HQ, Fort Hood
Fort Hood, TX 76544
280856 Jun 10

FRAGO 4 TO OPERATION ORDER PW 10-02-095 (FIRST SERGEANT'S BARRACKS PROGRAM [FSBP]) **(CHANGES IN BOLD)**

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

References:

a. Army Regulation 420-1, Chapter 3, Army Facilities Management, dated 12 Feb 08.

b. Army Regulation 735-5, Policies and Procedures for Property Accountability, dated 28 Feb 05.

c. Fort Hood Policy, CSM-02, Single Soldier Quarters Living Standards, dated 2 Nov 09.

d. Fort Hood Regulation 420-1, Fire and Emergency Services, 1 Sep 07, to include Chapter 2-8, Company, Building and Unit Fire Marshals.

Task Organization: Omitted.

1. **(CHANGE)** SITUATION. First Sergeant Barracks Program (FSBP) is a partnership between the unit leaders and the Garrison staff with regard to housing service members in permanent party barracks. This initiative is one part of the Army Plan to improve the quality of life of our single service members by providing them quality living areas, giving them responsibility for their rooms and holding them accountable for damages. This OPORD and Annexes supersede all previous policies and guidance concerning certificate of non availability (CNAs) and assignment policies for bona fide and geographical bachelors. **(ADD) The FSBP will no longer provide 24/7 room lockout services and after-hours in-processing of Soldiers needing barracks billeting as of 1 Aug 10. The after-hours and weekend services (1730 - 0730 daily and 24-hour operations on weekends and Federal Holidays) will become unit responsibilities.**

2. MISSION. Fort Hood units will house unaccompanied single Soldiers via the First Sergeant's Barracks Program which has been established as a U.S. Army Garrison function in order to improve Soldier's health and welfare.

3. **(CHANGE)** EXECUTION.

a. Concept of Operations. Fort Hood units house unaccompanied single Soldiers in accordance with FSBP program.

b. **(CHANGE)** Tasks to Fort Hood Units.

(1) House unaccompanied single Soldiers via the First Sergeant's Barracks Program.

(2) (ADD) Fort Hood units provide a Brigade-level POC to sign for a set of master keys and transient space NLT 19 Jul 10.

(3) (ADD) Fort Hood separate/tenants units provide a Brigade/Battalion- level POC to sign for a set of master keys and transient space NLT 23 Jul 10.

(4) (ADD) Develop internal procedures for use and security of the master keys.

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c. **(CHANGE)** Coordinating Instructions.

(1) Unit leadership tasks remain in force. Those things that Commanders deem required to ensure the health and welfare of their service members or that promote good order and discipline with their unit will continue unabated. This includes security (assigning charge of quarters), cleaning, neatness/police and accountability of common areas, stairwells/hallways, dayrooms, kitchens, common latrines, units controlled storage room, laundry rooms and other ancillary facilities/areas such as picnic areas/tables, bike racks/storage areas, parking lots and removal of trash and litter from these same areas. Unit leaders continue their normal and routine room and barracks facility inspections. Commanders are charged with the responsibility to ensure that residents and their guests in the barracks comply with the established living standards.

(2) Unit leaders will be assigned building owner responsibilities. Current FSBP Owner's List is provided (Annex A). As barracks are transferred from losing to gaining units, a FRAGO will be issued updating the Owner's List, a transfer date will be agreed to by both units and the FSBP staff will coordinate a building acceptance inspection with senior noncommissioned officer attendees representing the losing unit, the gaining unit and U.S. Army Garrison. Losing unit will remain responsible for building until gaining unit has accepted responsibility. In shared buildings, the owner is responsible for coordinating junior occupant duties/responsibilities.

(3) All residents are responsible to ensure that high standards of cleanliness are maintained in the rooms, common areas and all areas outside the buildings. Residents are responsible for their visitors' actions while in the barracks and liable for damages caused by their guests.

