

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, KY 40121-5719
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*Fort Knox Reg 420-4

Facilities Engineering

SINGLE SOLDIER QUARTERS (SSQ) POLICY

Summary. This regulation prescribes policies and procedures for the administration of single Soldier assignment and termination, utilization, and maintenance of quarters and grounds.

Applicability. This regulation applies to all uniformed personnel assigned to Fort Knox.

Suggested Improvements. The proponent for this regulation is the Directorate of Public Works. Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Directorate of Public Works (IMSE-KNX-PW), 125 6th Avenue, Suite 320, Fort Knox, KY 40121-5719.

1. Purpose. The purpose of this regulation is to establish the standards, policies, procedures, and responsibilities for the processing of permanent party Soldiers into the SSQ at Fort Knox, Kentucky. These policies are not currently addressed by Army Regulation 420-1.

2. Reference. Army Regulation 420-1, 2 November 2007, Army Facilities Management.

3. Objective. To prescribe policies and procedures for the administration of SSQ assignment, termination, and utilization.

4. Policy. The single Soldier functions are governed by procedures established by Department of the Army regulations and other applicable directives from higher headquarters. Any request for exception to policy will be submitted through the complete chain of command in writing with full justification and supporting documents to the Garrison Commander. Exceptions to policy may be forwarded to an appropriate agency for evaluation and recommendation, i.e., medical requirements will need evaluation by the Medical Department Activity.

5. Responsibilities for the SSQ Mission.

a. The Garrison Commander is responsible for the following:

- (1) Designation of key and essential positions IAW AR 420-1.
- (2) Approving/disapproving exceptions to policy.

*This regulation supersedes USAARMC Reg 210-51, 26 July 1999.

b. The Garrison Command Sergeant Major will comply with the below:

(1) Assign units to areas of responsibility for the police, upkeep, and maintenance of SSQ exterior, grounds, and dayrooms. Unit responsibility includes all areas within 50 feet of the barracks building and any ancillary structures such as picnic areas, outdoor grills, tables, benches, sidewalks, and parking areas. Building common area (to include common lavatories, dayrooms, hallways, stairwells, balconies, etc.) custodial tasks remain a unit responsibility.

(2) Assist units in resolving all barracks issues, complaints, and disputes.

c. The SSQ office will accomplish the following:

(1) Maintain SSQ utilization records.

(2) Assign available barracks space to eligible Soldiers.

(3) Conduct property inventories and initiate action for furnishings replacement.

(4) Conduct termination inspection of barracks space as Soldiers depart the barracks.

(5) Identify, record, initiate, and track work orders for the SSQ.

(6) Prepare reports for higher headquarters as required.

d. Brigade/regimental and major subordinate commanders will adhere to the following:

(1) Ensure that unit NCOs maintain Soldier discipline and perform health, safety, and welfare inspections of the SSQ. If criminal activity in the room is suspected, unit commanders will consult with their servicing trial counsel before entering or searching the room.

(2) Conduct property accountability and security measures for common areas and day rooms within their assigned area of responsibility in the SSQ. Display unit ownership in assigned barracks space.

(3) Ensure Soldiers in-process/out-process through the SSQ office.

(4) Ensure Soldiers who are no longer authorized to reside in the SSQ properly clear the space.

(5) Not require a Soldier to maintain a space in the SSQ if the Soldier lives off of the installation.

(6) Ensure that Soldiers' rooms are identified with name and unit on the outside of every door. Soldier shall post the following information on the outside of their entry door: FULL NAME, RANK, and ASSIGNED UNIT. Place information on 5" X 8" card and post to exterior of their entry door in a manner not causing damage to the door.

(7) Establish a viable charge of quarters plan with a detailed written standing operating procedure (SOP).

(8) Ensure every deployed Soldier's room is cleared through the SSQ office.

e. Directorate of Public Works will be responsible for performing timely repairs to the SSQ.

