



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
Unit 25850, Box 10  
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR Personnel Living in Unaccompanied Personnel Housing

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

**1. References:**

- a. AR 420-1, Facilities Engineering, Army Facilities Management, 12 Feb 08.
- b. AE Suppl 1 to AR 420-1, Facilities Engineering, Army Facilities Management, 20 Nov 08.
- c. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 September 1993.
- d. AE 190-13, Army in Europe Physical Security Program, 23 Oct 03.
- e. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 15 Nov 06.
- f. USAG Schweinfurt Installation Policy Memorandum #3-24, Master Key Usage in Barracks, 11 Feb 2009.
- g. Installation Management Command Europe Region, Implementation of the IMCOM-Europe First Sergeants Barracks Initiative, 27 Feb 2008.

**2. Purpose:** To provide guidance, establish policies and procedures to maintain good order and discipline, health and welfare, and safety for the management of the First Sergeant's Barracks Program (FSBP) for all Soldiers within USAG Schweinfurt.

The FSBP team will be able to assign, manage and maintain rooms that are comfortable, adequate and clean for single Soldiers. Daily operations include:

- Assigning and terminating barracks rooms/spaces
- Key management
- Clearing of Soldiers
- Collecting for damages
- Updating and maintaining the Barracks Utilization Report (BUR)
- Identifying unserviceable furnishings and arranging for exchange/turn-in with Centralized Furnishings Management Office (CFMO)

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

- Identifying, tracking and reporting facility maintenance issues or requesting work orders through directorate of public Works (DPW)
- Customer Feedback Surveys distribution and collection

3. **Scope:** This policy applies to all units assigned to USAG Schweinfurt with Soldiers living in Permanent Party Unaccompanied Personnel Housing (UPH) and to all personnel in coordination with the management of UPH.

4. **General:** Every effort is being made to provide unaccompanied and single Soldiers with a clean, safe, and secure living environment. It is important to note that this command respects the Soldier's right to privacy and uninterrupted personal living. However, we are members of the U.S. Army, and therefore are obligated to conduct ourselves accordingly both on and off duty. Contained in this document are the policies and procedures all UPH personnel are expected to uphold. If any occupant comes across something in the barracks that is not in keeping with this policy, please bring it to the command's attention immediately so that the appropriate action may be taken.

5. **RESPONSIBILITIES:**

a. **Garrison Commander:** The Garrison Commander is in charge of all facilities, services and manages the UPH management program per AR 420-1 and other referenced regulations.

b. **Garrison Command Sergeant Major (CSM):** The Garrison Command Sergeant Major is the principal advisor to the Garrison Commander on all housing issues involving enlisted personnel.

(1) He/she has overall authority of all Unaccompanied Personnel Housing to include Barracks and Senior Enlisted Quarters (SEQs). The Garrison Command Sergeant Major will work with commanders, other agencies and individuals as needed in resolving complaints or problems.

(2) Oversees and implements the USAG Schweinfurt Charge of Quarters (CQ) policy for barracks.

c. **Unit Commanders:**

(1) Be actively involved in monitoring living conditions and be responsible for the management of utilized barracks.

(2) Allow appointed individuals for barracks management sufficient time to perform their duties. Upon request, provide guidance and assistance in resolving complaints, problems and disputes.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

**(3) Unit S2's shall adhere to USAG Schweinfurt Policy Memo #3-24, Master Key Usage in Barracks. Master keys will be maintained, secured and accounted for daily. Keys will be kept in a sealed envelope in a secured area.**

d. **First Sergeant:**

(1) Ensure that barracks utilization standards are met.

(2) Ensure that assigned barracks spaces are not directed for other usage such as training rooms, administration office space, day rooms and storage rooms without first obtaining approval of conversion or diversion of the barracks space. Authority to divert adequate UPH or substandard UPH (upgradeable) buildings or parts of buildings to other UPH use is held by IMCOM Europe with copy furnished to HQ DA Assistant Chief of Staff for Installation Management (ACSIM) (DAIM-FD).

(3) Coordinate with the UPH office to obtain furnishings support and to update the required sub-hand receipt for the common used furnishings in buildings under his/her control.

(4) Conduct regular inspections of facility concentrating on safety, security, health and welfare conditions, and facility/furnishings accountability and conditions.

