

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
23 August 2000

C1, Fort Knox Reg 210-51

Change 1

Installations

SINGLE SOLDIER QUARTERS (SSQ) POLICY

Summary. This change updates current SSQ parking policy.

Suggested improvements. The proponent of this change is the Directorate of Community and Family Activities. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAARMC and Fort Knox, ATTN: ATZK-CFH, Fort Knox, KY 40121-5000.

1. Fort Knox Reg 210-51, 26 Jul 99, is changed as follows:

Page 5, paragraph 10a. Change paragraph as follows:

10. Privately Owned Vehicles.

a. Parking.

(1) Parking is by permit only in designated locations. Parking areas are color-coded and SSQ residents will be issued one permit and assigned a parking area. Parking spaces are on a "first-come-first-served" basis and parking is allowed in marked spaces only. Soldiers with more than one vehicle must park the additional vehicle in the visitor parking lot.

(2) Parking areas will be monitored and vehicles illegally parked will be cited by the Military Police.

(3) The unit will issue the parking permits. Permits will be placed in the lower corner of the windshield on the driver's side.

(4) Permits must be returned to the unit when the soldier no longer resides in the barracks.

3. Post this change per DA Pam 25-40.

C1, Fort Knox Reg 210-51 (23 Aug 00)

4. File this change in front of the publication.

FOR THE COMMANDER:



OFFICIAL:
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Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, KY 40121-5000
26 July 1999

*Fort Knox Reg 210-51

Installations

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 or supported by the U.S. Army Armor Center and Fort Knox (USAARMC).

Suggested Improvements. The proponent of this regulation is the Directorate of Business Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAARMC and Fort Knox, ATTN: ATZK-BOH, Fort Knox, KY, 40121-5000.

- 1. Purpose.** The purpose of this regulation is to establish the standards, policies, procedures, and responsibilities for processing permanent party soldiers into the SSQ at Fort Knox, Kentucky. These policies are not currently addressed by Fort Knox Regulation 210-50 or Army Regulation 210-50.
- 2. Reference.** Army Regulation 210-50, 1 September 1997, Housing Management.
- 3. Objective.** To prescribe policies and procedures for the administration of single soldier assignment, termination, and utilization.
- 4. Policy.** The Single Soldier Quarters functions are governed by procedures established by Department of Army regulations and other applicable directives from higher headquarters. Any request for an 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 MEDDAC.

*This regulation supersedes USAARMC Reg 210-51, 25 July 1997.

5. Responsibilities for the SSQ mission.

- a. The Garrison Commander is responsible for the following:
 - (1) Approving the designation of Key and Essential positions per AR 210-50.
 - (2) Approving/disapproving exceptions to policy.
- b. The office of the Garrison Command Sergeant Major will:
 - (1) Assign units to areas of responsibility for police, upkeep, and maintenance of SSQ exterior and grounds.
 - (2) Assist units in resolving barracks complaints and disputes.
- c. The Director of Business Operations, Housing Division will:
 - (1) Maintain installation SSQ utilization records.
 - (2) Provide technical assistance to the units pertaining to installation policy and regulations for the SSQ.
 - (3) Prepare reports to higher headquarters as applicable.
- d. Brigade/Regimental and Major Subordinate Commanders will:
 - (1) Ensure that unit NCOs maintain soldier discipline and perform health, safety, and welfare inspections of the SSQ.
 - (2) Conduct property accountability and security measures within their assigned SSQ to include common area. Conduct a ten percent inventory on a monthly basis.
 - (3) Identify, charge for, and request repair for SSQ damages.
 - (4) Ensure soldiers inprocess/outprocess through SSQ.
 - (5) Ensure that soldiers who are no longer authorized to reside in the SSQ properly clear that space immediately.
 - (6) Request additional or replacement furnishings as needed.

(7) Sub-hand receipt property to each individual soldier assigned space.