6. Eligibility Criteria.

a. Single Soldiers, PVT through SGT, authorized Basic Allowance for Housing (BAH) at the without dependent rate, assigned to Fort Knox as permanent party will be assigned to the SSQ.

b. Single Soldiers, SSG and above, receiving housing allowance at the without dependent rate, may be housed in the bachelor enlisted quarters (BEQ)/bachelor officer quarters (BOQ) on a space available basis.

c. Divorced or geographical bachelor personnel are not authorized housing in the SSQ or BEQ/BOQ. Off post housing or Fort Knox Lodging Geographical Bachelor Quarters is the primary source for housing for these personnel. All other Soldiers may be assigned on an exception to policy basis. Requests must be in writing and routed through the Soldier's complete chain of command to the SSQ office.

7. Application and Assignment.

a. Soldiers in the rank of PVT through SPC will be housed in the junior enlisted barracks in two man rooms.

b. Soldiers in the rank of SGT will be assigned to the NCO barracks in one man rooms.

c. Soldiers in the rank of SSG and above will be housed in the BEQ/BOQ.

d. Single military members from other services assigned to the installation will be assigned to the SSQ on the same basis as Army personnel unless a Memorandum of Agreement/Understanding dictates otherwise.

e. If space is not readily available, Soldiers will be placed on the appropriate wait list based on the date of departure from the last duty station.

8. Assignment Policies.

- a. Soldiers are assigned per para 3-18, Priorities of Assignment for SOQ, OQ, SEQ, and EQ, table 3-7, AR 420-1.
- b. Assignment to the SSQ is mandatory for Soldiers with the rank of PVT-SGT. Certificates of non-availability (CNA) will only be issued when barracks utilization exceeds 95%. Soldiers may request to reside off post without BAH at the discretion of the commander.
- c. The Garrison Commander may authorize Soldiers in the rank of SGT and below to reside off post under the following conditions:
 - (1) Soldier is pregnant.
 - (2) Soldier purchased a home in the local area before notification of assignment to Fort Knox.
 - (3) When Soldiers married to other Soldiers without dependents, who reside off post and one of the members departs on a separate tour, the other member will not be ordered to return to the barracks.
- d. Personnel issued a CNA to reside off post will in-process through the housing office prior to entering into any lease agreement.
- e. Soldiers will be assigned under the unit integrity concept to the extent possible.

9. Privately Owned Vehicles.

- a. Designated parking spaces are not set aside for individual rooms. Parking spaces are on a "first come" basis. Problems involving parking, which cannot be resolved at Soldier level, will be referred to the Soldier's chain of command. The speed limit in all parking lots is 10 miles per hour.
- b. Parking is allowed in marked spaces only.
- c. Soldiers are not allowed to perform major repairs or maintenance on motor vehicles (to include oil changes) within the SSQ area, leave vehicles on jack stands, or leave component parts stored in outside areas. Vehicles found dismantled or abandoned will be reported to the Military Police for disposition.
- d. Storage of watercraft, trailers, and recreational vehicles is prohibited in the SSQ area. These vehicles are permitted in the SSQ area only for immediate loading and unloading of

supplies and equipment. They must be parked/stored in the installation lots specifically designated for this purpose.

10. Resident Responsibilities.

a. Soldiers are required to live in a clean, healthy, and safe environment. Soldiers should not do anything to impose on other Soldiers. If someone violates this regulation or does something that violates good order and discipline, refer it to the Chain of Command or to be discrete, use the ICE comment kiosks around the installation.

b. Disassembly or removal of government owned furnishings is not authorized. Key or room swapping is prohibited without approval of the SSQ office and your unit 1SG. Soldiers must request room changes in writing. Any violation of this policy will be cause for eviction. Soldiers evicted from the barracks must reside off the installation.

c. Rooms that are set up for double occupancy will not be reconfigured without prior SSQ office approval. If you are in a room by yourself (SPC and below), do not migrate into the adjoining space; always have the room ready to receive a roommate.

d. Noise levels in and around the SSQ will be kept to a reasonable and acceptable minimum. Official quiet hours are from 2200 through 0600.