(5) Inform the housing office of arriving and departing personnel in advance of arrival/departure to allow for coordination of inspection and maintenance processes.

(6) In coordination with the FSBP Team, appoint Building, Stairwell and Floor Coordinators/Fire Wardens.

**(7) Assigning rooms for Soldiers residing/assigned to family housing on-post or off-post is not authorized. If the unit needs to issue room(s) for domestic problems, please contact the Garrison Command Sergeant Major and he/she will issue rooms for only 72 hours upon availability. Barracks rooms are not authorized for these matters.**

(8) Establish a Charge of Quarters (CQ) desk and manning roster for each assigned barracks building. CQ will monitor access to the building and ensure correct utilization of facilities IAW USAG Schweinfurt CQ policies.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

e. Building, Stairwell and Floor Coordinators/Fire Wardens:

(1) In coordination with the FSBP Team, assist barracks residents in utilizing the Self-Help operation to complete minor repairs to the barracks building/room/space.

(2) Conduct regular inspections of facility concentrating on energy savings. Ensure windows are closed when the heat is turned on, turn off lights when lighting is not needed and un-plug electrical appliances/equipment when items are not being used.

(3) In coordination with FSBP Team and 1SGs, this position is the first line in the chain of command concerning complaints, problems and disputes involving barracks residents.

f. Directorate of Public Works (DPW), Master Planning Division:

(1) In coordination with the FSBP Team responsible for determining requirements and allocation of barracks space among units for optimum space utilization. Assign building(s)/space to brigade/battalion and turn over master keys to UPH Manager. Appropriate documents are kept and maintained at DPW.

(2) Input accurate Real Property Data in the Integrated Facilities System (IFS) and keep data up-to-date to ensure that inventory assets are correctly identified.

(3) Identify, track, order and coordinate requirements for maintenance, repair, improvements, self-help, flagship projects, renovations, and grounds maintenance

g. DPW Housing Division:

(1) Responsible for the effective management of Unaccompanied Personnel Housing (UPH), Barracks Program IAW FSBP principles.

(2) Control issuance of Certificates of Non-availability (CNAs) and Temporary Lodging Allowance (TLA) claims.

(3) Maintain key control. Procedures for emergency access and after duty hours entrance for persons who have locked themselves out, as well as the procedure for damaged and lost key(s) has been established in Paragraph 12 of this document.

(4) Manage, operate and maintain the facilities and equipment in coordination with the Barracks Manager and other appropriate offices.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

(5) In conjunction with military leadership and barracks residents, fully support the BOSS program relating to barracks issues.

(6) Maintain utilization statistics, prepare reports IAW AR 420-1 and maintain automated occupancy data.

(7) Coordinate with the Unit Commanders for routine minor maintenance and repair.

(8) Assign and terminate rooms in HOMES automated database system, including furniture and equipment; conduct inspections as required.

(9) Report and coordinate with units for statements of charges and Financial Liability Investigation of Property Loss (FLIPL) for damaged facilities, equipment, and furnishings. Collect for damages beyond fair wear and tear and increase accountability.

(10) Provide pertinent information in regards to UPH Management to the Master Planning Office as well as other appropriate offices.

(11) Submit required barracks service order requests to DPW Work Reception and maintain accountability of submitted and completed work requests.

#### 6. HOURS OF OPERATION AND LOCATION.

Conn Barracks: Building 40, 1<sup>st</sup> Floor

Ledward Barracks: Building 290

The Schweinfurt FSBP Offices are open Monday thru Friday:

0730 - 1200 hrs  
1300 - 1700 hrs

#### 7. Room Assignments/Terminations/Inspections:

a. At the time of a room assignment, the resident is required to inspect the room with an UPH Management Office representative using the inspection form attached to annotate discrepancies. The occupant will sign for the furnishings inventory and will indicate its current condition. These forms will be kept on file until the occupant moves out. At that time a comparison will be made on the condition of the quarters and the furnishings at move in. Items determined to be damaged beyond normal fair wear and tear may result in assessment of charges at move out. Therefore, it is important that any additional discrepancies NOT noted on the inspection form at the time of move-in SHOULD be noted by the resident and submitted in writing to the UPH

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

Management Office within 15 days of occupancy. After that period the occupant assumes all responsibility for the condition of the room.

b. The housing inspector will perform a pre-termination inspection with the resident 30-45 days in advance of final clearance and record the inspection. During periods of increased FSBP requirements (due to deployments/re-deployments/re-stationing actions) pre-termination briefing(s) may be given at the housing office. The following areas will be covered during the pre-termination inspection/briefing:

- (1) Resident cleaning requirements (identified in writing).
- (2) Furnishings Inventory.
- (3) Self-Help requirements.

c. For termination of room assignment, the resident must schedule an appointment for inspection of the room with the housing office at least 14 days prior to the desired termination date.

d. The final inspection will be scheduled IAW the Soldier's final out-processing appointment.

