

# MONTHLY BARRACKS OCCUPANCY/UTILIZATION REPORT

For use of this form, see memo, ATZK-PWM,9 Feb 94, subj: Revision of USAARMC Form 4960, Monthly Barracks Occupancy/Utilization Report

UNIT: \_\_\_\_\_ POC: \_\_\_\_\_ PHONE: \_\_\_\_\_ MONTH/YEAR: \_\_\_\_\_

Bldg. No./Unit (1)	Date (2)	Trainees/ Receptees (3)	E1-E4 (4)	E5-E6 (5)	E7-E9 (6)	No. of Geographical and Unaccompanied Personnel (7)	Arms Room Yes / No (8)	Assigned Sleeping Spaces (9)	No. of Diverted Spaces Adm / Str (10)	Totals (3-6) (11)
Bldg. No.:  Unit:	1									
	10									
	20									
	30									
Bldg. No.:  Unit:	1									
	10									
	20									
	30									
Bldg. No.:  Unit:	1									
	10									
	20									
	30									
Bldg. No.:  Unit:	1									
	10									
	20									
	30									

(See reverse side for instructions and explanation of terms.)

CERTIFIED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Name, Rank, Title

**COMMENTS:**

**INSTRUCTIONS:** The monthly barracks report will be submitted to DPW, ATTN: ATZK-PWM, NLT the fifth work day of each month. Each unit will submit a report on the barracks, or portion thereof, assigned for utilization as sleeping spaces. Reports are not required on temporary barracks diverted to other than designed use. Units will report diverted space in permanent barracks. DPW POC for this report is the Real Property Branch, phone 4-7424/7223.

**EXPLANATION OF TERMS:**

Unit: Major command (Example, 1st ATB, 194th Armd Bde, 16th Cav Regt)

POC: Point of contact, individual to be notified reference content of report.

Phone: POC duty phone number.

Month/Year: Month and year of reporting period.

Column (1): Bldg. No.: DPW assigned facility number.

Unit: Subordinate unit occupying barracks or portion thereof.

Column (2): Date: Entry of occupancy status every 10 days of month.

Column (3): Trainee/Receptee: Pertains to training brigade and 46th AG Bn (Reception). Number of trainees/receptees residing in barracks.

Column (4), (5), (6): Pertains to all units. Number of personnel, by grade, residing in barracks, other than trainees/receptees.

Column (7): Number of Geographical or Unaccompanied Personnel: Number of SMs who draw BAQ at the "with dependent" rate, residing in barracks.

Column (8): Arms Room: in barracks for which report is being submitted.

Column (9): Assigned Sleeping Spaces: Number of sleeping spaces in barracks assigned to unit for which report is being submitted. Trainee and receptee spaces are computed at 72 sq. ft; all other spaces are computed at 90 sq. ft.

Column (10): No. of Diverted Spaces: Adm = Admin; Str = Storage or Supply. Number of sleeping spaces diverted for use as admin, or storage or supply.

Column (11): Totals: Total of columns (3) thru (6) to indicate the number of SMs occupying barracks space.

Certified by: S-4, Facilities Manager, or Unit Commander.

Phone: Duty phone number of certifying official.