e. Soldiers not physically residing in the barracks or who have lost eligibility to reside in the barracks must immediately clear the room through the SSQ office.

f. Social visits of a temporary nature by Soldiers or their Family members are authorized. Non-military guests, under the age of 18 years old, must be accompanied by a parent or legal guardian. Overnight guests are not permitted in the enlisted barracks.

g. Residents are liable for any damage to their area of responsibility and furniture inventory.

h. Specifically prohibited is the attachment of any item to the roof, railing, exterior walls, or other modification to the quarters. Large nails, screws, wall anchors, or adhesive fasteners are not authorized in the walls and ceilings. Small picture hangers may be used, not to exceed 5 picture hooks per wall.

- (1) No nails, screws, or hooks should be used on the doors or cabinets.
- (2) Wall mirrors, corkboards, paneling, etc., are prohibited on the walls.
- (3) Tub decals are prohibited.
- (4) Removal of window blinds is prohibited.

(5) Contact paper and wallpaper will not be placed on walls, shelves, or cabinets.

i. Report needed repairs promptly to the DPW work order section, 624-1171/4933. If cost to repair was caused by the Soldier's failure to promptly report the needed repair, the Soldier may be subject to reimburse the government for repairs.

j. Maintain minimum heat and cool settings when the room is left unattended (i.e., due to leave, TDY, field exercises, etc.).

k. Smoking is not authorized inside the barracks rooms/buildings. Smoking is authorized only in designated smoking areas and smoking materials must be disposed of properly.

l. It is illegal to tamper with smoke detectors or fire extinguishers (remove, turn-off, etc.).

m. Always practice good housekeeping.

n. When cooking in rooms equipped with cooking appliances, items must not be left unattended. Hot plates, candles, or incense are not authorized in the barracks.

o. Parking in designated fire lanes or within 15 feet of a fire hydrant or fire department connection is not allowed. You could be ticketed by the Provost Marshal's Office for parking/driving your privately owned vehicle in non-designated parking/driving areas.

p. For lockouts, contact your unit during normal duty hours; after hours you must contact your designated Staff Duty NCO. If you are still unable to gain access to your room then the Staff Duty must call the Work Order Section (502) 624-1171/4933 to place an emergency work order.

q. Work orders are placed by contacting the Single Soldier Quarters Management Team (SSQMT) or by calling the Work Order Section at (502) 624-1171/4933.

11. Energy and Conservation. The goal of energy and water conservation is to ensure that the essential needs of all Soldiers are provided without waste. Energy conservation is a key element in our effort to become energy efficient. Soldiers are responsible for practicing energy conservation to avoid waste. The following tips are suggested for Soldiers to conserve and reduce energy consumption without sacrificing comfort:

a. Set thermostat at a comfortable setting without fluctuation to maintain consistent climate control.

b. During the heating season, if the room will be vacant for an extended period, (weekends, holidays, or vacations) turn thermostat back to the lowest setting, but not lower than 70 degrees, to prevent water lines from freezing.

c. During the air conditioning season, if the room will be vacant for an extended period

(weekends, holidays, or vacations), turn thermostat up to 75 degrees to prevent moisture accumulation.

- d. Keep doors and windows closed whenever air conditioning or heating is in operation.
- e. Check toilets for leaks.
- f. Make sure faucets are shut off properly.
- g. Use flow controlling nozzle/spray head device for outdoor hoses.
- h. Take short showers instead of baths.
- i. Do not remove or replace devices that have been installed to conserve water (i.e., faucet aerators, and low flow showerheads).
- j. Wash full loads of laundry and make sure the water level is right for the size of the load.
- k. Turn off lights when not needed.

12. Maintenance Emergency. Emergencies will be handled immediately. Contact the Work Order Section at (502)624-1171/4933 and follow the instructions to submit an emergency work order. Emergency situations consist of the following:

- a. Fire - immediately call 911.
- b. Lack of electricity.
- c. Broken or non-working doors, locks, windows.
- d. Roof leaks.
- e. Lack of heat when outside temperature is below 50 degrees.
- f. Lack of air conditioning when outside temperature is above 80 degrees.
- g. Lack of water.
- h. Non-functioning toilet.
- i. Locked out of room.
- j. Flooding.