(4) FSBP staff is responsible for the administrative duties of the day-to-day barracks operations. Responsibilities include: Report barracks utilization, assign residents to and clear residents from rooms, provide access to rooms, perform minor maintenance (Self Help) and vacant room maintenance, coordinate and track maintenance requests and maintain accountability for barracks furnishings and keys.

(5) Procedures:

(a) Hours of Operation. FSBP team offices are open during normal working hours of 0730 - 1730, Monday - Friday. A reduced staff is available on site and is on call for after hours, weekends and holidays. After hours phone number is (254) 535-2395.

(b) Facility Work Requests. Residents are encouraged to submit work requests through the FSBP staff. FSBP staff will submit the required service order/work order to the Directorate of Public Works (DPW) for accomplishment of the work. FSBP staff will track the completion of work requests and provide escorts for maintenance staff to occupied and unoccupied rooms repairing leaking faucets, etc.

(c) Self Help. FSBP barracks maintenance personnel will perform minor self-help repairs within the barracks rooms. Examples of this include replacing light bulbs, unstopping toilets and electrical outlet covers. These repairs do not include unit-controlled administrative areas of the barracks.

(d) Cleanliness and Police Call. Unit leaders are responsible for the cleanliness and general upkeep of the rooms, common areas (such as hallways, latrines, walkways, stairwells and dayrooms) and the grounds and parking lots around the barracks building.

(e) Access to Rooms. FSBP Key Control Officer (KCO) will issue master keys to each Brigade/Battalion CSM and Separates. ~~Company 1SGs~~ In addition to the master keys for each Brigade and BN CSM, FSBP will provide each Brigade size element a set of master keys through the Brigade POC. These keys will be maintained at the Brigade SDO/SDNCO location and controlled by the unit, per current Army/Fort Hood Regulations. Access to rooms is specifically for health, welfare and discipline purposes and to provide 24 hour/7 days a week lockout assistance. ~~and after FSBP operational hours, room assignments.~~ As of 1 Aug 10, FSBP will no longer be responsible for providing lockout assistance and units will also be responsible to use their transient rooms for after duty hour, weekend and holiday assignments. Units will not assign Soldiers

at anytime to vacant or occupied rooms. Those assignments must be coordinated with the respective FSBP barracks management office. Units are required to provide FSBP with a Brigade level POC to sign for all masters keys. POCs will be identified by each Brigade and separate unit with names submitted on a DA Form 1687, Signature Card, to the FSBP KCO. FSBP will only issue master keys IAW AR 190-51 and current policies to Brigades/Separates. POCs will issue master keys as directed by unit leadership following current Army/Local regulations and policies. Units will be responsible for the semi-annual inventory of all CSM and BN master keys and Brigade SDO/SDNCO master keys. All master keys will be present at time of inventory, along with the correct documentation. Upon unit deployment, all master keys will be inventoried and returned to FSBP. FSBP will issue master keys to Rear Detachment senior leadership, as required, only if the deploying unit has turned in any master keys they are signed for. Units are required to notify FSBP prior to the hand receipt holder permanently departing the Installation, being deployed for longer than 30 days, or if/when an intra-post transfer occurs. Personnel signed for master keys can be held accountable for the loss of the master key/keys and charges may be assessed. FSBP will assign Soldiers to rooms based on unit leadership direction within their assigned footprint to facilitate unit integrity, command and control and health, welfare and discipline. FSBP maintains sole responsibility of termination, maintenance and furniture management. The master keys will not be used to move Soldiers from one living space to another living space. Control of movement between rooms remains an FSBP responsibility when directed by the unit leadership. Master keys cannot be used to provide billeting for geographical or bona fide bachelors or to acquire additional transient rooms. Any housing of geographical and bona fide bachelors and issuance of transient rooms will be accomplished by FSBP Management Teams. Misuse of master keys will be reported to III Corps and USAG. The unit's use of the master key/keys will be suspended pending the outcome of any investigation. Associated consequences will be determined/assessed if applicable. FSBP staff will escort or temporarily provide keys to First Sergeants (and above) to gain access to rooms as required for all lawful purposes. ~~Coordination with FSBP staff for access to rooms is required.~~ In an emergency, the FSBP staff is authorized to enter residents' rooms without previous notice, but will alert the resident by knocking before entry.

