

DEPARTMENT OF THE ARMY  
 HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
 AND SCHOOL AND FORT SAM HOUSTON  
 Fort Sam Houston, Texas 78234-5014

AMEDDC&S & FSH Regulation  
 No. 210-1

15 January 2004

INSTALLATIONS  
 SINGLE SOLDIERS QUARTERS (SSQ)

Supplementation of this regulation and establishment of forms other than U.S. Army Medical Department Center & School (AMEDDC&S) and Fort Sam Houston (FSH) forms are prohibited without prior approval from HQ, U.S. Army Medical Department Center and School and Fort Sam Houston, Housing Services: (MCCS-BPW-BH).

**Boldfaced** portions of this regulation are punitive in nature and subject to action under Article 92 Uniform Code of Military Justice (UCMJ), for failure to obey a regulation.

1. **HISTORY.** This is the first printing of this regulation
2. **PURPOSE.** To establish procedures that focus on the operation of the facilities, in/out processing, prohibited activities, safety, visitation and quiet hours of the FSH SSQ. Policies regarding health, welfare, military discipline, and the enforcement of standards are the commanders' business.
3. **REFERENCES**
  - a AR 210-50, Housing Management
  - b AR 310-50, Authorized Abbreviations and Brevity Codes
  - c. FSH Regulation 190-13, Security of Specific Army Property, Aug 97.
  - d. CTA 50-900, Clothing and Individual Equipment
4. **ABBREVIATIONS.** Abbreviations and special terms used in this regulation conform to the requirement of AR 210-50.
5. **PROCEDURES.**
  - a. All soldiers are responsible to ensure that high standards of accountability and cleanliness are maintained in the single soldier rooms and common areas. Regular checks of individual rooms and common areas will be conducted by the Housing Building Manager (HBM). These checks will be made in the presence of another person, whether a maintenance worker or unit representative. The HBM will be looking at the condition of the physical structure and checking that everything is working properly. Checks of the rooms are a concerted effort between the HBM and the soldiers' chain of command. Only in the case of an emergency will the HBM enter the room alone, unless given permission by the soldier.
  - b. Commanders retain responsibility and authority for the health, welfare, cleanliness, functionality, neatness, security, and accountability of their units. With this in mind, they may conduct periodic scheduled and unannounced health and welfare inspections of their soldiers' quarters and

facilities. Commanders will ensure and enforce that their soldiers who are occupants or guests in the SSQ comply with the standards established within this regulation.

c. Soldiers are expected to read, and comply with this regulation. Soldiers are also expected to perform all duties as directed in a timely manner; respect and maintain all areas in accordance with (IAW) standards, ensure that all personnel and military property are properly secured, and perform additional tasks as assigned by their chain of command.

## 6. GENERAL POLICY

a. **Visitation.** With limited restrictions, soldiers residing in the SSQ may have visitors of either sex. **Students in Delta Company, Brooke Army Medical Center (BAMC) cannot fraternize with permanent party; therefore, they will not have them as visitors, nor will permanent party have students from Delta Company, BAMC, as visitors. Students in Delta Company will never occupy a living space with a permanent party soldier.** 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 the quarters must be afforded private time during each day when no visitors are present. The following restrictions apply:

(1) Hours of visitation:

- a. Duty days before duty days:  
Monday through Thursday: 1700-2400
- b. Duty days before non-duty days:  
Fridays: 1700-0200
- c. Non-duty days before non-duty days:  
Saturday or Holidays: 1000-0200
- d. Non-duty days before duty days:  
Sundays or Holidays: 1000-2400

(2) Any non-military visitor under the age of 18 and not a member of the soldier's immediate family (brother, sister, or spouse) must be accompanied by a legal parent or guardian.

(3) Soldiers are responsible for their visitors' actions in the barracks.

(4) Cohabitation is strictly prohibited. Cohabitation means that visitors may not take up even short-term residence in the barracks (i.e., the same guest frequently sleeping in the quarters or use of it as a "crash pad" for a large number of visitors). No overnight guests.