(1) A housing inspector will conduct the final inspection, which includes clearing the furnishings hand receipt. All government furnishings will be in the room prior to the termination inspection. This inspection will ensure that the occupant has performed the tasks identified at the time of the pre-termination inspection/briefing. The condition of the room(s)/space must allow follow-on assignments without delay.

(2) After passing the final inspection, Soldiers need to report to Bldg 40 to the Housing section to have clearance paperwork signed.

(3) The Housing Division will notify the Soldier's chain of command if he/she fails to meet their responsibilities.

e. Soldiers will remain in their quarters until their departure if possible. If this is not an option, outgoing TLA may be authorized by the housing office for not more than 3 days.

f. Residents that are held liable for damaged facilities or missing/dirty equipment or furnishings will be instructed to report to the housing office to initiate a Statement of Charges, Cash Collection Voucher, or a Financial Liability Investigation of Property Loss (FLIPL) before receiving final clearance from the housing office.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

g. The resident's chain of command and the UPH Manager are responsible to ensure that good order and discipline is maintained at all times in UPH. They have the authority and responsibility to conduct no-notice inspections to ensure that conditions in UPH provide for the best quality of life for residents and guests.

h. Approval from the 1SG **AND** UPH Management Office must be received **BEFORE** changing rooms.

8. **Command Access to Resident's Room:** The Unit Commander or his/her designated representative may request permission from the resident to enter the quarters in order to:

- a. Inspect the property and living conditions
- b. Make necessary or emergency repairs, alterations, or improvements
- c. Supply necessary or agreed upon services

9. **Room Standards:**

a. Residents are responsible for maintaining standards of housekeeping expected of tenants in private housing of similar type and value.

b. Residents are responsible for the appearance and cleanliness of assigned rooms and shared spaces. Rooms and service areas will always be maintained in a clean and orderly fashion.

c. Room furnishings will not be removed from any room without prior approval of the UPH Management Office. Room furnishings will not be disassembled for any reason.

d. Furniture will be kept clean according to the guidance provided in the Residents Package for every room. Occupants may arrange their room as they see fit provided proper space is allowed to exit the room in emergencies, doors or windows are not blocked, and the furniture is being utilized for its intended purpose. Occupants will not remove government furniture from their assigned room without authorization from the UPH Management Office. Furniture must be placed back into the room's original configuration prior to the termination inspection.

e. Refrigerators will be kept clean with all food in its original sealed package or in sealed containers or bags. Freezers will be defrosted in accordance with the manufacturer requirements stated in the refrigerators manual of operations provided in your Resident Package.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

f. Bed linen will be used for sleeping. Beds will not be slept in without linen and a mattress pad. Residents are required to provide their own linens and mattress pads to include sheets, blankets, pillow cases, and bed spreads. Residents are responsible for laundering all linen on an "as needed basis" to ensure the linen is clean when used. All beds will be made with a full set of linen at all times when not occupied. Residents will be held financially responsible for excessively soiled mattresses.

g. Clean clothing will be neatly stored in dressers and closets. Dirty clothes will be placed in laundry bags or other suitable containers. Soiled PT gear will not be hung outside the bathroom. Washed laundry will be dried in dryers provided. Delicate items may be hung in the bathroom for drying.

h. Residents may decorate their rooms as long as the decorations are not offensive to others and the room is returned to the standards in AR 420-1 and as designated by the installation and organizational commander before they out-process. Pornographic, offensive or inflammatory materials will not be openly displayed. Offensive is defined by the individual looking at the material. Materials used for decorations must not damage the surfaces. Nothing will be stuck onto furniture. Flags will be displayed in accordance with Army regulations. Stickers are not allowed on windows. Any alteration to the room, i.e. darken the windows, must be requested through the UPH Management Office for approval/disapproval.