6. The Directorate of Base Operations Support (DBOS) will be responsible for performing timely repairs to the SSQ and assisting units with the Repairs and Utilities (R&U) Program.

a. Single Soldier Quarters Funding. The maintenance and repair of the SSQ is funded solely by Operations and Maintenance, Army (OMA) dollars. Funding levels will be established based on availability of installation funding.

b. The OMA funding is required for, but not limited to, the following:

(1) The SSQ maintenance and repair are funded with Real Property Maintenance Activity (RPMA) dollars.

(a) Work orders completed by DBOS maintenance shop personnel for materials and labor.

(b) Materials and labor required to complete scheduled maintenance performed by DBOS personnel.

(c) Materials and labor provided by outside contractors for situations that cannot be corrected by DBOS.

(2) Self-help maintenance supplies.

(a) Plumbers helpers

(b) Light bulbs

(c) Furnace filters

(d) Sink stoppers/door stops/doorknobs/toilet seats

(e) Toilet paper

(f) Cleaning supplies

(g) Paper towels

(4) Linen issue/exchange.

(5) Furnishings: Purchase, initial issue, exchange, and repair of furnishings and appliances to include common areas.

7. Eligibility Criteria.

a. Single soldiers, PVT through SSG 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. All other soldiers may only be assigned on an exception to policy basis with approval of the unit commander.

c. The SSQ shared spaces will be assigned to prevent placing smokers and nonsmokers in the same room. If a conflict arises based on smoking preferences, the room will be designated as nonsmoking.

8. Application and Assignment to the SSQ.

a. The unit has the responsibility to assign SSQ space within their command. All incoming soldiers with the rank of PVT through SSG will be required to occupy the SSQ. Soldiers may request to reside off post without BAH at the discretion of the commander.

b. Single military personnel from other services assigned to Fort Knox will be assigned to SSQ spaces on the same basis as Army personnel unless a Memorandum of Agreement/Understanding dictates otherwise.

c. Incoming personnel on a valid promotion list will be assigned SSQ space appropriate to their promotable grade.

9. Assignment Policies.

a. Soldiers are assigned per Table 3-4 of AR 210-50.

b. Assignment to the SSQ is mandatory. The installation occupancy rate must be a minimum of 95 percent before authorization can be granted to live off post. The Housing Division will issue a statement of nonavailability to reside off post on the local economy.

c. The installation commander may authorize soldiers in the rank of SSG and below to reside off post under the following conditions:

(1) When the soldier is pregnant.

(2) The soldier purchased a home in the local area before notification of assignment to Fort Knox.

(3) When soldiers married to other soldiers without dependents reside off post and one of the members departs on a separate tour, the other member will not be ordered to return to permanent party housing.

(4) The Housing Division projects that SSQ space meeting the soldier's rank requirement will not be available per Table 4-2 of AR 210-50.

d. Personnel issued a Statement of Nonavailability (SNA) to reside off post will receive housing referral counseling from the Community Homefinding, Relocation, and Referral Services Office on the Equal Opportunity in Off-post Housing program before negotiating a rental or lease agreement for community housing.

10. Privately-Owned Vehicles.

a. Designated parking spaces are not set aside for individual rooms at the SSQ. Parking spaces are on a "first come" basis. Problems involving parking, which cannot be resolved at the soldier level, may be referred to the soldier's chain of command.

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, to leave vehicles on jack stands, or to 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 and recreational vehicles is prohibited in the SSQ area. These types of vehicles are permitted in the SSQ area only for loading and unloading of supplies and equipment. They may be parked or stored in installation lots specifically designed for this purpose. Contact the Military Police for storage lot information.