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

(6) Individual exceptions to this visitation policy must be approved by the Fort Sam Houston Public Works Business Center (PWBC) Housing Services. Requests will be processed through the chain of command for their concurrence

or non-concurrence. The soldier's command will be notified of final decision.

(7) All visitors will be accompanied at all times.

(8) A visitor is defined as any military/non-military person not assigned to that particular set of quarters.

b. Living Space Objectives

(1) The SSQ is not designed to house senior noncommissioned officers (sergeants first class and above) nor geographical bachelors. Private rental housing is available to satisfy the housing of bona fide senior noncommissioned officers and private rental housing is available for geographical bachelor soldiers. Soldiers married to soldiers, both serving on separate tours, are eligible to reside in on-post single soldier facilities. They will be treated as bona fide bachelors for housing assignment purposes.

(2) The SSQ will not house more than one permanent party sergeant (SGT/E-5) or staff sergeant (SSG/E-6) per room. (May occur on a temporary basis.)

(3) The SSQ will not house more than two specialists or corporals (SPC, CPL/E-4) and below per room.

(4) The SSQ will provide a separate personal storage area for soldiers to keep items not regularly needed out of SSQ rooms. Commanders will inspect the storage areas during any health and welfare inspections.

c. Room Standards

(1) The SSQ residents are allowed to decorate and arrange their room IAW 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 genitalia. Pornographic or other sexual material is unacceptable. Pictures that depict or show the act of sexual intercourse or profanity in either word format or picture symbols will not be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be used as decoration. Also, no items prejudicial to good order and discipline, such as items associated with extremist organizations, are to be displayed. In cases where there are two soldiers in a room, both roommates must agree on the décor.

(2) No permanent alterations or additions are allowed in the SSQ facilities. Requests to hang pictures need to be turned into the HBM. The HBM will review requests and provide the appropriate supplies (hooks, anchors, nails, hammer, etc.) to the soldier for the installation.

(3) Sanitation Standard. Open food items are to be stored in airtight containers or in the refrigerators provided in each SSQ. Trash cans in rooms will be emptied and cleaned daily to ensure good sanitation is maintained at all times. Sweat-soaked Physical Training (PT) or other damp clothes will not be thrown on the furniture provided, nor hung from exterior banisters.

(4) Bedding. Soldiers are required to use their own bed linen, or that issued by the unit. Housing will not issue linen. Any linen must be clean and in good repair. Delta Company BAMC is only authorized to display the bedding issued by BAMC S-4.

(5) Residents will return their rooms to original condition before they clear quarters. Parent Unit will inform PWBC Housing Services and assume responsibility for the absent without leave (AWOL) soldier or in the event a soldier cannot clear due to health or emergency reasons. Soldiers are required to verify a room inventory and list all deficiencies they find in their SSQ. Housing Services 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 by the next day to Housing Services who will in return submit appropriate service orders if deficiencies are noted. A copy of the checklist will be maintained at the soldier's company orderly room. 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 the SSQ upon initial assignment. The hand receipt must be cleared prior to the final termination of the individual room assignment.

(6) Minor maintenance can be accomplished through the Self-Help Store, Building 4168. Work requiring a service order should be reported to the HBM. That work may be coordinated when the resident is available or through the HBM.

(7) Refuse collection and disposal. Soldiers must place their room trash and garbage in the dumpsters provided. Exterior garbage cans are provided and are used for minor trash. Personal dayroom garbage is to be taken to the dumpster or thrown out with room trash. Soldiers will not place trash on balconies or stairwells.

(8) The following are prohibited in SSQ rooms:

- a. Pets (Fish in less than 2-gallon container is acceptable).
- b. Barbecue grills
- c. Cohabitation.
- d. Overnight guests
- e. Electrical timers.
- f. Hot plates or toaster ovens
- g. Smoking (Not allowed within 50 ft of building)
- h. Sterno fuel.
- i. Ammunition, firearms, destructive devices, and other similar prohibited property as defined in FSH Regulation 190-13, Security of Specific Army Property, Aug 97.

j. Live Christmas trees over 2 feet tall or lighted 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.).