i. Bathrooms will be kept clean at all times. Bars of soap will be kept in individual containers for each resident sharing the bath. On a weekly basis, residents will clean the tub, tiles, shower curtain, vent fan and commodes with an approved cleaner. Do not use steel wool or any abrasive pad or material to clean with. Cleaning the bathroom is the joint responsibility of the residents assigned to the rooms, there is a list of approved cleaning products in the Resident Package. Bathroom Exhaust Fan must be operational and in use when showering. This will assist resident in reducing the humidity in the room and help prevent mold or mildew in the room.

j. Do not pour grease down the drains.

#### 10. **Quiet Hours:**

a. Residents will conduct themselves so they do not disturb others. Quiet hours are 24 hours a day to accommodate shift workers. Stereo, TV or other noise must not be heard outside the room or through the walls.

b. Quiet hours include the parking lots and adjoining streets. Noise will be kept to a minimum to accommodate shift workers. Music or other noise must not carry past the interior of the vehicle.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

Excessively loud vehicles will be subject to vehicle inspections in accordance with installation guidelines for vehicle registration.

c. Social gatherings are allowed provided individuals take into consideration others might be sleeping or otherwise do not want to be disturbed. Social gatherings should be conducted in the common area lounges or away from the building in the recreation areas. Common areas will be cleaned at the end of the gatherings.

**11. Lost, Damaged Or Missing Government Property:**

a. In accordance with public law, DOD instructions and this instruction, residents are liable for lost, damaged or missing government property caused by willful destruction or neglect of the occupant or their guests. If the results of a formal survey indicate willful neglect or abuse, the member responsible for the item will be held financially responsible for 100% of the replacement value of the item.

b. Lost or stolen room keys will be immediately reported to the UPH Manager. Residents will be held financially responsible for the cost of replacing keys or locks.

c. Funds collected for lost, damaged or missing government property will be deposited into the UPH account to be used for repair or replacement of assets.

d. If resident's or their guests willfully or negligently destroy, deface, damage, impair or remove any part of the premises (including fixtures, facilities, furniture, and appliances) occupants will be held solely responsible for the damages in accordance with 10 USC 2775, DOD 7000.14R volume 12, and AR 420-1. Payment or arrangements for payment will be made prior to any repair/replacement of government property or prior to check-out from the facility.

e. UPH residents are responsible for reporting required repair work relating to their assigned rooms to the UPH Management Office.

**12. Keys:** Electronic keys are issued to residents at check in. Electronic keys unlock doors to the main access doors in the resident's building and the door to their assigned room. Occupants should keep their key on them AT ALL TIMES! Propping your door open will allow other people access to the resident's room and possessions. Giving someone your key will allow unknown persons to enter and have access to the room. Occupants will be **charged \$50** for the replacement of a lost key.

**13. Lock-Out Procedures:**

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

a. If a resident is locked out of their room during normal working hours report to the UPH Management Office for assistance.

b. If a resident is locked out of their room after normal working hours contact the Fire Department DSN 353-8645/6645 or commercial at 09721-96-8645/6645 for assistance. This Service is not cost-free and resident will be charged by the UPH Management Office, the cost is \$75.

**14. Service Calls, Maintenance, and Repair:**

a. Report any maintenance or furnishings discrepancies to the UPH Management Office as soon as they are discovered.

b. During normal work hours, all service call requests will be submitted to the responsible Building Manager for your building. After hours all EMERGENCY requests will be submitted to the Fire Department at 117 or DSN 353-8645/6645.

c. Residents or a representative have to be present for requested routine maintenance work to be accomplished. The Building Manager and the UPH Management Office must be notified by resident when he/she is unable to be present for scheduled maintenance work. Either the Building Manager or UPH staff can escort the maintenance workers upon request of the resident.

d. For Emergency repairs the maintenance workers may access rooms accompanied by UPH Management Staff during normal duty hours. After duty hours, maintenance workers will be accompanied by either the Unit Commander or his/her representative, Fire Department, MPs. Because of this entry policy, personal items and valuables should be kept locked up at all times when the occupant is not in their room.