(f) Assignment Preference. FSBP staff will assign rooms per the direction of unit leadership. FSBP staff will make a concerted effort to assign residents/roommates based upon preferences. Existing policy prohibits smoking in the barracks. Occupants will not tamper with any fire safety items. Rooms are issued smoke free and charges could be assessed if a room upon termination has damage because of the occupant smoking in the room, this includes smoke or fire damage.

(g) Assignments/Terminations. Residents must process through FSBP for the assignment and termination of rooms. FSBP will prepare a hand receipt based upon the condition assessment provided by the residents. Failure to process through FSBP for room moves and terminations may result in a financial liability to the residents. Should a Soldier abandon an Unaccompanied Personnel Housing (UPH) space or fail to meet the III Corps Cleaning Standards, Annex E, the unit will be responsible for removing, inventorying all personal items and cleaning of the rooms within 48 hours of notification by the Garrison CSM, DPW SGM or FSBP. This includes rooms that are part of the clearing process for deployment, ETS, PCS, intra-post moves and legal actions.

(h) Accountability. Residents are liable and accountable for loss and damage, beyond fair wear and tear, to facilities, equipment and furnishings, to include smoke detectors and other fire protection devices. Residents may be charged for the damage repair/replacement costs that are incurred by the Army.

(i) Transient Rooms. FSBP will reserve approximately two percent of a Brigade or Separate unit's allocation of barracks space for transient rooms. Transient rooms will be used for spouse/Family issues (cooling off) and other short term Soldier issues that require the Soldier to reside in the building. FSBP will sign the keys over to units at the Brigade level. Management, to include internal distribution, of transient room space is the responsibility of the unit leader signed for the room, this includes lockouts and temporary assignment of personnel after FSBP operational hours.

(j) Space Management/Unit Integrity. Unit leaders have a responsibility to help manage the number of service members in their assigned barracks footprints. When the barracks become full (>95% occupancy of Brigade level footprint), unit leaders need to be actively engaged in selecting service members to live off post (via a certificate of non-availability). Failure to manage the "flow" of occupants out of the barracks results in no

room for incoming service members. When this occurs the FSBP is forced to temporarily assign new service members outside of the unit's designated footprint. These temporary assignments will be elevated by FSBP staff to unit leadership for resolution.

(k) Certificates of non-availability (CNA) for Barracks. Staff Sergeants and above are entitled to receive Basic Allowance for Housing (BAH) and reside off-post (do not need CNAs). The Commander designates the Director of Public Works as the approval/disapproval authority for all CNAs. Issuance of CNAs is based on an unaccompanied personnel housing utilization rate of 95 percent, or above, at the brigade level. Unit leadership must not direct Soldiers to live off post without an approved CNA. For special circumstances requiring exceptions to policy, request will be signed by the Brigade Commander, including original documentation (DA Forms 4187 and/or 5960), justification, the effective BAH start date and submitted to the FSBP, Building 49017. If a Unit Commander requires reconsideration of a disapproved ETP for special circumstances, the resubmission will be taken to FSBP for routing through Garrison Commander and then to the III Corps Chief of Staff for a decision. See Annexes B and C for more information.

(l) Movement. Requests for movement of a resident from one room to another will be accommodated by FSBP staff. These requests must be accompanied by an e-mail to the respective Barracks Manager endorsed by the Soldier's First Sergeant or Company Commander.

(m) Fire Evacuation Plan/Fire Extinguishers. Unit Commanders will designate unit fire marshalls and will ensure their program complies with Fort Hood Regulation 420-1. Smoking is not allowed in the barracks. No-smoking signs will be placed in each room. Smoking is allowed in authorized areas as designated in Fort Hood Regulation 420-1, 9-2 (a-e) and 9-3. Units are responsible for the exchange of discharged fire extinguishers and the replacement of missing fire extinguishers.