11. Unit responsibilities.

a. Establish an effective R&U program to maintain the livability of the SSQ.

b. Monitor the conduct of visitors. Nonmilitary guests under the age of 18 years old must be accompanied by a parent or legal guardian. Overnight guests are prohibited without prior approval of the commander.

c. Maintain noise levels in and around SSQs to a reasonable and acceptable minimum and will conform to existing installation noise pollution Policy Memo 21-98 (Excessive Noise and Offensive Language in Public Places). Official quiet hours are from 2200 through 0600. Unit commanders may modify quiet hours based on mission requirements.

d. Ensure SSQ residents comply with the provisions of paragraph 12.

12. Resident responsibilities.

a. Specifically prohibited is the attachment of any item to the roof, railings, exterior walls, or other modifications of the SSQ. Alterations that would increase the living area or which would damage or be a hazard to government property is prohibited. All proposed modifications must be submitted to the Directorate of Base Operations Support for approval before onset of said modifications.

b. Nails and fasteners may not be used to hang pictures or mirrors. Hanger brackets for use with the wooden display rails are the only authorized method for hanging pictures and mirrors.

c. Contact paper and wallpaper will not be placed on walls, shelves, cabinets, or in drawers.

d. The use of tacks, staples, and clamps to secure TV cable, speaker wire, or connecting cables for computers and other electronic equipment is prohibited. Use of these items will cause damage to the walls, baseboards, and trim work.

e. With normal care, drywall and painted surfaces can be easily maintained in a presentable condition. Use of wire brushes, abrasive materials, or strong detergents will be avoided. Caution should be taken to avoid excessive dampening of drywall or plastered walls.

f. If the soldier destroys, defaces, damages, or removes any part of the premises (including fixtures, facilities, or appliances) or permits any person to do so, replacement or repair will be at the soldier's expense.

g. Report needed repairs promptly to the unit R&U. 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 the cost to effect repairs.

h. Maintain minimum heat settings when the SSQ room is left unattended (i.e. due to leave, TDY, field exercises, etc.) during the winter season to prevent freeze damages. The thermostat should be set to 60 degrees Fahrenheit; do not turn the thermostat off.

13. Refuse Collection. Refuse and recycle materials shall be placed in provided containers at the SSQ designated collection point. Collection days are Monday, Wednesday, and Friday. All refuse must be boxed, bundled, or placed in plastic bags, and deposited in appropriate collection containers. Recycle material shall be separated from trash and placed in the recycle containers provided. Items should be protected to prevent littering.

14. Flammable Materials. Gasoline and other flammable materials will not be stored in the SSQ or used as cleaning agents or solvents.

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

16. Antennas and Satellite Dishes. Television (TV) satellite systems, television, CB and HAM antennas are prohibited in the SSQ. Buildings will not be altered by the attachment of antennas, dishes, or cables connecting such equipment. Cable TV service and telephone service is provided to each soldier in the SSQ for a fee. Roommates may share expenses for these amenities; however, the resident signing the contract will be ultimately responsible for settlement of billing.

a. The government is responsible for repairs to internal telephone and cable wiring.

b. If repairs are necessary, upon completion of repairs, the resident should bring the bill for repair service and the "paid" receipt for service to the Housing Office to effect reimbursement of amount paid for repairs.

c. Repairs required due to resident negligence, abuse, or misuse of government supplied TV and telephone hookups will be charged to the soldier.

17. Air Conditioning. A common sense approach will be used when heating and cooling SSQ rooms. Use is at the discretion of the individual soldier; however, conservation of utilities must be observed. Door and windows should remain closed while heating or cooling to prevent energy waste.

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

19. Appliances are confined to normal household appliances, i.e. coffee maker, toaster, TV, VCR. Appliances with a capacity above 15 amperes or more than one half horsepower require DBOS approval before use or installation. The use of portable heaters is also prohibited.

20. Pets. Pets are prohibited in the SSQ with the exception of fish (NO piranha) that are contained in an aquarium no larger than 10 gallons.

21. Alcoholic Beverages. Possession or consumption of alcoholic beverages will be IAW 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 the Fort Knox installation.

FOR THE COMMANDER:



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