Automotive rebuilding parts and auto batteries

m Lighted, burning candles or incense

n. Flammable liquids, paints, pressurized gasses (except cosmetic) and room decorations hanging from the ceiling.

o Gambling.

p. Open flames

q. Portable heaters.

r. Waterbeds.

s. Unsealed foods

t. Under-aged drinking (refer to your command/unit Standing Operating Procedure) (SOP).

u. Residents climbing on top of SSQ buildings

v. Halogen lamps

(9) Room Inspections and Cleanliness. The SSQs will be maintained within Army standards as outlined in AR 210-50, Housing Management. The Unit Commanders and First Sergeants will inspect government quarters to evaluate living conditions. The HBM will look at a percentage of rooms on a weekly basis, excluding holidays and weekends, to check the condition of the physical structure and to see that everything is working properly. Dignitaries visit the SSQs 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 their rooms. Commanders and First Sergeants have the authority to conduct no-notice inspections. Key coordination is to be made through HBM. When deemed necessary by the commander, the First Sergeant and supporting Noncommissioned Officer (NCO) leadership will inspect, for health, safety, morale, and general cleanliness. The Common Table of Allowances (CTA) 50-900 layout inspections will not be conducted in these facilities so as not to disrupt other residents of the facility. Inspections can be made at a location determined by the commander, which would accommodate those living on post as well as off-post.

(10) Furniture.

a. Government furnishings will be a part of the assigned space to the soldier. The government will not pay for relocation or storage of those government furnishings.

b. Any personal furnishings added by the soldier must be in good

and safe condition, and must present a neat and acceptable appearance. Personal furniture within the assigned room/space will not interfere with passage in the rooms for fire fighting capabilities.

c. Soldier Community Building Furniture. Residents are not allowed to remove any furniture from the dayrooms. If a soldier sees any misuse of government furniture, they will notify their command or the HBM immediately.

(11) Security. Residents are required to ensure 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 ensure that windows and doors are locked when rooms are unoccupied. For personal safety reasons, residents are discouraged from leaving doors and windows unsecured while the rooms are occupied.

(12) Room Exteriors. Room numbers, nameplates, and approved message plates will be the only things mounted on doors. Nameplates will be updated to reflect the most current status. Nameplates will display rank, last name, and company only. First names are not authorized on the nameplates. (e.g., SPC Smith, Alpha Company BAMC). Residents must not tape or affix permanent change of station (PCS) or separation orders (ETS) 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.

(13) Storage. A storage compartment will be assigned with each room. The resident is responsible for securing compartment by purchasing padlock or combination lock.

(14) Soldier Community Building Common Use Kitchen. Maintaining the appliances, cabinets, and walls in the common use kitchen requires special attention. Kitchens in the Soldier Community Building will be cleaned after each use by the individual using the facility. Residents using the appliances are required to clean the top burners to prevent a fire hazard. Food and grease splatters should be wiped from the walls as well as the counter surfaces. 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.

(15) Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, residents must contact the HBM.

(16) Leave or Extended Temporary Duty (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 the Housing Services office 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 heating ventilation and air conditioning (HVAC) system during their absence.

(17) Liability. SSQ residents are liable for damage to equipment and furnishings to include smoke detectors and 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, Housing Management, provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of survey, 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. The Housing Manager can answer specific questions.

(18) Damage to Quarters. Damage to quarters, to include windows and window screens, beyond reasonable wear and tear, is the resident's 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 options to repair or replace damaged items, or the methods of reimbursement to the government. The costs vary depending upon circumstances encountered.

