be made in cases of financial or medical hardship or other extenuating circumstances that would merit SM living on post in adequate quarters without being required to vacate upon 30 days written notice. See sample request on page four of this enclosure.

Enclosure 1

MEMORANDUM FOR Commander, US Army Garrison, Hawaii, ATTN: IMPC-HAW-PWH, 215 Duck Rd (Bldg 950) Schofield Barracks, HI 96857-5000

SUBJECT: Exception to Policy: Request to Reside Off Post for Priority I or II Service Member (SM)

1. Request Exception to Policy for: (Rank, Name, SSN)
2. Circle Service Member's priority for assignment to Unaccompanied Personnel Housing (UPH): Priority I, or Priority II
3. State specific reason(s) why Soldier should be allowed to reside off-post. Address financial or medical hardship or other extenuating circumstance that would warrant SM moving off post with a Certificate of Non-Availability and authorization to receive full Basic Allowance Housing at the without dependent rate.
4. Point of contact and telephone number:

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Company Commander (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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Battalion Commander (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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Brigade Commander (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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UPH Manager (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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Chief, Housing Operations and Services (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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Residential Communities Initiative Project Manager (Print Name/Grade) Sign/Date  
Concur/Non-Concur

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US Army Garrison, Hawaii Commander (Print Name/Grade) Sign/Date  
Approve/Disapprove/Forward

Enclosure 2

MEMORANDUM FOR Commander, US Army Garrison, Hawaii, ATTN: IMPC-HAW-PWH, 215 Duck Rd (Bldg 950), Schofield Barracks, HI 96857-5000

SUBJECT: Exception to Policy: Request to Reside On Post for Priority III, V or VI Service Member (SM)

1. Request Exception to Policy for: (Rank, Name, SSN)
2. Circle Service Member's priority for assignment to Unaccompanied Personnel Housing (UPH): Priority III, or Priority IV or Priority VI.
3. State specific reason(s) why Soldier should be allowed to reside on post. Address financial or medical hardship or other extenuating circumstance that would warrant SM residing on post in adequate quarters for the duration of his or her tour.
4. Point of contact and telephone number:

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Company Commander (Print Name/Grade) Concur/Non-Concur	Sign/Date
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Battalion Commander (Print Name/Grade) Concur/Non-Concur	Sign/Date
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Brigade Commander (Print Name/Grade) Concur/Non-Concur	Sign/Date
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UPH Manager (Print Name/Grade) Concur/Non-Concur	Sign/Date
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Chief, Housing Operations and Services (Print Name/Grade) Concur/Non-Concur	Sign/Date
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Residential Communities Initiative Project Manager (Print Name/Grade) Concur/Non-Concur	Sign/Date
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US Army Garrison, Hawaii Commander (Print Name/Grade) Approve/Disapprove/Forward	Sign/Date
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Enclosure 2