**15. Smoke Detectors:**

a. It is the responsibility of the UPH management office to ensure smoke detectors function properly. However, residents are responsible to periodically test and ensure that the detector is working properly. Residents are responsible for notifying the UPH management office through a service call of any detector malfunction. Cutting the wires, removing the batteries, or covering the smoke detector in a room with any material is considered tampering. If an occupant removes or covers the smoke detector, or cuts/breaks the wires in the smoke detector in their room and the unit stops working, the resident will be charged for the cost to replace the detector. Any time smoke is detected in public areas a search of the surrounding rooms will take place by appropriate staff.

b. Periodic fire drills will be conducted by the Fire and Emergency Services department. Please look on the back side of the

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

entry door for emergency exit route and assembly area. Participation in the drills is required.

**16. Fire, Safety and Security:**

a. Residents are required to maintain and follow all established fire, safety and security instructions.

b. All furniture will be arranged to provide proper egress in case of fire or medical emergency.

c. Flammables are not allowed at any time in or near residents' rooms including fireworks, gasoline, self-starting charcoal, liquid lighter, barbecue grills etc. The burning of incense or candles is not authorized in UPH.

d. When residents hear the fire alarm they must proceed out of the building and to the designated safe area.

e. Use of multiple extension cords is prohibited. Residents will be allowed to plug electrical equipment into a UL certified surge protector with multiple outlets. Only one surge protector can be plugged into any wall outlet at any time.

f. Residents must secure high cost personal items when not in their room. The Garrison will not pay claims for stolen items that were not secured. Windows and doors must be locked when not in the room. Disabling the automatic door closures will result in disciplinary action. It is the resident's responsibility to ensure that all security devices are in good working order. Report all broken locks, window latches and door closures to the UPH management office as soon as possible.

g. When doing laundry, do not leave items unattended. Laundry left unattended in the common laundry facility will be disposed of in accordance with local instructions. Garrison will not reimburse you for mission items that were left unattended.

h. Use or possession of weapons, firearms, munitions and explosives including but not limited to, black powder, fireworks, BB guns, dart guns, air rifles, bows and arrows, swords, machetes, straight razors, axes, hatchets, martial arts weapons or any other dangerous or deadly weapons is prohibited. This list is not meant to be all inclusive. Knives with a blade longer than 3 inches are prohibited in or around UPH. Exceptions are kitchen knives and government issued survival knives and equipment required to be stored with mobility gear. Decorative swords are prohibited.

i. No heat emitting devices (i.e., space heaters) are authorized in UPH.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

**17. Alcohol Use:**

a. There will be NO SMOKING or CONSUMPTION of ALCOHOL within the UPH Common Used Areas.

b. Residents and their guest must be of legal age, to consume alcohol. Underage drinking will not be permitted or tolerated. Residents who entertain guests will be responsible for ensuring proper age requirements are met. Good order and discipline will be maintained at all times.

c. Beer and wine may be kept in the refrigerator. All alcoholic beverages within the resident's room will be secured when resident is not present.

**18. Cooking:**

a. Cooking is only allowed in those UPH modules configured with a service area. When in a room not configured with a service area cooking will only be allowed in common area kitchen. When cooking in module service areas and/or common area kitchens, items must not be left unattended.

b. At no time are open flame cooking appliances allowed.

**19. Smoking Policy:** Smoking is not allowed in rooms shared by non-smokers or in common areas of UPH buildings. There will be absolutely NO SMOKING IN BED. Residents are reminded that this policy also includes visitors.

**20. Automobiles, Motorcycles And Bicycles:**

a. Residents are responsible for ensuring their vehicles are registered on base with proper base decals and insurance.

b. Parking in designated fire lanes or within 15 ft of a fire hydrant or fire department connection is not allowed. Residents could be ticketed by the Provost Marshall's Office for parking/driving their POV in non-designated parking/driving areas.

c. Disabled or abandoned vehicles will be towed at the owners' expense. Vehicles will be stored in assigned long term storage lots during deployments.

d. Motorcycles or any other type of motor-driven vehicle will not be parked in UPH rooms, under stairwells, picnic shelters, grass areas, or any other concrete surface other than authorized parking lots. No automotive or mechanical parts are permitted in UPH storage or UPH rooms.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

e. No automotive or motorcycle repairs will be done in any of the UPH parking lots or other UPH areas. All repair work will be accomplished at the MWR facility designated for that purpose.

f. Bicycles are allowed to be stored in rooms provided they are clean with no chance of grease or oil damaging the facility or furniture. Only one bicycle per resident is allowed. All others will be placed in bicycle storage. Bicycles will not be hung from the ceiling. Bicycles will be clearly labeled with the owners' name and room number. Bicycles will not be chained to any part of the UPH except in designated storage racks.