(19) 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 increased costs and depletion of the source of supply.

b. Heating and cooling. Recommended temperature settings will be as follows: heat 70 degrees Fahrenheit, air conditioning 76 degrees Fahrenheit. 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. HVAC systems. If moisture appears on the HVAC outlets or on the windows during the cooling season, 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 their television or radio 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 will be provided at no cost to soldiers. Washing 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 markers in washers or dryers. Soldiers are not allowed to wash/dry CTA 50-900 issued items in the washers and dryers. Residents must clean the dryer vent before they start the dryer and upon completion of their use. The washers and dryers are maintained by a contract. Problems with the washers or dryers in the SSQ will be reported to the HBM.

f. Environment. Several reminders: trash, engine oils, engine coolants, car grease, and other similar products must NOT be poured into plumbing, drainage system, or on the ground. Automotive tires and batteries are to be properly disposed of through recycling programs.

(20) Smoking and Drinking.

a. Smoking. Smoking will be in designated areas only. Non-smoking areas include assigned rooms, dayrooms, hallways, stairwells, and bathrooms.

b. Drinking. Alcohol is prohibited in the occupant's room unless the occupant is of legal drinking age (21).

(21) Vehicles

a. Repairs of vehicles are not authorized in the SSQ areas or parking lots. Automotive work shall be done in the Auto Craft Shop. Authorized minor work consists of cleaning or waxing and air filter changes. No cleaning or washing of vehicles will be done on sidewalks, grass, or seeded areas. There will be no parking of vehicles on seeded areas. Note: Non-operational vehicles are not authorized in the single soldier housing areas and will be removed at the owner's expense. Non-operational vehicles may be stored at the Auto Craft Shop.

b. Oil changes in the parking lot are PROHIBITED. Military Police will ticket offenders.

c. Recreational Vehicles. Storage of recreational vehicles, quad runners, utility trailers, and motorcycle trailers, jet skis, wave runners, etc. in the SSQ area are unauthorized. Storage is available on post. Contact the Outdoor Recreation office at 221-5224.

(22) Fire Prevention.

a. Fire Evacuation Plan. The PWBC Housing Services will ensure a fire evacuation plan is made for each building that shows both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Soldiers will be informed of the plan upon assignment to their SSQ room. Any questions on fire prevention should be directed to the fire department.

b. Fire Extinguishers. Fire extinguishers are located throughout the SSQ complex prior to occupancy of the facility. The fire extinguishers are for fire fighting and not for horseplay. Commanders and/or residents must notify the HBM if they notice an extinguisher is over or undercharged, or has been discharged or damaged. The Building Manager is responsible for periodic inspections of the fire extinguishers.

c. 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 criminal offense. Inspection of the smoke detector is performed by the HBM. 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. Articles will not be mounted on, or attached to, any fire protection device, wiring, or smoke detector. Combustible material must be kept at a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

d. Fire Reporting. If a fire occurs in the SSQ facility, residents must immediately notify the fire department at 911. Personnel calling will give the fire department operator their name, building/room number, and street if known. All fires must be reported.

e. Flammable Storage. Storage of flammables is prohibited. Prohibited flammables include: gasoline, kerosene, candles (with wick showing its been burnt), incense, or any open flame. The only flammable liquids allowed are cigarette lighter fluid or cosmetic liquid (nail polish remover). All others, including charcoal lighter fluid, must be stored outside the premises.

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

g. Space Heaters. Space heaters of any type are PROHIBITED in the SSQ

h. Cooking Appliances. Cooking in the SSQ is prohibited except in microwaves. Microwaves should be plugged directly into a wall outlet. Do not use extension cords. The only appliances allowed in the SSQ room are: coffee pots, toasters, hot air popcorn poppers, and microwave ovens (using less than 1600 watts each on a non-combustible surface). Residents in a SSQ 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. Residents will ensure the kitchen exhaust fan filter is cleaned often to prevent the accumulation of grease. Hot plates, electric skillet, deep fat fryers, toaster ovens, and convection ovens are NOT permitted in rooms.

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

j. Hot air popcorn poppers, toasters, irons, hair dryers, curling irons and coffee pots (not on timers) must be unplugged when not in use.