- k. Broken pipes.
- l. Any life threatening, safety, or health concern.
- m. Water flowing from grass or street areas (possible underground pipe break).
- n. Overflowing manhole (possible sewer back-ups).

13. Refuse Collection. Every block has a dumpster for trash disposal and for recyclable cardboard. Occupants are required to remove their garbage daily and to dispose of it in the appropriate trash container. For large recyclable items such as grills, bicycles, sofas etc., call the SSQMT (502-624-6430) and speak with your SSQ representative.

14. Waterbeds. Waterbeds are strictly prohibited in the SSQ.

15. Weapons. In accordance with Fort Knox Regulation 210-1, Control of Fire Arms and Weapons, para 2-4, Soldiers residing in the barracks may not possess or store privately owned weapons, which include firearms, crossbows, and BB/pellet guns. All privately owned permitted weapons must be registered with the Provost Marshal's Office within 3 working days after arrival on the installation or obtaining the weapon. All firearms and other potential dangerous weapons must be stored in the Soldier's unit arms room. **Violations of the Weapons Policy may result in UCMJ and/or other administrative actions.**

16. Flammable Materials. Gasoline should never be stored in your room. In the event of a leak from a vehicle or a spill of oil, gasoline, other petroleum or hazardous product, the Soldier will be responsible to clean up the area immediately and call the SSQ One Call (502-624-6430) and speak with your SSQMT representative.

17. Antennas and Satellite Dishes. Television satellite systems, television, CB, and HAM antennas are prohibited in the SSQ. Buildings will not be altered by attachment of antennas, dishes, or cables connecting such equipment.

a. The government is responsible for repairs to internal telephone and cable wiring. If repairs are needed, contact the SSQ office.

b. Repairs due to resident misuse or neglect will be charged to the resident.

18. Barbecue Grills and Grilling. Fort Knox fire regulation, code, and policy prohibit the use of barbecue grills at distances closer than 25 feet to the SSQ.

19. Appliances. Appliances are confined to normal household appliances (i.e., coffee maker, toaster, TV, VCR). Appliances with a capacity above 15 amps or more than 1/2 horsepower require DPW approval before installation and use. The use of portable heaters is also prohibited.

20. Pets. Pets of any nature are not authorized in SSQ.

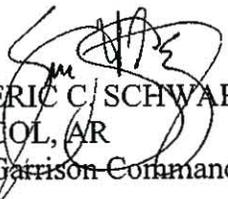
21. Alcoholic Beverages. Possession or consumption of alcoholic beverages are in accordance with State law and installation policy. Personnel less than 21 years of age are not permitted to possess or consume alcoholic beverages at any time on or off the installation. Major subordinate command commanders are authorized to limit the amount of alcoholic beverages stored in their Soldier's rooms provided the restrictions are reasonable, addressed in their barracks SOP, and a copy of the SOP is furnished to the Garrison CSM. Empty alcohol bottles are not to be displayed as trophies.

22. Transient Rooms. A limited number of transient rooms will be maintained for emergency use by the unit. Stays are limited to 72 hours. If a longer period of time is required, then an exception to policy must be submitted to the SSQ office in writing.

23. Deployments. All Soldiers will clear their rooms through the SSQ office if rooms are to be vacant for more than 30 days. Exceptions to policy will be granted on a case-by-case basis through the Garrison CSM.

24. Pre-inspection Appointment. Soldiers should schedule a pre-inspection appointment with their SSQMT (502-624-6430) no later than 30 days prior to their final out. At this time, the Soldier is briefed on procedures and given a copy of the termination packet.

FOR THE COMMANDER:


ERIC C. SCHWARTZ
COL, AR
Garrison Commander

OFFICIAL:

KENT R. SHAW
Director, Human Resources

DISTRIBUTION:
Special