

Guidelines for reporting Barracks Utilization are as follows:

1. Units are responsible to report the soldiers residing in billets that are assigned to the BDE's and Separate Units. The Division Engineer has assigned all 4ID billets as shown in Encl 1. The barracks utilization reports are due to the Division Facility Engineers, mariam.smith@hood.army.mil, NLT 1600 the 28th of each month. If the 28th falls on a weekend, the report will be due NLT 1600 of the Friday prior to the 28th.

BLDG	ROOM	UNIT	NAME	GRADE	PRIORITY	M/F	BAH	GEO	0-6	REMARKS
14020	230	HHC 4ID	Smith, Joe	E-1		2M				
14020	231	HHC 4ID	Tripp, Jane	E-2		3F	X			Child Support
14020	232	HHC 4ID	White, Paul	E-3		4M	X	X	X	CMD DIR
14020	233	A/1-66 AR	Zulu, Oscar	E-4		4M				

INSTRUCTIONS

- Enter building number in sequence per BDE / Separate BN or Company
- Enter room number in sequence
- Enter the soldier information for all the occupied barracks space
- For multi-person rooms that have an occupant from another unit, fill in the information for both occupants on separate lines
- See Encl 2 for priority code numbers
- Place a capital X in the appropriate column to denote a soldier receiving BAH, a geographical bachelor, and / or 06 approval
- Support the checked boxes with a description in the remarks block
- Consolidate all company reports into a Battalion (Brigade) report by copying soldier data onto a roster sheet in a single file. Name the file after your Battalion (Brigade)
- Ensure accuracy on the roll-up sheet by checking for redundancies (same space reported twice, ect)
- Brigades and Separates receive and roll-up your reports and forward to 4ID Facility Engineers.

Barracks Utilization Roll-up

BLDG			
10016			
		Administrative	
		SPACES PER ROOM:	0
		TOTAL SPACES IN BARRACKS:	0
SOLIDERS		SPACE OCCUPIED BY	
		0	
		SPACES AVAILABLE:	0
ADMIN SPACES		GEOGRAPHICAL BACHELORS:	
		0	
		DIVERTED TO	
		0	
		ARMS ROOMS IN BLDG:	
		0	

GRAD	PRI	PRI	PRI	PRI	
E	1	2	3	4	TOTAL
E1	0	0	0	0	0
E2	0	0	0	0	0
E3	0	0	0	0	0
E4	0	0	0	0	0
E5	0	0	0	0	0
E6	0	0	0	0	0
E7	0	0	0	0	0
E8	0	0	0	0	0
E9	0	0	0	0	0
TOTAL	0	0	0	0	0

INSTRUCTIONS

- Fill in the building number for the facility (a spreadsheet must be done for each building in the unit area)
- Fill in all the administrative information numbers for that building
- Fill in priority numbers by soldiers grade then by priority
- Once all individual building sheets are complete roll up unit numbers and develop the BDE/Separate usage percentage and annotate it on the bottom of the sheet

2. Units will not report soldiers that belong to them but who live in another unit's barracks.

3. Billet Assignments:

BILLETS ASSIGNMENTS

Enclosure 1

1BDE	DIVARTY	
12003		87007
12004		87012
12006		87015
14020		87021
14022	104 MI	
14023		12009
	502 PSB	
2BDE		12009
9213	1-44 ADA	
9214		10016
9418		10018
9419	HHC 4ID	
9420		9210
9421	4MP	
4BDE		87013
9211	124 SIG	
10020		10001
10021		10002
10022		
DISCOM		
10003		
10004		
10005		
10006		
10007		
10008		
10009		
10010		
12008		

5. Priority Codes

PRIORITY 1: Key and essential personnel who must reside on post due to military necessity.

PRIORITY 2: Permanent party military personnel assigned or attached for duty at the installation, including

- PCS students who are entitled to BAQ at the without dependent rate
- Personnel on a dependent restricted tour
- Unaccompanied personnel serving all others tour

PRIORITY 3: Permanent party unaccompanied military personnel receiving BAQ at the with dependent rate due to divorce or separation (court order decree), or individuals with legally supported dependents (e.g. parents).

PRIORTY 4: Service members in CONUS, Hawaii, and Alaska are entitled to BAQ at the with dependent rate, but not accompanied by family members for personal reasons.

PRIORITY 5: Title 32 Active Guard Reserve (AGR) assigned or attached for duty within commuting distance of the installation; and foreign military personnel.

PRIORITY 6: Military and civilian personnel not otherwise eligible to live in the barracks. (i.e. any E7-E9, WO, or Officer)

BAQ: Soldier living in barracks is drawing BAQ (MARK AS CAPITAL X)

GEO: GEOGRAPHICAL BACHELOR (MARK AS CAPITAL X)

O6: GEOGRAPHICAL BACHELOR APPROVED BY O6 (MARK AS CAPITAL X)

TOTAL SPACES IN BARRACKS: Space owned by your unit.

SNA: Statement of nonavailability (Soldiers authorized barracks space that are living off post and drawing BAQ).

3. Proponent for Barracks Utilization is SFC Jonathan White, 4ID Facilities Engineer at 288-3641.