### (23) Quiet Hours

a. 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. The following quiet time should be observed throughout the

SSQ area. Sunday through Thursday, 2200-0600. Weekends and holidays, 2400-0800. However, with shift workers living in all SSQ, modified quiet hours are 24 hours a day. Modified Quiet Time: 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 SSQ facility if necessary.

c. Parties and Social Gatherings. Parties and other social gatherings which require kitchen use are permitted in the Soldier Community Building; however, PWBC Housing Services is the approving authority. Contact the HBM for particulars.

d. Solicitation. All forms of solicitation are prohibited in the SSQ. Personnel observing solicitation will report solicitors to the Provost Marshal and/or HBM.

(24) SSQ Maintenance and Services. Residents may obtain telephone service from the Army and Air Force Exchange Service (AAFES) located in the Barracks Phone Center (210-354-3182) in the Mini Mall, Building 1387. Television cable hook up may be obtained by calling Time Warner Cable Customer Service (210-244-0500). Residents desiring phone and cable service in their individual rooms will be responsible for all associated costs. Satellite dishes that mount to any part of the facility i.e., roof, wall, or window, are prohibited in the SSQ.

(25) Service Request Escorts. As a prudent landlord, access to an individual room may become necessary.

a. If the service member has contracted for service work in the room (cable/phone) then the service member must be present.

b. The Public Works Business Center (PWBC) service personnel may enter a room to complete a service request. In this instance, either the resident or building manager will be present.

7. Basic Allowance for Housing (BAH) at the Single Rate. The Chief, PWBC Housing Services, is the approving authority for BAH. Company/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, a formal request for a Certificate of Non-availability (CNA) for barracks space must be approved by the PWBC Housing Services, 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 Personnel Action Center (PAC). Soldiers that divorce must report this change in status to their unit PAC and Finance office immediately. Numerous soldiers have failed to accurately report their marital status. As a result, the installation is unable to accurately determine the barracks space that is required. Soldiers that divorce, have custody of dependent children and court-ordered visitation will be authorized a CNA 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, paragraph 3-36, Housing Management.

a. Responsibilities

(1) Single Officers, Warrant Officers, and Senior Noncommissioned Officers (Sergeant First Class (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 Sergeant First Class (SFC) through Sergeant Major (SGM) are authorized to make permanent arrangements off-post and are not subject to recall in order to maintain 95% utilization of barracks. It is not the intent of this command to cause undue financial hardship to any soldier. However, the Chief, PWBC Housing Services, has the authority to withdraw BAH for any soldier required to live in SSQ due to an operational requirement, to maintain discipline, or to maintain law and order on the installation. An occasion may arise when the commander finds it necessary to temporarily house a married soldier. This can be done in the handicap/transient rooms as long as one is available. If more than 30 days are required, the commander or his designee must request in writing an extension to the Housing Chief.

(2) The Chief, PWBC Housing Services, is authorized to approve/disapprove requests for BAH at the "without-dependent" rate for permanent party (Private (PVT)-SSG). Staff Sergeants (SSG) will be the first authorized a CNA when the installation reaches 95% utilization or higher. If the installation is not exceeding 95%, PVT-SSG will not be authorized 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 CNAs.

b. Procedure. In order for the Chief, PWBC Housing Services, to approve and process BAH applications, the required documentation is listed below.

(1 Divorced Service Members

a. If service member is divorced, has visitation rights of minor children, and is paying child support, the service member will be required to submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement or warranty deed (if he or she owns a home), and divorce decree with visitation and child support schedule.

b. If service member is divorced, has no children but has a mortgage, BAH may be approved until the soldier PCSs from Fort Sam Houston. If the home is sold, the soldier will be required to submit assignment orders to Fort Sam Houston with all endorsements, warranty deed, and divorce decree.

c. If service member is divorced, has no child, but is renting an apartment or house, soldier's BAH will be approved until lease expires. He or she will be required to submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement, and divorce decree.