(n) Dayrooms. FSBP provides operational control of dayrooms. Units are encouraged to sign for the keys from FSBP. Dayrooms furnishings are requested through Furniture Management Office, FSBP, Building 4225, 78th Street. Office phone number: (254) 287-5309, cell phone number: (254) 535-2205.

(o) Bed Linens. FSBP does not provide or issue linens. Residents are required to use their own bed linens or toiletries (toilet paper, soap, shower curtains).

(p) Unit-Controlled Administrative Space. FSBP does not provide operational control of attached office, supply, or dining facility space associated with barracks buildings. Units will sign for these spaces similarly to other non-barracks buildings.

(q) Geographical Bachelors. The Garrison Commander is the approving authority for the exception to policy to house Geographical (GEO) Bachelors. Soldiers must be housed in their respective unit's transient spaces until the exception to policy is approved by the Garrison Commander. GEOs will be housed on a "space available" basis. Unit leaders are responsible for ensuring that GEOs vacate their rooms and terminate through FSBP when GEOs are required to vacate. Geographical Bachelors cannot be command directed into the billets just because they are Geographical Bachelors. There must be a bona fide reason, (UCMJ, Chapter, AWOL and/or DA/Fort Hood regulations or policies (e.g. spouse/child abuse) that require the Soldier to reside in the billets). They will not be command directed to reside in the barracks for a reason that would normally require an ETP (divorce/finances). See Annex C for additional information concerning Geographical Bachelor billeting.

(6) (ADD) The additional set of master keys will be retained at Brigade level and will not be issued below that level.

(7) (ADD) FSBP provides each Brigade element (NLT 23 Jul 10) one set of master keys, in addition to the set of keys that each Brigade and Battalion CSM currently retain.

(8) (ADD) FSBP determines and provides each Brigade element and Separate tenant unit with the appropriate number of additional transient spaces NLT 23 Jul 10.

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(9) (ADD) FSBP will disseminate the new procedures for lockouts through the use of other forms of media to insure all affected Soldiers will be notified.

(10) (ADD) FSBP will continue to provide key replacement and issue to Fort Hood and tenant units.

(11) (ADD) A DA Form 1687 (Notification of Delegation of Authority – Receipt for Supplies) is required for units to sign for keys.

4. SERVICE SUPPORT. Omitted.

5. **(CHANGE)** COMMAND AND SIGNAL.

a. Command. Omitted.

b. **(CHANGE)** Signal.

(1) Housing Program Manager POC is Mr. Mike Nix at (254) 285-2221.

(2) Garrison DPTMS POC is Mr. Ronnie Phillips at (254) 285-6990.

(3) MSE G3 POC is Ms. Sue Ball at (254) 287-2195 or sue.ball@conus.army.mil.

(4) (ADD) Fort Hood DPW Key Issue POC is Mr. Kenneth Fyffe at (254) 287-4884 or kenneth.fyffe @conus.army.mil.

ACKNOWLEDGE:

GRIMSLEY
MG

OFFICIAL:
LITTLEJOHN
G3

ANNEX A: BARRACKS OWNERS' LIST.

ANNEX B: UNACCOMPANIED PERSONNEL HOUSING ASSIGNMENT POLICY FOR BONA FIDE BACHELORS.

(CHANGE) ANNEX C: UNACCOMPANIED PERSONNEL HOUSING ASSIGNMENT POLICY FOR GEO BACHELORS.
ANNEX D: INFORMATION ON CERTIFICATES OF NONAVAILABILITY FOR BACHELOR QUARTERS.

ANNEX E: III CORPS CLEANING STANDARD FOR UNACCOMPANIED PERSONNEL HOUSING (UPH).

DISTRIBUTION: C