**21. Guests:**

a. Residents will be responsible for all guests while they are in or around the UPH. Guests must remain with the sponsor during visits. Soldiers and their guests will respect the privacy of roommates and other Soldiers in the barracks. Visiting hours are 24 hours a day unless otherwise posted. No one is allowed to reside in Barracks other than designated residents. Soldiers may have visitors in their rooms during the day (0600 to 2400); but before a Soldier may have overnight visitors (2400-0600), the company commander and the Soldier's roommate must approve the visit. For safety and security reasons, all guests will be registered at the CQ Desk.

b. The commander may restrict this policy. Guests under the age of 18 must be accompanied by their parent or legal guardian.

c. Guests are not allowed to use the Barracks laundry facilities.

d. No cohabitation is permitted.

**22. Antennas And Satellite Receiving Dishes:** Antennas will not extend outside of the individual residents room and are limited to TV and radio reception only. Satellite dishes are prohibited.

**23. Pets:** Pets, of any kind, are not allowed in UPH.

**24. Phone Service, Cable Television, Internet Service:** Each room has been wired for both telephone service and cable TV service. If residents choose to receive these services please contact the host-nation telephone/cable company (generally TKS) for service in the room. Soldiers will be responsible for all associated costs and will not be reimbursed. If occupants choose to move to a new room, relocation of your services is at your own expense. If the UPH management office requires an occupant to move, relocation will be at government expense and relocation of your telephone and cable TV services will be reimbursed. If a move is directed by a soldier's

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

unit, the unit will be responsible for reimbursement of relocation costs.

**25. Lobby/Common Area Furniture:**

- a. Furniture may not be taken out of the lobby.
- b. Personal belongings left in the lobby may be collected and turned over to the CQ of your building.

**26. Vending Machines:** Report malfunction or damage to the number identified on the machine.

**27. Recreational Equipment:** Equipment such as pool and ping pong tables is paid for by the Garrison and your unit. Any abuse or willful destruction destroys the benefits for other Soldiers. Please do not sit on the pool or ping pong tables.

**28. Recycling:** Containers for recycling aluminum, glass, and plastic are provided on outside near each building. All residents will fully recycle. Unit Commanders and CQ's will lead the enforcement of recycling in UPH. Occupants who choose not to recycle are subject to disciplinary action.

**29. Energy Conservation:** UPH occupants will keep windows shut during periods of cold weather, lights off when not in use and radiators at moderate levels.

**30. Out-Processing:** All Service Members must out-process through their respective UPH Management Office when clearing their assigned room. Appointments for clearing UPH rooms should be scheduled with the UPH Office 14 days in advance of your scheduled departure in order to effect a smooth transition. See Paragraph 7.

**31. Deployment/Redeployment:**

- a. During periods of deployments, Soldiers residing in Barracks are required to vacate their room(s)/space in the event the quarters are needed to house follow-on forces. Personal property will be packed and stored during deployment. Reimbursement of telephone and cable TV reconnection fees will be at government expense. Separate instructions will be provided if this option is implemented.

- b. Soldiers will have their personal property inventoried, packed and stored at government expense at a commercial storage facility arranged by the transportation office.

- c. Single Soldiers in grades E-6 and below will return to Barracks upon redeployment.

IMEU-SWF-ZA

SUBJECT: USAG Schweinfurt First Sergeant's Barracks Program Standard Operating Procedures

d. A Soldier's personal property that was packed and stored at government expense during deployment; will be returned to the Soldier's quarters at government expense.

e. Soldiers who were directed to terminate their Barracks room(s)/space are authorized reimbursement of telephone and cable TV reconnection fees. Paid receipts are required for reimbursement. Soldiers may contact their FSBP Office to obtain information regarding this process.

32. Point of contact for this memorandum is the Chief of Housing, DSN 354-6317, e-mail: sharan.dockery@eur.army.mil.



EVERETT S. P. SPAIN  
LTC, EN  
Commanding

FEB 08 2010