(2) Service Member Married to Service Member

a. If service member is married to another service member, both must be assigned to Fort Sam Houston, or both parties must be stationed in the Fort Sam Houston area and live within a 50-mile radius. They will be required to submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement, spouse's assignment orders to Fort Sam Houston, and copy of marriage license.

b. If service member is married to another service member who is stationed elsewhere but has orders for Fort Sam Houston, a copy of orders must be included with the request. The BAH will be approved no earlier than 2 months prior to arrival of spouse for setup of household (same as (2)a.).

c. If service member is married to another service member and one of the members departs on a separate tour, the other member will not be ordered to return to barracks unless directed by the chain of command. Soldier must submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement, and spouse's assignment orders to another installation.

(3) Pregnant Service Member. If service member 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 service member would not be authorized to continue living off post and receive BAH at the single rate beyond the period of the current lease. Service member will be required to submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement, and a pregnancy statement from a doctor.

(4) Custody of Minor Children. If service member is not married, has fathered/mothered children, has visitation rights, and paying child support, he or she is required to submit assignment orders to Fort Sam Houston with all endorsements, current lease/rental agreement, and custody agreement. (Soldier must provide either a Department of Health Service (DHS) paternity decree, a statement authorizing visitation rights, and child support agreement, or notarized statement from the mother/father of the child. It should state that the soldier is the biological parent of the child, has visitation rights, and is paying child support or a court decree explaining visitation agreement and child support payments and the child's birth certificate.)

(5) The Criminal Investigation Department (CID) Investigators. The CID special agents and Military Police (MP) Investigators are to be billeted separate from other soldiers and must submit assignment orders to Fort Sam Houston with all endorsements, and current lease/rental agreement. Military Police living in SSQs will be separated from the general population of soldiers.

(6) Letter of Lateness. Soldier must provide a letter of lateness if the request is over 60 days old. For example: Service member 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 PWBC Housing Services and apply for BAH. The letter can be hand written, typed, or prepared in the basic memorandum format, but

must be routed through the soldier's chain of command.

(7) Once applicable documents have been accumulated, the soldier must take them to PWBC Housing Services for processing and housing personnel will prepare CNA for submission to Finance.

(8) Exception to Policy. An exception to policy to live off post, due to previous assignment where authorization was granted and soldier has now accumulated household goods, will not be approved. Soldiers who 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 his or her unit commander directing them to move back into the billets and submit the paperwork to the Transportation Division, Readiness and Logistics Business Center (RLBC).

a. An exception to policy to live off post and draw BAH, because service member purchased a home, will be approved only if the home was purchased prior to receipt of PCS orders to Fort Sam Houston.

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) The statement of non-availability 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) A Quarterly Review. Housing Services will review all BAH applications quarterly and submit a memorandum to all units requesting verification of information submitted by service members to determine if he or she is still entitled to BAH at the single rate.

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APPENDIX A

STANDARD GUIDELINES FOR ROUTINE HOUSEKEEPING DUTIES

For Use by Housing Building Manager (HBM) to check in 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. This must be done daily before 0830.

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

c. Remove grass and weeds from sidewalks, steps, shrubs, and flowerbeds.

d. Report leaking water fixtures, inoperable electrical fixtures facility damage, etc., 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. Ensure all lights are working except those removed for energy conservation and that fixtures are 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 in back of fountains.

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. Ensure hand rails are in good repair, painted and clean.

k. Clean all air conditioning/heating return air vents. Ensure all filters have been changed when scheduled.

- 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; ensure they are hung properly and in good repair.
- o. Clean dayroom furniture if needed. Report all damage to the Chief, Housing Services.
- p. Clean all windows, window sills, 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 are not propped open.

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

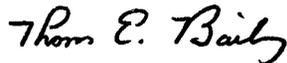
The proponent of this regulation is Housing Services, Public Works Business Center. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the HQ, Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCCS-BPW-BH, 2202 15<sup>th</sup> Street, Fort Sam Houston, TX 78234-5007.

FOR THE COMMANDER:



MONICA M. ARZOLA  
Secretary of the General Staff

OFFICIAL:



THOMAS E. BAILEY  
LTC, FA  
Adjutant General

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